



# DECISION

*Fair Work Act 2009*  
s.185—Enterprise agreement

**Energy Queensland Limited T/A Ergon Energy Queensland Retail**  
(AG2017/5404)

## **ENERGY QUEENSLAND UNION COLLECTIVE AGREEMENT 2017**

Electrical power industry

DEPUTY PRESIDENT ASBURY

BRISBANE, 18 DECEMBER 2017

*Application for approval of the Energy Queensland Union Collective Agreement 2017.*

[1] Energy Queensland Limited T/A Ergon Energy Queensland Retail applies for approval of an enterprise agreement known as the *Energy Queensland Union Collective Agreement 2017* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). The agreement is a single-enterprise agreement.

[2] The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (CEPU); the Association of Professional Engineers, Scientists and Managers, Australia (APESMA); the Australian Municipal, Administrative, Clerical and Services Union (ASU); and the “Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union” known as the Australian Manufacturing Workers’ Union (AMWU), being bargaining representatives for the Agreement, have each given notice under s.183 of the Act that these organisations want the Agreement to cover them. In accordance with s.201(2) of the Act I note that the Agreement covers these organisations.

[3] On 11 December 2017 undertakings were provided by the Employer. The views of the bargaining representatives have been sought in relation to the undertakings. Pursuant to s.190 of the Act, I accept the Employer’s undertakings. In accordance with s.201(3) of the Act I note that a copy of the undertakings is attached to the Agreement and forms part of the Agreement.

[4] The Agreement does not contain a consultation term that is consistent with the requirements in s.205 of the Act. Pursuant to s.205(2) of the Act, the model consultation term prescribed by the *Fair Work Regulations 2009* is taken to be a term of the Agreement.

[5] I am satisfied that each of the requirements of ss.186, 187 and 188 as are relevant to this application for approval have been met.

[6] The Agreement is approved in accordance with s.54 of the Act and will operate from 25 December 2017. The nominal expiry date of the Agreement is 1 March 2021.



DEPUTY PRESIDENT

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Note - the model consultation term is taken to be a term of this agreement and can be found at the end of the agreement.

Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of this agreement.

# **Energy Queensland Union Collective Agreement 2017**

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## PART 1 PRELIMINARY

### 1.1 TITLE

This *Agreement* will be known as the *Energy Queensland Union Collective Agreement 2017*, referred to as 'the *Agreement*'.

This *Agreement* replaces the Ergon Energy Union Collective Agreement 2015; the Energex Union Collective Agreement 2015; and the SPARQ Solutions Union Collective Agreement 2016.

### 1.2 PARTIES

*The Parties to the Agreement are:*

- *Energy Queensland Limited* (ACN 612 535 583) and all its related bodies corporate, including the following:
  - *Ergon Energy Corporation Limited* (ACN 087 646 062) (Ergon Energy);
  - *Energex Limited* (ACN 078 849 062) (Energex);
  - Energy Impact Pty Ltd;
  - Ergon Energy Telecommunications Pty Ltd (T/A Nexium);
  - Metering Dynamics Business Support Pty Ltd (T/A Metering Dynamics);
  - Sparq Solutions Pty Ltd;
  - Varnsdorf Pty Ltd; and
  - VH Operations Pty Ltd
- Automotive, Metals, Engineering, Printing and Kindred Industries Union of employees Queensland, (AMWU);
- Association of Professional Engineers, Scientists and Managers, Australia (Professionals Australia);
- Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia – Electrical Division (ETU); and
- Australian Municipal, Administrative, Clerical and Services Union (The Services Union).

Parties may make an application to be covered by this *Agreement* in accordance with the Fair Work Act 2009.

### 1.3 DURATION

This *Agreement* will take effect from seven days after approval of agreement and will nominally expire on the 1<sup>st</sup> March 2021. This *Agreement* will continue in force after its nominal expiry date until such time as it is replaced or terminated in accordance with the *Fair Work Act 2009*.

The Parties agree to commence discussions for any replacement agreement at least six (6) months prior to the nominal expiry date of this *Agreement*.

## 1.4 APPLICATION

This Agreement applies to:

- *Energy Queensland Limited* (ACN 612 535 583) and its related bodies corporate;
- Employees of *Energy Queensland Limited* and its related bodies corporate unless otherwise expressly stated who are employed in, or in connection with any calling, trade, craft, vocation or profession referred to in the classification structure as contained in this *Agreement*, or in the transmission, distribution, generation, supply or sale of electricity; and
- The Unions signatory to this *Agreement*.

This Agreement does not apply to:

- Employees of *Energy Queensland Limited* and its related bodies corporate who are paid a salary for the purposes of superannuation which exceeds 115% of the rate prescribed for Salary Point 16.5 (nine (9) day fortnight) contained in Schedule 1 of this *Agreement*; or
- Employees of *Energy Queensland Limited* and its related bodies corporate who are covered by the *EQ Retail Union Collective Agreement 2017*.

### Electricity Regulation

*Energy Queensland Limited* will continue to apply the provisions of Chapter 8 of the Electricity Regulation 2006 (Qld).

If there is any inconsistency between the terms of this *Agreement* and Chapter 8 of the Electricity Regulation 2006 (Qld), then the terms of this *Agreement* will prevail to the extent of the inconsistency.

## 1.5 WORKPLACE CHANGE AND FLEXIBILITIES

The parties recognise that change may occur during the life of this Agreement. In addition to the provisions of this clause, the parties will maintain the consultative mechanisms as outlined in this Agreement to help facilitate change.

The parties will address the introduction of new working arrangements, which require the variation of conditions of employment as contained in this Agreement, by application of the following principles and process:

- a. The parties acknowledge that there is a business requirement to have flexibility, responsiveness and mobility of its workforce to meet customer needs and operational requirements. At times these challenges may need changes to employee working conditions. Where changes are required to employees' current conditions, these will be addressed in a consultative and cooperative manner with employees directly affected. Consultation will occur with all directly affected employees and their nominated employee representatives.
- b. Where consultation has been unable to resolve the matter the following process will apply:
  - i. The directly affected employees and their nominated representative(s) will negotiate and develop a suitable proposal;
  - ii. Prior to implementation of the proposal, agreement must be reached with at least 60% of the directly affected employees; and
  - iii. Any variation of conditions of employment contained in this Agreement will have no application until lodged in accordance with the Act.

Where the parties agree, this process may be applied to other workplace change initiatives outlined in this Agreement that would directly affect employees in terms of conditions, entitlements and career opportunities.

The consultative processes may provide an appropriate mechanism for consideration of matters relevant to this clause. Nominated employee representatives at the place of work may be involved in such discussions.

The variation of conditions of employment as contained in this Agreement will have no application until varied in accordance with the requirements of the Act.

## 1.6 DEFINITIONS

In order to ensure clarity in the intent of this *Agreement*, a list of definitions for terms utilised in this *Agreement* is set out below, where they are used throughout the *Agreement* they will appear in italics:

**Act** means the *Fair Work Act 2009*.

**Allowance** means an amount paid to employees in addition to the employee's rate of pay, other than an *all purpose allowance*.

**All Purpose Allowance** means an *allowance* that is added into the employee's *base rate* of pay as prescribed in Schedule 1 - *Energy Queensland Energy Salary Schedule* as applicable for the calculation of payments for Overtime, Personal Leave, Annual Leave, Long Service Leave, Completion of Term Payment, Superannuation and Retrenchment Payments unless otherwise stated.

**Base Rates** means the rate of pay as specified in Schedule 1 of this *Agreement*.

**Consultation** means the timely exchange of relevant information and ideas in such a manner that the *Parties* have the actual and genuine opportunity to influence the outcome.

**Nominated Employee Representative** means a person/agent or employee (other than a legal representative) *nominated employee representative* or elected by the employee/s to act on their behalf. This can include *nominated employee representative* union delegates.

**Energy Queensland** means *Energy Queensland Limited*.

**Fixed Term** means a specified period of time clearly identified by the term of the employment contract where the time of commencement and the time of completion are detailed.

**Mutual Agreement** means an *Agreement*, which has been arrived at between directly affected employees and relevant management without duress being applied to either party.

**Specified Task** means employment for a specific project, task or undertaking, and for which the employment contract will specify the circumstances, event, or criteria on which the employment will terminate.

**Status Quo** means the circumstances that prevailed immediately prior to any change being implemented.

## **1.7 NO EXTRA CLAIMS**

It is agreed that during the life of this *Agreement*, no extra claims will be made by either party in terms of employment conditions

## **1.8 OBJECTIVES OF AGREEMENT**

The objectives of this *Agreement* are to consolidate and provide equitable conditions of employment for employees covered by this *Agreement*, and to ensure that consultation is maintained and enhanced in dealings between the parties.

## **1.9 DISPLAYING OF THIS AGREEMENT**

A copy of this *Agreement* will be exhibited in a conspicuous and convenient place in each workplace so that it can be easily read by all employees.

Hard copies of this *Agreement* will be available in the workplace and electronic copies will be available through the *Energy Queensland* intranet. In addition *Energy Queensland* will, within the first six (6) months of this *Agreement* being approved ensure that booklet style copies of this *Agreement* are printed and made available to all employees on request.

## **1.10 EMPLOYMENT SECURITY**

There will be no forced retrenchments for the life of the *Agreement*.

The agreement to have no forced retrenchments depends upon the employee accepting reasonable retraining and redeployment to suitable alternative employment within their current locality to the extent that would not require a move of residence or travel further than fifty (50) kilometre radius of their original work location.

Where suitable alternative employment is identified and would require the need for an employee to permanently relocate to another work location as per the above clause. *Energy Queensland* will consult with the employee prior to redeployment. *Energy Queensland* will give genuine consideration to matters raised about the redeployment by the employee and/or their union representative.

## **1.11 SALARY MAINTENANCE**

An employee whose position is made redundant during the life of this *Agreement* and is redeployed into a suitable alternative position will have their salary maintained without reduction, including future *Agreement* increases for the tenure of their employment.

Where an employee is redeployed, their salary for superannuation purposes will exclude shift *Allowances* unless applicable to the new position with the exception of an employee on aggregated salary arrangements who will maintain their aggregated salary.

If, following notice of their position being made redundant and prior to being redeployed, an employee is successful in attaining another position through a recruitment and selection process their salary will be maintained without reduction including future *Agreement* increases for the tenure of their employment.

If, following redeployment, an employee is successful in attaining another position through a recruitment and selection process the salary, terms and conditions of their new position will apply.

## 1.12 ANTI- DISCRIMINATION

It is the intention of the *Parties* to this *Agreement* to prevent and eliminate discrimination, as defined by the Anti-Discrimination Act 1991 as amended from time to time, which includes:

- Discrimination on the basis of sex, marital status, family responsibilities, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity and association with, or relation to, a person identified on the basis of any of the above attributes;
- Sexual harassment; and
- Racial and religious vilification.

Accordingly, in fulfilling their obligations under the grievance and dispute settling procedure, the *Parties* to this *Agreement* must take reasonable steps to ensure that the provisions of this *Agreement* are not directly or indirectly discriminatory in their effects.

Under the Anti-Discrimination Act 1991 it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

Nothing in this Clause is to be taken to affect:

- Any different treatment (or treatment having different outcomes) which is specifically exempted under the Anti-Discrimination Act 1991.

An employee, *Energy Queensland* or registered organisation, pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

## PART 2 GRIEVANCES AND DISPUTES

### 2.1 GRIEVANCE AND DISPUTE SETTLEMENT PROCEDURE

#### General

- 2.1.1 The matters to be dealt with in this procedure include all grievances or disputes between an employee(s) and *Energy Queensland* in respect to this *Agreement*, the National Employment Standards and any other employment matters. This also includes any disputes relating to contested position appointments or issues relating to the composition of the workforce. This procedure applies to a single employee or to any number of employees.
- 2.1.2 Whilst the procedure in this Clause is being followed, normal work will continue except in the case of a genuine safety issue directly affecting the performance of the work.
- 2.1.3 The status quo will be maintained whilst the procedure in this Clause is being followed. In this Clause, status quo means the circumstances that prevailed immediately prior to the disputed issue being notified. The status quo will not be unreasonably used to frustrate or delay a change process commenced under the consultation provisions of this Agreement.
- 2.1.4 Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it will be open to any party to the dispute to give notification of a dispute to Fair Work Australia.

#### Internal Resolution Process

- 2.1.5 In the event of an employee having a grievance or dispute the employee will in the first instance attempt to resolve the matter with the immediate supervisor, who will respond to such request as soon as reasonably practicable under the circumstances. Where the dispute concerns alleged actions of the immediate supervisor the employee/s may bypass this level in the procedure.
- 2.1.6 If the grievance or dispute is not resolved under Clause 2.1.5 the employee or, if the employee so chooses, the employee's *nominated employee representative* may refer the matter to the next higher level of management for discussion. Such discussion should, if possible, take place within twenty (24) hours after the request by the employee or the employee's *nominated employee representative*.
- 2.1.7 If the grievance involves allegations of unlawful discrimination by a supervisor the employee may commence the grievance resolution process by reporting the allegations to the next level of management beyond that of the supervisor concerned. If there is no level of management beyond that involved in the allegation the employee may proceed directly to the process outlined at Clause 2.1.9.
- 2.1.8 If the grievance or dispute is still unresolved after discussions mentioned in Clause 2.1.5 and 2.1.6, the matter will be reported to the relevant *Energy Queensland* senior management. This should occur as soon as it is evident that discussions under Clause 2.1.5 and 2.1.6 will not likely result in resolution of the dispute

### **Referral to Fair Work Commission**

- 2.1.9 If the grievance or dispute remains unresolved after the parties to the dispute have genuinely attempted to reach a resolution in accordance with Clauses 2.1.5 to 2.1.8, either party to the dispute may refer the grievance or dispute to Fair Work Commission (FWC) under the Act for resolution.
- 2.1.10 In conducting the dispute resolution process Fair Work Commission is empowered to take such action as is appropriate to assist the parties to resolve the matter.
- 2.1.11 Fair Work Commission must, as far as is practicable, act:
- a. Without delay;
  - b. In a way that avoids unnecessary technicalities and legal forms; and
  - c. In accordance with this *Agreement*.
- 2.1.12 Each party to this dispute resolution process commits to require/and or direct the attendance of any person or persons in their respective employ at any proceeding that Fair Work Commission may convene if Fair Work Commission considers that person or persons would be of assistance in the determination of the industrial dispute. Failure to honour such commitment may be taken into account by Fair Work Commission in arbitrating the dispute.
- 2.1.13 Each party to this dispute resolution process commits to produce to Fair Work Commission any documents, books, records or other items not subject to legal professional privilege as Fair Work Commission may require, to assist it to conciliate and/or arbitrate an industrial dispute. Failure to honour such commitment may be taken into account by Fair Work Commission in arbitrating the dispute.
- 2.1.14 The parties to this dispute resolution process may be represented by an agent appointed in writing.
- 2.1.15 During the process of conciliation Fair Work Commission may only permit a party to the dispute or person to be represented by a lawyer, if and only if, all parties to the grievance or dispute consent. However, during arbitration and/or the appeal process either party may seek leave from Fair Work Commission to be legally represented. In considering the granting of such leave Fair Work Commission must be satisfied of the benefits of having legal representation, having regard to the matter the proceedings relate to, that there are special circumstances that make it desirable for the party to the dispute to be legally represented and that the party to the dispute can only be adequately represented by a lawyer.
- 2.1.16 Where the parties to a dispute are unable to reach agreement, Fair Work Commission may make recommendation/s about the issue/s in dispute.
- 2.1.17 Within three (3) working days of Fair Work Commission making such recommendation/s, the parties to the dispute are to inform Fair Work Commission whether or not they intend to comply with the recommendation/s.
- 2.1.18 Where either party to the dispute has either failed to inform Fair Work Commission that they intend to comply with the recommendation/s within three working days or has advised Fair Work Commission that they do not intend to comply with the recommendation/s Fair Work Commission will at the request of either party to the dispute list the matter for arbitration.

### **Arbitration by Fair Work Commission**

- 2.1.19 In the event the matter is not resolved through conciliation and proceeds to arbitration either party to the dispute may request another member of Fair Work Commission to arbitrate and hand down a binding decision. In arbitrating the

matter Fair Work Commission will give the parties an opportunity to be heard formally on the matter(s) in dispute.

2.1.20 In making its decision Fair Work Commission:

- a. will have regard to the materials, including witness evidence, and submissions put before it at the hearing and will disregard any admissions, concessions, offers or claims made in conciliation or mediation;
- b. will be governed in its decisions by equity, good conscience and the substantial merits of the case;
- c. will not be bound by technicalities, legal forms or rules of evidence; and
- d. may inform itself on any matter it considers appropriate to resolve the grievance or dispute.

2.1.21 After the hearing, Fair Work Commission will provide the decision in writing to the parties to the dispute as quickly as practicable.

### **Appeal following Arbitration**

2.1.22 Where either party to the dispute is dissatisfied with a decision of Fair Work Commission they may appeal the decision on a question of law to the Full Bench of Fair Work Commission.

2.1.23 The appeal will be subject to any applicable procedures of Fair Work Commission.

2.1.24 An appeal against a decision must be commenced within twenty one (21) days after:

- a. If the decision is given at a hearing - the announcement of the decision at the hearing; or
- b. If the decision is given through the registrar - the release of the decision.

Fair Work Commission is not to permit any extensions to the twenty one (21) day time limit.

2.1.25 An appeal is by way of rehearing on the record. However, Fair Work Commission may hear evidence afresh, or hear additional evidence, if it considers it appropriate to effectively dispose of the appeal.

2.1.26 The Full Bench may:

- a. Dismiss the appeal; or
- b. Allow the appeal, set aside the decision and substitute another decision; or
- c. Allow the appeal and amend the decision; or
- d. Allow the appeal, suspend the operation of the decision and remit the grievance or dispute, with or without directions, to Fair Work Commission,
  - (i) For report to the Full Bench; or
  - (ii) To act according to law.

### **Costs**

2.1.27 Each party to the dispute will, at each stage of the procedure outlined in this Clause, bear its own costs.

## **PART 3 TERMS AND CONDITIONS OF EMPLOYMENT**

### **3.1 TYPES OF EMPLOYMENT**

Employees covered by this *Agreement* will be advised in writing of their employment category upon appointment. Under the terms of this *Agreement*, *Energy Queensland* may offer the following types of employment:

- Full time;
- Part time;
- Casual.

For full time or part time employees, the following employment arrangements exist:

- Permanent;
- *Fixed Term*; and
- *Specified Task*.

The above employment arrangements should be considered prior to the engagement of labour hire resources. *Consultation* will occur with the relevant *Parties* where labour hire resources are to be utilised for periods in excess of three (3) months.

### **3.2 FULL TIME EMPLOYMENT**

Employees engaged on a Full Time basis will be employed to work 36.25 ordinary hours per week (which will be worked over 72.5 hours per fortnight) or in accordance with Alternative Employment Arrangements or Shift Work Arrangements as defined under this *Agreement*.

### **3.3 PART TIME EMPLOYMENT**

*Energy Queensland* requires a part time employee to work for a minimum of three (3) consecutive hours on any day which work is to be performed and 15 hours minimum per week, up to a maximum of 32.2 hours per week.

A part time employee is an employee who has reasonably predictable hours of work; and receives on a pro rata basis, equivalent pay and conditions to those of full time employees covered by this *Agreement*.

At the time of appointment, *Energy Queensland* and the employee will agree in writing on the pattern of work required, including specifying the number of ordinary hours per week, the days on which the work is to be performed and the usual daily starting and finishing times. These original arrangements may be later varied by *Mutual Agreement* between the employee and *Energy Queensland*.

Any variation to the work pattern will be in accordance with methods of altering the ordinary hours of work for full time employees.

The agreed number of ordinary hours per week will not be varied without the consent of the employee. Any such agreed variation to the number of weekly hours of work will be recorded in writing.

All time worked outside the spread of ordinary working hours and all time worked in excess of the hours as mutually arranged will be overtime and paid for at the rates in this *Agreement*.

Where a public holiday falls upon on a day which an employee normally works, the employee will be paid the appropriate rate for the number of hours normally worked on that day.

Where an employee and *Energy Queensland* agree in writing, part time employment may be converted to full time, and vice-versa. If such an employee transfers from full time to part time (or vice-versa), all accrued leave entitlement balances will be maintained. Following transfer to part time employment accrual of leave will occur on a pro rata basis.

### **3.4 CASUAL EMPLOYMENT**

A casual employee will mean an employee who is engaged by the hour on an as required basis.

The following conditions will be applicable to casual employees:

- The ordinary hours will not exceed 8 hours 3.3 minutes per day between the hours of 6.00 a.m. and 6.30 p.m. Monday to Friday;
- A casual employee will be paid at the rate of 25 percent (25%) per hour in addition to the ordinary hourly rates with a minimum payment of two (2) hours for each engagement; and
- All time worked in excess of 8 hours 3.3 minutes per day or outside the spread of hours will be paid at the appropriate overtime rate.

#### **3.4.1 Conversion from Casual Employee to a Permanent Employee**

Casual employees, who have worked on a regular and systematic basis for a period exceeding 6 month's continuous service, will have the option to apply for conversion to a permanent part time or permanent full time. If *Energy Queensland* agrees (and such *Agreement* will not be unreasonably withheld), the minimum hours of work on appointment will be calculated on the average of the hours worked each week over the preceding six (6) month period.

Prior to the completion of six (6) months continuous service, *Energy Queensland* will provide notice to a casual employee regarding the above option.

### **3.5 FIXED TERM AND SPECIFIED TASK**

*Energy Queensland* may appoint *Fixed Term* or *Specified Task* employees in circumstances where the appointment is for a nominal period up to twenty four (24) calendar months.

Following *consultation* with the relevant *Nominated Employee Representatives* this period may be extended to a longer period, to cover the following situations:

- Where employees are temporarily absent from work as a result of being on an approved form of leave, temporary transfer or secondment, or where the permanent incumbent is back-filling in another role;
- Where there is a short term requirement to perform the duties of a vacant position as a result of a restructure and until such time that the position is filled on a permanent basis, being a period of no more than twelve (12) months;

- Where specialist skills are sought that are beyond the capability of existing employees, and that once the work is completed there will not be an on-going need for the work to be performed;
- Where there exists unexpected peak periods of work; or
- Where a project, program or periodic task has been identified and there is not likely to be an on-going need for the work to be performed once the task is complete.

Where an existing, permanent employee is seconded to perform a specific task or tasks or for a *Fixed Term* period, the employee will on completion be redeployed to a suitable alternative position commensurate with their skills and competency or, if available, their previous position.

Where, at the time of appointment any *Specified Task* is reasonably likely to extend beyond twenty four (24) calendar months, the *Parties* agree that such positions will be filled by a person employed as a permanent employee.

### **3.5.1 Completion of Term Payment**

On completion of a *Fixed Term* or *Specified Task* engagement (minimum of twelve months) where the employment terminates, an ex-gratia “**Completion of Term Payment**” (CTP) will be payable as follows to the employee:

- Three (3) weeks per year of service, together with a proportionate amount for an incomplete year of service;
- Pro-rata Annual Leave is paid to the date of termination less any Annual Leave taken; and
- Long Service Leave (LSL) at the rate of 1.3 weeks per completed year of service and pro-rata will be paid for an incomplete year of service up to the date of termination less any LSL taken.

The Completion of Term Payment does not apply to an apprentice or a trainee under an apprenticeship or traineeship.

## **3.6 POSITION DESCRIPTIONS**

All offers of employment will include an up to date position profile.

*Energy Queensland* provide a commitment to having current position descriptions for all jobs within *Energy Queensland*’ operations. Advertised positions will be accompanied by position descriptions in all circumstances.

Position descriptions should be regularly reviewed to determine if the duties, key accountabilities, or reporting responsibilities have changed. The position profile should be updated to reflect any changes.

The review of individual position descriptions should occur at least annually and be discussed as part of the annual performance review process. The review process will be in consultation with the employee on any proposed changes and amendments to be made to the position description and provided to the employee and placed on their personnel file.

If the accountabilities, responsibilities or skill requirements of the position change sufficiently to warrant a possible reclassification, the position description will need to be re-evaluated and determined within an agreed timeframe to assess whether the current classification level and therefore salary, is still appropriate for the position.

If the position is re-evaluated at a lower or higher classification, the outcomes and reasons will be communicated in a timely manner in writing to the employee or employees affected.

### **3.7 TRAINEES, APPRENTICES AND GRADUATES**

#### **3.7.1 Trainees and Apprentices**

*Energy Queensland* will continue to maintain a commitment to the engagement of trainees and apprentices, including indigenous and female apprentices and trainees.

*Energy Queensland* will continue to maintain a commitment to the direct indenture of technical apprentices.

Energy Queensland will also consider retaining trainees and apprentices on completion of their traineeship or apprenticeship. Any retention will be subject to the operational requirements of *Energy Queensland*.

The specific rates of pay applicable for all trainees and apprentices are contained in the Schedule 1 of this *Agreement*.

#### **3.7.2 Apprentice Numbers**

Energy Queensland will maintain an average of 460 technical stream apprentice numbers during the life of this *Agreement*.

#### **Graduating Apprentices**

Energy Queensland is committed to the retention of graduating apprentices upon successful completion of their apprenticeship, in accordance with the following:

- The appointment of apprentices to permanent positions will be subject to operational requirements;
- In the first instance outstanding vacancies should be explored or any other permanent position (subject to demonstrated business needs); and
- In the absence of a permanent position being available a six (6) months fixed term position will be offered (subject to performance).

Additionally, Energy Queensland will facilitate relevant training to obtain a Heavy Rigid (HR) licence.

#### **3.7.3 Existing Employee**

When an existing employee becomes an apprentice or a trainee with Energy Queensland they will be entitled to maintain the salary point they received immediately prior to becoming an apprentice or trainee or the rate prescribed for the relevant level of apprenticeship or traineeship, whichever is the greater.

#### **3.7.4 Adult Apprentices and Adult Trainees**

When an apprentice or trainee turns 21 years of age during the course of their apprenticeship or traineeship with Energy Queensland they will be paid Salary Point 0.0 in accordance with Schedule 1 of this *Agreement*, or the rate prescribed for the relevant level of apprenticeship or traineeship, whichever is the greater.

#### **3.7.5 Apprentices Working Outside of Energy Queensland**

*Energy Queensland* will ensure that its apprentices are only placed with companies that can provide a training outcome to achieve the required level of competence. For the

duration of their placement outside *Energy Queensland*, the apprentice will continue to receive their normal conditions of employment in accordance with this *Agreement*.

### **3.7.6 Graduates**

*Energy Queensland* will continue to maintain a commitment to the engagement and development of new and existing graduates. *Energy Queensland* agrees that graduates will be exposed to a range of development opportunities designed to give a broad understanding of their discipline and opportunities to increase their skills.

### **3.7.7 Engineering Graduates**

*Energy Queensland* agrees that Engineering Graduates will be provided with a structured development plan, which is designed to give a broad understanding of their discipline and opportunities to increase their skills and ensure Graduates have the opportunity to attain Charter of Practicing Engineering and Registered Professional Engineer Queensland (RPEQ) as applicable. *Energy Queensland* commits to maintain an average of five graduates during the life of this *Agreement*.

As a minimum graduates on successful completion of the Graduate program will be appointed to Salary Point 12.5 Professional & Managerial Grade 1 (PM1).

In addition the graduate on further placement and appointment in to a permanent position will be classified at Professional Managerial Grade 2 (PM2) and provided with an opportunity to progress to Salary Point 14.3 via an Approved Training Plan (ATP) in a reasonable and acceptable timeframe agreed between the employee and their manager/supervisor.

## **3.8 ENGINEERING PROGRESSION ARRANGEMENTS**

Engineering employees (other than graduates) currently in the Professional & Managerial stream will be provided the opportunity via a development plan to progress to Salary Point 14.3 in a reasonable and acceptable timeframe agreed between the employee and their manager/supervisor. As part of these progression arrangements when Engineering employees obtain their RPEQ status they will receive one (1) salary point progression (up to a maximum of salary point 14.3), effective from date of obtainment.

Any further progression above Professional & Managerial Grade 2 (PM2) will be subject to availability of positions in *Energy Queensland* and advertisement and open selection procedures.

As part of progression arrangements within Professional & Managerial Grade 3 (PM3), when Engineering employees obtain their RPEQ status they will receive one (1) salary point progression (up to a maximum of salary point 15.5), effective from date of obtainment.

Progression within Professional & Managerial Grade 4 (PM4) will be provided via a development plan. The rate of progression will depend upon the individual acquiring and applying additional skills/competencies.

## **3.9 TERMINATION OF EMPLOYMENT**

### **3.9.1 Statement of Employment**

*Energy Queensland* will, in the event of termination of employment, provide upon request to an employee who has been terminated a written statement specifying the period of employment and the classification or type of work performed by the employee.

### 3.9.2 Notice of Termination by Energy Queensland

*Energy Queensland* will give the following period of continuous notice in terminating the employment of an employee:

Period of Continuous Service	Period of Continuous Notice
Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

The employee cannot be directed by *Energy Queensland* to utilise their annual leave in lieu of serving the notice period.

In addition to the above notice, employees over 45 years of age at the time of giving of notice and with not less than two (2) years' continuous service will be entitled to an additional week's notice.

Payment in lieu of notice will be made if the appropriate notice is not given. Employment may be terminated by part of the period of notice specified and part payment in lieu.

Compensation must at least equal the total of the amount *Energy Queensland* would have been liable to pay the employee if the employees employment had continued until the end of the required notice period.

The total must be calculated on the basis of:

- The ordinary time rate of pay for the employee;
- The amounts payable to the employee for the hours, including (for example) *Allowances*, loadings and penalties; and
- Any other amounts payable under the employee's contract of employment.

The period of notice will not apply in the case of dismissal for misconduct or other grounds that justify instant dismissal, or in the case of casual employees or employees other than permanent engaged for a *Fixed term* or *Specified Task*.

### 3.9.3 Notice of Termination by Employee

An employee will give *Energy Queensland* one (1) weeks' notice of termination of employment. If an employee fails to give notice *Energy Queensland* will have the right to withhold one week's wages due to the employee.

### 3.9.4 Time Off During Notice period

During the period of notice of termination given by *Energy Queensland*, the employee will be allowed up to one (1) days' time off without loss of pay for each week of notice (up to a maximum of four (4) days) for the purpose of seeking other employment. This time off will be taken at times that are convenient to the employee after *consultation* with *Energy Queensland*

## PART 4 WAGES

### 4.1 WAGES PAYMENTS

This *Agreement* provides for the following guaranteed compounding salary increases:

- From 1 March 2018 a 3.0% wage adjustment;
- From 1 March 2019 a 3.0% wage adjustment; and
- From 1 March 2020 a 3.0% wage adjustment.

The *Parties* have agreed to a review over the life of this *Agreement* based on the movement in CPI over the full term of this *Agreement*, and adjust *base rate* where CPI has moved by a higher total percentage amount than the *base rate* increases provided by this *Agreement* (9.28%).

As part of the second year payment, *SPARQ Solutions* rates will be aligned to the rates of pay in accordance with schedule 1

Such adjustment will take the form of an increase by the percentage necessary to ensure that *base rates* have moved by at least the same amount as CPI over the term of this *Agreement*, and will be payable prospectively from the last pay period within the nominal term of this *Agreement*.

**CPI** means Consumer Price Index, Australia (Australian Bureau of Statistics Cat. No. 6401.0) for Capital City Brisbane, percentage change in the index from the last quarter reported prior to certification to the equivalent quarter three (3) years later.

### 4.2 PAYMENT OF SALARY

Employees' salaries will be paid to the employees' nominated account(s), up to a maximum of four (4) accounts with any bank, credit union, permanent building society or other financial institution each fortnight. *Energy Queensland* will meet the costs incurred in the payment of salary into an employees' nominated account(s), excluding any personal account fees and the like. For the purpose of calculating the amount payable fortnightly, the annual salary will be divided by 26.

All pays, except early termination cases, will be transferred into the nominated accounts no later than one (1) hour before close of business on the Thursday following the close of the pay period.

Where an action by *Energy Queensland* has directly resulted in employees not having their full base pay deposited in their nominated financial account(s) by close of business on the recognised pay day *Energy Queensland* will process this payment within two (2) working days from the error being identified.

Further, *Energy Queensland* will reimburse the affected employees any substantiated additional direct charges incurred by the delay. As an example, an additional penalty imposed by a financial institution due to a home loan payment not being deducted from the employee's account, due to insufficient funds caused by *Energy Queensland* delay, will attract reimbursement.

Where overtime and/or penalties are not paid in the applicable pay cycle, payments owing will be made in the following fortnightly pay cycle.

If the oversight is the result of an employer omission or error (for example, a system error or other error outside the affected employee's control) and the amount owing is causing financial concern to the employee, *Energy Queensland* will arrange an off cycle payment (the week between fortnightly pay runs) on the request of the employee.

*Energy Queensland* recognises that personal circumstance, such as demonstrated financial concern, may warrant consideration of an off-cycle payment to be made in other circumstances.

#### **4.3 RECOVERY OF OVERPAYMENTS**

Where an employee receives an overpayment, a reasonable repayment schedule will be implemented following *consultation* and agreement between *Energy Queensland* and the employee for the purpose of recovering any overpayment of entitlements for a period of up to two (2) years from the date the overpayment is identified, less any substantiated costs incurred by the employee as the sole result of the overpayment. Such agreement will not be unreasonably withheld by either party.

Notwithstanding the above, *Energy Queensland* reserves the right to reclaim amounts paid in error for a period of greater than two (2) years in instances where the employee was responsible for the overpayment occurring or could have reasonably been expected to know there was an overpayment occurring and failed to notify *Energy Queensland*.

## **PART 5 ALLOWANCES**

### **5.1 ALLOWANCES**

The following *Allowances* apply (as applicable) to employees covered by this *Agreement*:  
Availability Duty *Allowance* (ADA)

- First Aid *Allowance*;
- Overtime Meal *Allowance*;
- Locality *Allowance*;
- Tool *Allowance*;
- Employee in Charge (EIC Daily) (where an employee is appointed on a daily basis); and
- Working Away from Home *Allowances*:
  - Meals (Breakfast, Lunch, Dinner);
  - Incidental *Allowance*; and
  - Supplementary *Allowance*.

### **5.2 ALL PURPOSE ALLOWANCES**

The following *All purpose Allowances* apply (as applicable) to employees covered by this *Agreement*:

- Annualised *Allowance* (AGA);
- Substation and Test *Allowance*;
- Power Station *Allowance*; and
- Employee in Charge *Allowance* (EIC Annual).

### **5.3 WORKING AWAY FROM HOME**

Employees who are required to work away from their normal place of work, which requires an overnight absence, will do so in accordance with the terms and conditions of this clause.

*Energy Queensland* is committed to work life balance and where practicable employees will not be required to work away from home and will commute where reasonable.

#### **5.3.1 Period Away From Home**

*Energy Queensland* will not normally require employees to work away from home for more than two (2) consecutive weeks without returning home. *Energy Queensland* will meet the costs of time and travel to home and return every two (2) weeks. Notwithstanding that the employees and project supervisor may mutually agree shorter or longer periods.

*Energy Queensland* employees when working away from home for continuous periods exceeding one (1) week, may return to their home base on weekends prior to completion of the Scheduled work. Any such arrangements will be by *Mutual Agreement* between the employee and relevant supervisor and any travel will be in the employee's own time.

### 5.3.2 Provision of Accommodation and Meals

*Energy Queensland* will provide meals and accommodation (full board) to the identified standard when employees are required to work away from their normal place of work. Where *Energy Queensland* provides meals, they shall be of a suitable choice, quality and quantity to meet the varying tastes and nutritional needs of employees.

Employees can elect to receive a meal *allowance* in lieu of meals arranged and provided by *Energy Queensland*. Notwithstanding this, where there is insufficient availability of suitable meals in the immediate area for employees to access, *Energy Queensland* will provide meals. In these circumstances employees will not be able to claim the meal *allowance*.

Where *allowances* are provided to employees, the following arrangements will apply:

*Energy Queensland* will provide accommodation, a daily meal *allowance* of \$108.60 and an incidental *allowance* of \$27.65 for each overnight absence. These *allowances* will be adjusted in accordance with Australian Taxation Office (ATO) increases for tier two (2) country centres as varied from time to time.

There may be occasions where an employee may claim individual meal *allowances*, such as during travel or where not all meals are provided. The applicable individual meal *allowances* are:

Breakfast	\$ 27.05
Lunch	\$ 27.65
Dinner	\$ 53.90
<b><u>TOTAL</u></b>	<b>\$ 108.60</b>

In isolated and remote areas, *Energy Queensland* will provide a meal *allowance* of \$129.50. *Allowances* will be adjusted in accordance with Australian Taxation Office (ATO) increases for high cost country centres as varied from time to time.

**Remote or Isolated Regions** is defined as the Torres Straits, Far Western Queensland and the Gulf.

*Energy Queensland* will pay for any meals required on the following basis:

Breakfast	\$ 29.45
Lunch	\$ 41.70
Dinner	\$ 58.35
<b><u>TOTAL</u></b>	<b>\$ 129.50</b>

Individual meal *allowances* can be claimed on the first and last day of travel as follows (where meals are not provided):

First Day:

- The breakfast *allowance* may be claimed where the employee is travelling away from their home base, and the employee is required to begin work and/or travel prior to their normal rostered start time;
- The lunch *allowance* may be claimed where the employee is required to begin travel prior to their rostered lunch break; and
- The dinner *allowance* may be claimed as applicable for each overnight absence.

Last Day:

- Where the employee is travelling back to home base, the breakfast and lunch *allowances* may be claimed as applicable; and

- The dinner *allowance* can only be claimed where an employee continues to travel and/or work one (1) hour or more after their normal finishing time.

Please Note:

*Energy Queensland* will meet the costs of any Fringe Benefits Tax (FBT) that is applicable in respect of the *allowances* described in this Clause.

Where employees elect to take the meal *allowances* in lieu of having meals provided, the recommended maximum time worked away without return to home is three (3) weeks. Any period longer than three (3) weeks away without returning home may result in the *allowance* being subject to FBT as a Living Away from Home *Allowance*. While *Energy Queensland* will meet the FBT liability, if any, the employee may have some or all of the *allowance* shown on their payment summary as reportable fringe benefits. The employee will be required to complete a declaration by *Energy Queensland* and *Energy Queensland* may be required to disclose an associated amount on the employee recipient's payment summary under the compulsory reportable fringe benefits measures.

### 5.3.3 Accommodation Standard

*Energy Queensland* will ensure employees are provided with the following minimum standard of accommodation; a well maintained serviced, air-conditioned single motel room with radio/television, ensuite bath/shower, toilet facilities and a refrigerator for the storage of employee's food and beverages.

### 5.3.4 Supplementary Accommodation Allowance

Where *Energy Queensland* is unable to provide accommodation to the minimum standard, employees will be entitled to claim the supplementary accommodation *allowance* under any one of the following circumstances:

1. When employees are required to prepare or supply meals and maintain their accommodation facilities when working in remote or isolated regions where serviced commercial accommodation is not provided; or
2. When employees are placed in accommodation where *Energy Queensland's* minimum accommodation standard could not be provided and the length of stay is for two (2) or more overnight absences; or
3. When employees are placed into accommodation on a twin share basis for each overnight absence.

The supplementary accommodation *allowance* will be as follows:

Effective Date	Amount (per overnight absence)
Agreement Operative Date	\$16.70
1 <sup>st</sup> March 2018	\$17.20
1 <sup>st</sup> March 2019	\$17.72
1 <sup>st</sup> March 2020	\$18.25

**Commercial Accommodation** will mean hotel/motel style accommodation.

**Non Commercial Accommodation** may include accommodation such as mining camps, workers barracks, shearer's quarters, non serviced caravan parks.

### **5.3.5 Communication Expenses**

Reasonable communications expenses (for example internet and telephone) incurred by employees while travelling will be paid by *Energy Queensland*.

### **5.3.6 Laundry**

For employees scheduled to work away for periods of five (5) or more consecutive days, laundry services (i.e. washing and folding) will be provided from the third day.

### **5.3.7 Overseas Work**

Employees may be requested by *Energy Queensland* to travel overseas on business. While working overseas employees will where possible, be entitled to the same standard of accommodation and meals as would be provided by *Energy Queensland* in Australia.

Where available, premium economy or equivalent seating will be provided for employees undertaking such travel.

*Energy Queensland* will reimburse the employee for all business related expenses incurred and provide the employee with a corporate credit card, traveller's cheques, cash or other suitable form of recompense.

*Energy Queensland* will reimburse the employee for actual expenses incurred for laundry, airport taxes, tips (where customary in the country), and transport to and from airports and work places.

At no cost to the employee, *Energy Queensland* will arrange all necessary visas and allow the employee paid time to obtain a passport, and to obtain any immunisation requirements prior to departure.

Where workers compensation does not apply because of the work or work location, *Energy Queensland* will arrange for and pay the premiums for personal accident insurance to cover the employee. *Energy Queensland* will ensure that the employee will not be disadvantaged in terms of any accident benefit that would normally be available under Queensland WorkCover legislation.

*Energy Queensland* will compensate the employee for any financial losses directly incurred as a result of the employee working overseas. Employees will therefore be recompensed for financial losses arising from, but not limited to, currency exchange variations, cost of living differences between Australia and the country in which the work is being performed, reasonable telephone calls to Australia, and personal taxation adjustments.

Where an employee who is working overseas for such an extended period that the employee is no longer required to pay Australian taxes, and/or is required to pay tax at a rate lower than what would normally apply had the employee been working in Australia, the employee will be entitled to the benefit by way of any reduction in taxation. If the employee is required to pay tax at a higher rate than what the employee would have been required to pay when working in Australia, *Energy Queensland* will, in addition to the employee's usual wages, pay the additional tax on behalf of the employee.

*Energy Queensland* will prior to the employee's departure, provide any current advice, which may have been issued by the Department of Foreign Affairs concerning the country in which the employee is to work. *Energy Queensland* will also provide other information, which is in *Energy Queensland's* possession, which may better apprise the employee of specific legal and or cultural issues, which are particular to the country in which work is to be performed.

Extended travel plans should accommodate adequate rest breaks for employees.

*Energy Queensland* may instigate additional arrangements as may be agreed on an individual basis.

#### 5.4 ANNUALISED ALLOWANCE

Specific *Allowances* as defined in Schedule 4, have been included for the purpose of calculating an *all purpose* Annualised *Allowance* Payment (AGA) which is included in the hourly rate. The allowance rates are outlined in the table below.

Employees who receive this *allowance* will not be entitled to claim the separate *Allowances* described in disability and ability *Allowances* in Schedule 5.

This *all purpose allowance* will be applied to employees who are employed as Power Workers, Technical Servicepersons and Para-Professionals employed predominantly in field activities.

Effective Date	Amount (Per Annum)
Agreement Operative Date	\$644.12
1 <sup>st</sup> March 2018	\$663.45
1 <sup>st</sup> March 2019	\$683.36
1 <sup>st</sup> March 2020	\$703.87

#### 5.5 SUBSTATION AND TEST DEPARTMENT ALLOWANCE

Employees who are employed in a position entitling them to be paid the substation and test department *allowance* will have the *allowance* included in their hourly rate for *all purposes*.

New employees appointed to such positions will initially be paid the *allowance*. After completion of their probationary period, their rate of pay will be adjusted to incorporate the substation and test department *allowance* into the hourly rate as above.

Employees having the substation and test department *allowance* incorporated into the determination of their salary point will not be entitled to claim the substation and test department *allowance* in any other form, nor will the substation and test department *allowance* be incorporated into the determination of an individual's salary point more than once.

This arrangement does not alter the entitlement of other employees to claim the substation and test department *allowance* on a part time basis.

In addition to the *base rates* prescribed, employees employed at power stations or at substations or in test departments will be paid the following *Allowances*:

Effective Date	Professional and Managerial Employees, Administration Employees, Technical Employees engaged in supervisory, engineering science and other technical discipline. (Per Week)	Technical Employees engaged in “trade”; and/or electrical/electronic technician work and Power workers. (Per Week)
Agreement Operative Date	\$ 12.04	\$ 25.87
1 <sup>st</sup> March 2018	\$ 12.40	\$ 26.65
1 <sup>st</sup> March 2019	\$ 12.77	\$ 27.45
1 <sup>st</sup> March 2020	\$ 13.16	\$ 28.27

Substation and Test Department *Allowance* will be treated as an *All purpose Allowance*.

## 5.6 POWER STATION ALLOWANCE

Employees usually employed at a Power Station when required to temporarily perform work at a substation will continue to be paid the appropriate power station *allowance* while employed at such substation.

The total *base rates* for these employees will be deemed to include any penalty rate prescribed by this *Agreement* for dirty work, wet work etc.

Power station *Allowance* - In addition to the *base rates* prescribed, employees employed at power stations, will be paid the following *Allowances*:

Effective Date	Professional and Managerial Employees, Administration Employees, Technical Employees engaged in supervisory, engineering science and other technical discipline, and Production Workers engaged in the operation of generating plant (Per Week)	Technical Employees engaged in “trade”; and/or electrical/electronic technician work and Power workers. (Per Week)
Agreement Operative Date	\$ 17.56	\$ 36.50
1 <sup>st</sup> March 2018	\$ 18.09	\$ 37.60
1 <sup>st</sup> March 2019	\$ 18.63	\$ 38.72
1 <sup>st</sup> March 2020	\$ 19.19	\$ 39.88

Power Station *Allowance* will be treated as an *All purpose Allowance*.

## 5.7 AVAILABILITY DUTY ALLOWANCE

**On-call Employee** means an employee who outside ordinary working hours is required to be available at all times to perform emergency work.

**Supervisor On Call** means an employee who is required outside ordinary hours to receive calls relative to emergency and/or breakdown work.

Where *Energy Queensland* requires an employee to be on an availability duty roster on a continuous basis to perform duties of an on-call employee they will be entitled to be paid an *Availability Duty Allowance*.

Roster Frequency	Effective from Agreement Operative date	Effective from 1 <sup>st</sup> March 2018	Effective from 1 <sup>st</sup> March 2019	Effective from 1 <sup>st</sup> March 2020
One (1) week in three (3) weeks or more frequent	\$ 60.10 per day	\$ 61.90 per day	\$ 63.76 per day	\$ 65.67 per day
One (1) week in four (4) weeks or less frequent	\$ 55.70 per day	\$ 57.37 per day	\$ 59.09 per day	\$ 60.86 per day

Employees who are not permanent members of the Availability duty roster will be able to claim the *Availability Duty Allowance* rate applicable for one (1) in four (4) or less frequent for each day they are required to be available.

If an employee's Rostered Day Off (RDO) falls within a period they are rostered on-call, the RDO will be re-scheduled in advance to a mutually agreed date in the pay period outside of the availability roster period. Where circumstances prevent the employee from taking their RDO within the pay period it will be banked in accordance with clause 8.2.1.

Employees required to be on availability duty will have one (1) day added to their annual leave for each public holiday on which they are required to be available.

#### **5.7.1 Emergency Work**

All employees (excluding applicable employees on Alternative Employment Arrangements), who are called out and leave home to perform emergency work outside of their ordinary hours of work will be entitled to overtime for such work from the time of leaving home until they return home within a reasonable time. The payment will not be less than four (4) ordinary hours or the overtime applicable for the hours worked whichever is the greater.

Employees who are required to perform emergency work and faults without leaving their home will be paid a minimum of one (1) hour at the appropriate overtime penalty rate on each occasion. Where the work extends beyond the one (1) hour overtime minimum, the employee is entitled to claim overtime at the applicable overtime rate until the work ceases. Subsequent work within that one (1) hour period will not attract additional overtime or penalty payments. The employee will be deemed to be off duty after the completion of the minimum one (1) hour period or the actual overtime worked.

Where an employee is required to return to the work site [unable to be fixed remotely] to attend to the same fault, the time already paid will be taken into account in the four [4] hours ordinary payment.

#### **5.7.2 Employee not on Availability Duty – Public Holiday**

Employees, who are not rostered on an availability duty roster and are called in to carry out emergency work on a public holiday, will be entitled to payment at the applicable overtime penalty payment for such work from the time of leaving home until they return home within a reasonable time.

Additionally, employees will receive accrued time in lieu added to their annual leave for any time worked on the public holiday, on a time for time basis. The maximum hours to be allocated to the employees annual leave accrual will be 8.03 hours.

For example if an employee works 6.5 hours actual time, 6.5 hours will be allocated to their annual leave accrual on a time for time basis.

## **5.8 PAYMENT FOR OUT OF HOURS COMMUNICATIONS**

Where an employee is contacted outside ordinary hours to provide advice (by phone, email etc) or perform work, the employee shall be paid one (1) hour at the appropriate overtime penalty rates. Subsequent calls within that one (1) hour period will not attract additional overtime or penalty payments.

### **5.8.1 Support Role Emergency Situations**

Employees requested to work in support of other employees rostered for availability duties for after hours, in storm and emergency conditions, will be paid overtime at the applicable overtime rate for such work.

## **5.9 TRAVEL TIME**

Where possible employees will travel during ordinary rostered hours.

The following will apply to all employees covered by this Agreement, who are required to travel outside ordinary rostered hours of work:

- Where employees are required to travel to and from their depot to the work site [other than Start and Finish on the Job Arrangements], outside the normal spread of working hours, time spent in such travel will be paid for at overtime rates.
- Where an employee is required to travel to another location outside ordinary hours of work, and during the course of such travel is scheduled to exercise normal roster duties, the employee will be paid for at overtime rates.

Where it is necessary for employees to travel outside of ordinary working hours, in any other circumstance, time spent in such travel will be paid for at time and a half calculated at their current rate of pay.

Employees required to work on any day away from their usual place of work will commence work at the usual starting time at the place designated by *Energy Queensland* and will be paid:

- For time prior to departure in accordance with airline requirements to check in prior to departure; and
- For time reasonably spent travelling both ways between their homes and their designated place of work in excess of the time normally spent by them travelling both ways between their homes and their normal place of work.

Except where fatigue guidelines provide for a lesser period the maximum number of hours actually spent travelling will be twelve (12) per day.

*Energy Queensland* will pay for all applicable fares.

When employees are required to travel in the above circumstances, in wet clothes, as a result of working in the rain, without having had the opportunity to change into dry clothing, Clause 5.17 (Work in the Rain) of the *Agreement* applies.

## 5.10 USE OF OWN VEHICLE

The preferred arrangement is for *Energy Queensland* to arrange travel for work related purposes. *Energy Queensland* will not direct an employee to use their own vehicle for work related travel purposes. Where an employee elects to use their own vehicle for work related travel purposes and it is agreed by *Energy Queensland*, they will be entitled to be reimbursed on a per kilometre basis in line with the Australian Taxation Office guidelines or if applicable, the equivalent economy class air fare.

## 5.11 EMPLOYEE IN CHARGE ALLOWANCE (EIC)

*Energy Queensland* recognises on-site leadership of employees within the technical stream classified as Power Workers, Technical Serviceperson sub-streams through the payment of an Employee In Charge (EIC) allowance. To qualify for the payment of the EIC Allowance, employees will accept and demonstrate the application of the following responsibilities:

- Supervision and responsibility for two (2) or more employees and /or workers;
- Control of the worksite including compliance to legislative requirements within their area of responsibility;
- On job co-ordination and completion of allocated work tasks including guidance of employee behaviour;
- Effective utilisation of resources to meet job specifications; and
- Collecting, recording and submitting of information associated with work activities in an accurate and timely manner.

An *Energy Queensland* employee accepting the above responsibilities, who is appointed on a full time basis as the EIC and completes an approved training program, will be paid an annual *all purpose* EIC allowance.

An *Energy Queensland* employee accepting the above responsibilities on a daily basis, in an acting or temporary capacity, including appointed EIC's yet to complete an approved training program; will be paid a daily rate. This daily rate will be calculated for the purposes of overtime for the days claimed.

Permanent EIC's or EIC's appointed on a daily basis shall assume the role of Person In Charge of Work (PICW) as required on a Daily Task Risk Management Plan (DTRMP) or similar. Employee's other than EIC's who are required to perform the role of PICW with responsibility for two (2) or more other employees and/or workers required to sign onto the DTRMP may claim the EIC daily rate on a pro rata basis for each hour worked as the PICW.

EIC payment table outlined below:

Appointment	Effective from Agreement Operative Date	Effective from 1 <sup>st</sup> March 2018	Effective from 1 <sup>st</sup> March 2019	Effective from 1 <sup>st</sup> March 2020
EIC Daily Rate	\$ 11.85	\$ 12.20	\$ 12.57	\$ 12.94
Appointed EIC - Annual Rate	\$ 6934.46	\$ 7142.50	\$ 7356.80	\$ 7577.60

Permanent EIC's who have undertaken and completed the EIC training shall be paid no less than Supervisor Grade 2 salary point 10.1 for any period of WGL relief.

## 5.12 HIGHER DUTIES

Where *Energy Queensland* requires an employee to carry out duties which require the exercise of competencies over and above that for which the employee is otherwise remunerated, for at least one full day continuously excluding Rostered Days Off (RDO's), the employee will be entitled to the rate of pay prescribed by this *Agreement* for the competencies exercised.

An employee performing higher duties will be paid at the relevant higher rate of salary in the next pay period following commencement of the higher duties (where practicable) and in each subsequent pay period where such higher duties continues.

Where an employee is performing higher duties immediately prior to commencing Personal Leave, annual leave, Long Service Leave and compassionate leave, the employee will be paid at the relevant higher duties rate for the duration of the paid leave.

Where an employee is performing higher duties immediately prior to commencing maternity leave, adoption leave or paternity leave, it will be paid at the relevant higher duties rate.

For employees who are members of the Defined Benefit section of Energy Super and have performed higher duties for a period of 12 months or more and are appointed to the position on a permanent basis with continuity between the acting position and the new permanent position, *Energy Queensland* will pay any difference in the employer superannuation contribution between the higher duties position and the previous substantive position, where such employee elects to make up their relevant contributions for that period.

## 5.13 FIRST AID

The following rates, which have been indexed to the salary increases provided by this *Agreement*, will apply to First Aid Allowances.

Effective Date	First Aid Allowance (per week)
Agreement Operative Date	\$15.80
1 <sup>st</sup> March 2018	\$16.27
1 <sup>st</sup> March 2019	\$16.76
1 <sup>st</sup> March 2020	\$17.26

When an employee, who holds a current appropriate first aid certificate, is appointed by *Energy Queensland* as a first aid attendant they will be paid at the rate of the application of the First Aid Allowance in addition to their ordinary rates. *Energy Queensland* will pay for the relevant First Aid training of the appointed officer.

### 5.13.1 Senior First Aid Training

Employees who reside in rural and remote locations and undertake construction and maintenance work will be provided access by *Energy Queensland* to training/further training to achieve Senior First Aid Certification. Such training will be on a voluntary basis at the request of the employee and will be at *Energy Queensland's* expense.

Where an employee elects to attend the training course in their own time, *Energy Queensland* will meet the cost of the employee's spouse/partner to attend the course.

The locations (as a minimum) are those identified in the *Energy Queensland* Non -Urban Incentives Policy and other locations where it is considered high safety risk as determined by a on location risk assessment.

#### **5.14 LOCALITY ALLOWANCE**

*Energy Queensland* will pay a locality *allowance* to an employee who is employed at a location for which a locality *allowance* is payable in accordance with a directive issued under the Public Service Act 2008.

For an employee who has a dependent spouse/partner or dependent child and who is employed at a location for which a locality *allowance* is payable, the *allowance* will be paid as follows:

- Full-time employee - at the appropriate rate set out in the directive; and
- Part-time employee - at a proportionate amount of the rate set out in the directive.

Provided that if an employee's spouse/partner is also entitled to be paid a locality *allowance* under this part; or is employed by the State and is entitled to be paid a locality *allowance*, then the *allowance* will be payable at either one-half the appropriate rate set out in the directive for a full-time employee or in the case of a part-time employee at a proportionate amount of the rate.

For an employee who does not have a dependent spouse/partner or dependent child and who is employed at a location for which a locality *allowance* is payable, the *allowance* will be paid as follows:

- Full-time employee - at one-half the appropriate rate set out in the directive; and
- Part-time employee - at one-half of the proportionate amount of the rate set out in the directive.

Where an employee's eligibility for locality *allowance* is changed the employee must notify *Energy Queensland* immediately.

Locality *allowance* is not payable to an employee who is absent on leave without pay.

#### **5.15 TOOL ALLOWANCE / PROVISION OF TOOLS**

The *Parties* acknowledge the application of varying provisions for tools throughout *Energy Queensland*.

Where *Energy Queensland* elects to progressively supply all applicable employees with the relevant tools to undertake their duties in place of providing a tool *allowance* to ensure a consistent standard, *Energy Queensland* will consult with the relevant *Parties* about the implementation and progressive supply of tools.

*Consultation* will include relevant information about the process for the supply and replacement of tools, the details of any insulated hand tools that are required to work on live apparatus and the process for ceasing tool *allowance* payments where applicable.

### 5.15.1 Tool Allowance

The following tool *Allowances* will be paid to technical employees who are required to supply and use their own tools in the following classes of employment:

		Per Week- Operative date	Per Week- Year 1	Per Week- Year 2	Per Week- Year 3
		\$	\$	\$	\$
(i)	electrical work (general), electrical work (instrumentation and process control), mechanical work (general), mechanical work (automotive)	24.20	24.93	25.68	26.45
(ii)	electrical work (automotive), electronic work, turning, sheet metal work	18.10	18.64	19.20	19.78
(iii)	Cable jointing, electrical line work, welding	12.20	12.57	12.95	13.34

Tool allowances will not be paid while employees are absent on annual leave or long service leave.

### 5.15.2 Tools of Trade

*Energy Queensland* will make available the following tools and appliances when required:

- Precision tools over 300 mm in length, micrometers, verniers, dial indicators and other similar tools, heating appliances, hacksaw blades, files, pipe grips over 250 mm in length, taps, dies, cold chisels, spanners, scrapers, wrenches, pipe dies, clamps, jacks, tackle, caulking irons, frame chain and keys, mandrels, metal pots, pipe cutters, plumbing irons, drills, vices, lamps, bobbins, followers, hammers over 1 kg and pinch bars;
- Whilst performing work to a standard that meets legislative requirements and approved work practices, all appropriate insulating tools, rubber mats, or other necessary protective appliances will be provide to ensure the safety of staff and safe guard against the inadvertent operation of protective devices or systems; and
- Tools, etc. - putting in order - All employees will be allowed such reasonable time as *Energy Queensland* deems necessary during working hours on the last working day of each week to put their tools, benches, and machines in order.

## 5.16 SUPERIOR AGREEMENT PROVISION

This *Agreement* applies to work performed by *Energy Queensland* employees covered under this *Agreement*. Notwithstanding this however, where superior site or local provisions apply under the relevant agreement for similar classifications, e.g. site allowance, multi-storey allowance or a site agreement containing provisions that in aggregate are superior to this *Agreement*, *Energy Queensland* will ensure that its employees receive no less, in aggregate, than the provisions of the Superior agreement.

### 5.16.1 Construction Site Allowance

Subject to the above, when employees are working on a construction site where a specific site *allowance* is applicable, they will not be paid the specific site *allowance* if they are undertaking normal routine work such as inspections, maintenance etc. that is not part of the general site building construction activity.

The application is as follows:

- Establish that a specific site *allowance* applies under the relevant agreement for similar classifications onsite;
- Obtain in writing, from the project's coordinator/supervisor/relevant person, confirmation of the applicable site *allowance contained in the relevant agreements*, including the amount payable; and
- Fax the details to the relevant *Energy Queensland* supervisor.

#### **5.17 WORK IN THE RAIN**

Suitable waterproof clothing will be supplied by *Energy Queensland*, where practicable, to employees who are required to work in the rain.

Where in the performance of such work, an employee whose clothes become wet from rain will be paid double rates for all work so performed and such payment will continue until the employee is able to change into dry clothing or until work ceases, whichever is the earlier. Where the employee has to have their lunch in wet clothing, then they will be paid double time for such lunch period. Employees will change into dry clothing at the earliest practicable opportunity.

Where a call-out involves work in the rain and where such call-out entitles an employee only to the minimum payment prescribed by this Agreement, the penalty for work in the rain will be paid in addition to such minimum payment.

## **PART 6 SUPERANNUATION**

### **6.1 SUPERANNUATION**

Employees covered by this *Agreement* will have superannuation contributions (as determined by the applicable legislation) paid into Energy Super. With the exception of those employees who have previously elected an alternative superannuation fund under a previous *Agreement*.

With the exception of serious misconduct or other grounds that would justify termination, *Energy Queensland* will not terminate an employee who is in receipt of temporary disablement income protection payments from Energy Super.

Salary for the purpose of superannuation will not be less than the salary an employee is entitled pursuant to this *Agreement*.

#### **6.1.1 Energy Super Defined Contribution (DC) Members**

*Energy Queensland* will make superannuation contributions in accordance with the Government Superannuation Guarantee Levy. For those employees who have joined the Energy Super Defined Contribution (DC) Fund, *Energy Queensland* will contribute an additional 1% of the employee's ordinary time earnings where the employee elects to salary sacrifice 5% (after-tax) or 5.88% (before-tax).

For casual employees, as a minimum, *Energy Queensland* will contribute 9.5% (or the appropriate percentage as determined by the applicable legislation) of the amount obtained by multiplying the casual employee's ordinary rate of pay (inclusive of casual loading) by the number of hours actually worked up to, but not exceeding 36.25 hours in any week.

In determining the amount *Energy Queensland* will contribute for the benefit of a part time employee, *Energy Queensland* will as a minimum contribute 9.5% (or the appropriate percentage as determined by the applicable legislation) of the amount obtained by multiplying the part time employee's ordinary hourly rate of pay by the number of hours that the employee is ordinarily rostered to work in the pay period.

#### **6.1.2 Insurance Cover – Defined Contribution**

*Energy Queensland* will pay for ten (10) units of Income Protection insurance for DC members in the Energy Super Fund. The Income Protection insurance will provide cover for temporary disablement up to a period of two (2) years.

Following an application for Income Protection to Energy Super, *Energy Queensland* will provide salary maintenance limited to 80% of salary for superannuation purposes, in line with the Energy Super Income protection arrangements for any waiting period remaining after fourteen (14) days.

Eligibility to salary maintenance for any waiting period in excess of fourteen (14) days is subject to an employee exhausting accrued personal leave up to a maximum of thirty (30) days total (inclusive of the initial fourteen (14) days) and medical certification confirming the employee is unfit for work for a continuous period in excess of the income protection waiting period.

*Energy Queensland* will pay for five (5) units of Death and Total and Permanent Disablement insurance cover for Defined Contribution members in the Energy Super Fund.

Full details of the insurance cover provided can be obtained from Energy Super.

### **6.1.3 Energy Super Defined Benefit Fund (DB) Members**

It is agreed that with respect to calculating the Final Average Salary (FAS) for employees in the defined benefit section of Energy Super, the employee's averaged salary over the employee's final year of service will be used.

*Energy Queensland* agrees that its employees who are members of the Defined Benefit section of the Energy Super Fund Trust Deed will not, without the employee's written agreement, be transferred to the Defined Contribution section of the Energy Super Fund Trust Deed.

*Energy Queensland* will not close the Defined Benefit section of the Energy Super Fund for the life of this *Agreement*.

The *Parties* commit to review any negative impacts to the Defined Benefit Fund of Energy Super that may occur as a result of legislative change to the Superannuation Guarantee Levy.

### **6.1.4 Insurance Cover – Defined Benefit**

Following an application for Income Protection to Energy Super, *Energy Queensland* will provide salary maintenance limited to 80% of salary for superannuation purposes, in line with the Energy Super Income protection arrangements for any waiting period remaining after fourteen (14) days. Eligibility to salary maintenance for any waiting period in excess of fourteen (14) days is subject to all personal leave having been exhausted and medical certification confirming the employee is unfit for work for a continuous period in excess of thirty (30) days.

Full details of the insurance cover provided can be obtained from Energy Super.

### **6.1.5 Insurance Cover – Choice of Fund**

For those employees who have previously elected an alternative superannuation fund under a previous *Agreement*, *Energy Queensland* will make additional contributions to employees' superannuation fund to pay for insurance cover. *Energy Queensland* currently provides ten (10) Units of Income Protection Insurance and five (5) units of Death or Total and Permanent Disablement insurance, to all employees. The number of units is subject to change as per the insurance policy, employees will not be disadvantaged as a result of these changes.

*Energy Queensland* will pay the premiums for this insurance cover to employees' superannuation accounts as follows:

1. Employees with choice of fund (including insurance) will have the equivalent premium paid into their nominated superannuation account.
2. The payment of any insurance benefits to an employee on the submission of a claim will be subject to the terms and conditions of the applicable insurance policy obtained by the relevant superannuation fund.

Following application by an employee to their nominated superannuation fund for Income Protection Insurance, *Energy Queensland* will provide benefits of 80% of base salary for any specified waiting period in excess of 14 days.

Base salary for the purpose of this clause includes all plated allowances (excluding tool allowances) and projected shift penalties.

### **6.1.6 Employer Provided Additional Income Protection**

Eligibility to employer provided additional income protection is subject to an employee:

- Providing evidence an application for income protection has been made;

- Providing a medical certificate from a relevant medical practitioner outlining the nature and approximate duration of the illness/injury; and
- Exhausting all personal sick leave accruals.

## **PART 7 NON SALARY BENEFITS**

### **7.1 OPERATIONAL EXPENSES**

Where an employee is specifically directed to provide or maintain any equipment or facilities (or incur direct expenses) as an operational requirement of their position such as land-line phone, computers etc., *Energy Queensland* will meet the costs of all such expenses, installations, continuing maintenance or rental that may be applicable. Any costs of private use of these facilities will be met directly by the employee involved.

### **7.2 LICENCE FEE REIMBURSEMENT**

*Energy Queensland* will reimburse fees for all employees who are required to obtain and maintain trade accreditation and professional licence fees including Registration Professional Engineers Queensland (RPEQ), where legislation or *Energy Queensland* requires that person to be licensed as an essential requirement of their position profile.

### **7.3 VEHICLE LICENCE FEE REIMBURSEMENT**

*Energy Queensland* will reimburse fees for employees for obtaining and maintaining currency of their relevant drivers' licences as an essential requirement of their position on the following dollar basis per licence renewal:

<b>Drivers Licence</b>	<b>Percentage (%)</b>
MC	100%
HC	100%
HR	100%
MR	100%
LR	100%
C	100%

Where a vehicle licence is reimbursed as an essential requirement of an employee/s position, any proposed change to the existing reimbursement arrangement will be undertaken in consultation with the employee and relevant union/s

### **7.4 SALARY SACRIFICING**

#### **7.4.1 Salary Sacrifice Principles**

Salary sacrifice options for employees are available in accordance with applicable tax legislation and any restrictions or policies that *Energy Queensland* may wish to impose from time to time.

Any salary sacrifice arrangements must be at no cost to *Energy Queensland* and in compliance with applicable tax legislation and superannuation fund rules. *Energy Queensland* may change the benefits that it offers to reflect changes in the taxation law.

An employee can implement salary sacrifice arrangements at any time. However, once in place, subject to this *Agreement* and in exceptional circumstances, changes to the salary sacrifice arrangement can only be made once per year.

It is recommended that employees obtain independent financial advice specific to their circumstances before implementing or changing a salary sacrifice arrangement.

#### **7.4.2 Post Salary Sacrifice**

If an employee implements a salary sacrifice arrangement the reduced salary will be the salary for *all purposes* of this *Agreement*, except for the purposes of superannuation, overtime and termination entitlements.

If an employee terminates or reduces the amount of their salary sacrifice, the employee's minimum salary entitlement will increase or revert to the pre-sacrifice amount as applicable.

### **7.5 INDEMNITY OF EMPLOYEES AGAINST LIABILITY**

As far as it is able under law *Energy Queensland* will indemnify past and present employees against legal liability for any claim for compensation or legal costs arising in respect of liability for work performed whilst an employee of *Energy Queensland* for the benefit and at the direction of *Energy Queensland*, subject to the following conditions:

- All work must be performed in accordance with *Energy Queensland*' procedures and/or accepted practice;
- Employees must not exceed any relevant authority levels;
- All reasonable instructions of *Energy Queensland* are followed in the performance of work;
- Employees will not commit any act or omission with a reckless disregard for the consequences during the course of work;
- Employees will not engage in fraudulent, criminal, dishonest and/or malicious acts or omissions or wilful breach of any statute, contract or duty during the course of work; and
- Employees notify *Energy Queensland* of the receipt of any claim or of any circumstance that may give rise to a claim at the earliest possible opportunity.

The *parties* to this *Agreement* commit to the development of supporting documentation such as policies and guidelines in relation to this provision.

### **7.6 RELOCATION**

Where *Energy Queensland* determines that relocation expenses will be paid, or in circumstances where *Energy Queensland* requests an employee to relocate, the reimbursement and benefits associated with relocation will be applied equitably to all employees regardless of classification in accordance with *Energy Queensland*' Relocation Policy and Guidelines.

The parties agree that on relocation the following arrangements will apply as a minimum:

- Relocation expenses reasonably incurred by the employee;
- Travelling expenses of the employee and dependents; and
- Cost of removal of furniture and effects from their place of engagement to the job.

The conditions will apply upon appointment of the employee to new places of employment where:

- The radial distance from the present place of residence to such new depot [or recognised place of employment] is not less than 50 kilometres; and/or
- Where circumstances are considered to warrant such action, an employee transferred to a location where no house is available will be reimbursed reasonable board and lodging expenses until the employee becomes domiciled.

## **7.7 TRANSFER CONDITIONS**

On engagement relocation expenses reasonably incurred, which would include first class rail fares [or equivalent] and travelling expenses of employees and dependents, together with cost of removal of furniture and effects to a measurement not exceeding six [6] tonnes from their place of engagement to the job will, subject to the production of satisfactory evidence of the payment of such fares and expenses, be reimbursed to the employees on completion of 12 months' service:

Provided that the conditions of reimbursement expenses will apply consequent upon appointment of employees to new places of employment where:

- The radial distance from the present place of residence to such new depot [or recognised place of employment] is not less than 50 kilometres; and/or
- The employees are required by *Energy Queensland* to move their place of residence.

An employee with dependents who is transferred to a location where no suitable accommodation is available will be reimbursed reasonable board and accommodation expenses until the employee secures permanent accommodation for a period not exceeding one month.

## **7.8 ACCESS TO COMPUTERS**

*Energy Queensland* will provide employees with the most up to date and relevant information. The best means to achieve this will include the distribution of material via e-mail and providing access for employees to company computers in the workplace where practical. This will include e-mail access for receipt and forwarding of correspondence of *Parties* signatory to this *Agreement* subject to such reasonable restrictions as *Energy Queensland* may apply.

## **7.9 FUNERAL BENEFIT**

A benefit of \$10,000 will be paid immediately by *Energy Queensland* to the *nominated employee representative* person upon the death of any current *Energy Queensland* employee.

This payment is aimed at supporting the *nominated employee representative* person financially with the funeral and any other immediate expenses in their time of need and support

To ensure the payment is able to be facilitated in a timely manner it is the responsibility of the employee to ensure *Energy Queensland* has been advised of the *nominated employee representative* person

## PART 8 HOURS OF WORK

### 8.1 HOURS OF WORK

The ordinary hours of work will not exceed an average of 36.25 hours per week (Monday to Friday) to be worked between 6.00am and 6.30pm over a nine (9) day fortnight. However, other patterns of working ordinary hours may be worked by mutual agreement between the parties at a particular place of work or pursuant to the Alternative Employment Arrangements prescribed by this Agreement.

An employee may work up to 12 ordinary hours on any day. This will be established as part of a mutually agreed pre-arranged roster. In determining these rosters, consideration will be given to health and safety and fatigue management issues.

In order to meet operational and work requirements, the daily spread of hours for day working employees, provided for in this Agreement on an ordinary work day (6.00am to 6.30pm, Monday to Friday), may be increased by mutual agreement to an additional one (1) hour at either the commencement or finish of the ordinary work day. This will result in the daily 'spread of hours' being increased to cover a period of either 5.00am to 6.30pm or 6.00am to 7.30pm. The ordinary working hours may then be worked between these times.

The following change may be invoked by *Energy Queensland* on any individual no more than twice in any calendar year:

- Change of start and finish times within the ordinary hours of the Agreement.

The implementation of this change will be subject to:

- Consultation having occurred with those directly impacted; and
- Reasonable notice of one (1) month having been given of the implementation; or
- The change having been mutually agreed.

### 8.2 ROSTERED DAY OFF (RDO)

The Rostered Day Off (RDO) will be Scheduled on either a Monday or Friday, unless varied by *Mutual Agreement* to suit operational requirements.

The following change may be invoked by EQL on any individual no more than twice in any calendar year:

- Where an employee is allocated to change work crews the individual RDO may be changed from Monday to Friday or vice versa to meet the new crews RDO's schedule

Employees working a nine (9) day fortnight who are required to work on their rostered day off (RDO), will be paid the overtime rates prescribed for work on Mondays to Fridays and where required to report for work between midnight and 6 a.m. will be paid at the rate of double time for all time worked up to 7 a.m.

By agreement with *Energy Queensland*, employees who work on their rostered day off and elect to substitute another ordinary working day for their rostered day off will be paid at *base rates* for work during what otherwise would be ordinary hours (8 hours 3 minutes), and appropriate overtime rates for work performed in excess of their ordinary hours

### **8.2.1 Banking of Rostered Day Off (RDO)**

The banking of a RDO is subject to *Mutual Agreement* between the employee and relevant supervisor or manager and is to be recorded on the employee's timesheet. Employees will only be able to bank up to ten (10) RDO's. Any attempt to bank further RDO's in excess of this limit will be paid at appropriate overtime rates.

The taking of banked RDO's will be subject to *Mutual Agreement* between the employee and relevant supervisor or manager recorded on the employee's timesheet. Any request to take a banked RDO will not be unreasonably refused and may be taken in conjunction with annual leave.

Apprentices when on block release at TAFE or other learning institutions and who as a result forgo their RDO due to the block release training Schedule must take any previously agreed banked time off as soon as practicable within four (4) weeks of returning to their Scheduled place of work.

Banked RDO's will be accrued at ordinary time and if elected by the employee to be paid out, will be paid out at ordinary time rates.

### **8.2.2 Rostered Days Off – South East Contact Centre**

The allocation of an employee's RDO can be any day Monday to Friday where the following conditions are met:

- For all new or vacant positions, *Energy Queensland* will have the discretion to set or schedule the employee's RDO on any day Monday to Friday;
- RDO arrangements for existing positions will remain in place and the provisions outlined will apply (where applicable) for appointments to new or vacant positions only, unless the change is mutually agreed; and
- In determining whether an RDO will be scheduled on a day other than a Monday or Friday, *Energy Queensland* will take into consideration the employee's personal and/or financial commitments where applicable.

## **8.3 LEGACY WEEKLY AND FORTNIGHTLY WORK PATTERNS**

Existing three (3) day week, four (4) day week, or eight (8) day fortnight work patterns currently established in the legacy regions of Mackay, Wide Bay, South West and South East will be maintained during the life of this *Agreement* where the incumbent continues to occupy their current position. The position will revert back to a nine (9) day fortnight on the resignation or retirement of the incumbent, or when the incumbent is successful in applying for a new position based on a nine (9) day fortnight. Notwithstanding the above, employees working in the three (3) day week arrangement will, where that group is reduced down to one (1) employee on a permanent basis, that employee will revert to a nine (9) day fortnight.

## **8.4 MEAL BREAK**

The recognised unpaid lunch break will be rostered between the 4<sup>th</sup> and 6<sup>th</sup> hour from the employee's start time. An employee will be entitled to receive a minimum of thirty (30) minutes and a maximum of one (1) hour for a meal break, excluding shift workers. To facilitate greater flexibility, timing of meal breaks may be varied between the 4<sup>th</sup> and 6<sup>th</sup> hours to meet the operational requirements of the business

No employee will be required to work more than six (6) hours without a break for a meal. All work done during the recognised meal period will be paid for at the rate of double time, and payment at this rate will continue until another and uninterrupted meal period of thirty minutes has commenced or until the cessation of that day's work, whichever occurs first.

## **8.5 REST PAUSES**

Every employee [other than a casual and part time employee] will be entitled to a rest pause or pauses not exceeding a total of 20 minutes duration in *Energy Queensland*' time during the rostered work period.

Where practicable such rest pause or pauses may be taken in a manner and at such time or times as agreed upon between *Energy Queensland*' and the majority of employees at the work location so that continuity of work will not be interrupted where continuity is necessary.

Casual and part time employees, who work a minimum of four [4] consecutive ordinary hours, but less than eight [8] ordinary consecutive hours on any one day, will receive a rest pause of ten [10] minutes duration. Employees who work a minimum of eight [8] ordinary consecutive hours will receive a rest pause or pauses.

## **8.6 TEN (10) DAY ALTERNATIVE EMPLOYMENT ARRANGEMENTS**

Where *Energy Queensland* offers these arrangements to new or existing employees, *Energy Queensland* will also offer the employee the option of remaining within the general terms and conditions of this *Agreement*. With the exception of those employees being offered an Individual Employment Arrangement (IEA), employees being recruited into new positions will not be required to make known whether they will agree to work a ten (10) day fortnight or nine (9) day fortnight until they have been formally offered the position.

The *Parties* also acknowledge that a number of employees are employed under individual employment arrangements that were in place prior to the lodgement of this *Agreement*. An employee may elect to remain on the terms of the individual employment arrangements or IEA while they continue to occupy their current position, provided the arrangement has been documented. In advertising positions on a ten (10) day fortnight, *Energy Queensland* will include a statement that a nine (9) day fortnight will also be available to the successful applicant on appointment.

### **8.6.1 Employees Classified at Salary Point 11.0 and above**

The option to take up these arrangements will be on a mutually agreed basis between *Energy Queensland* and the employee who is classified at Salary Point 11.0 and above of this *Agreement* who agrees to work a ten (10) day fortnight arrangement in accordance with the following:

1. Where the Arrangement covers a forty (40) hour week, ten (10) day fortnight within the defined spread of hours 6.00am – 6.30pm Monday to Friday, the *base rate* includes a 13% loading.

Employees under this arrangement remain eligible to receive Working Away from Home Meal *Allowances*, Availability Duty *Allowance* and Incidental *Allowance* as applicable, however employees will be exempt from claiming the hours and overtime provisions of this *Agreement* up to forty (40) hours per week. Any authorised overtime for hours worked in excess of forty (40) ordinary hours per week will be paid at applicable overtime rates.

2. Where the Arrangement covers a forty (40) hour week, ten (10) day fortnight within the defined spread of hours 6.00am – 6.30pm Monday to Friday, and also consideration for a notional four (4) hours overtime per week (Monday to Sunday), the *base rate* includes a 15% loading

Employees under this arrangement remain eligible to receive, Working Away from Home Meal *Allowances*, Availability Duty *Allowance* and Incidental *Allowance* as applicable, however employees will be exempt from claiming the hours, overtime and travel time provisions of this *Agreement* up to forty four (44) hours per week. Any authorised overtime or travel time for hours worked in excess of forty four (44) ordinary hours per week will be paid at applicable overtime or travel time rates in accordance with the overtime or travel time provisions of this *Agreement*.

3. Where the arrangement covers a ten (10) day fortnight and also includes consideration for what would otherwise be for working of all overtime, *Allowances* as defined and all other penalties of this *Agreement*, the *base rate* includes a 20% loading

Employees under this arrangement remain eligible to receive, Working Away from Home Meal *Allowances* (Availability Duty *Allowance* and Incidental *Allowance* as applicable. Notwithstanding, extraordinary and continuous periods of work during major systems failures or damage caused by storms or cyclones will, where the period of hours worked is in excess of ten (10) hours each day for more than two (2) consecutive days be paid as overtime

Employees working pursuant to the above arrangements will remain entitled to all salary increases and other employment entitlements provided by this *Agreement* unless otherwise defined.

The employee and their manager or supervisor must monitor and give due consideration to the management of fatigue under all of the above arrangements.

The above *all purpose* loadings shall be used when calculating an employee's payment for overtime, annual leave, Long Service Leave, parental leave, superannuation, severance and retrenchment payments.

Where such arrangements are made they shall be recorded in writing (with a copy for each party).

#### **8.6.2 Employees below Salary Point 11.0**

The option to take up these arrangements will be on a mutually agreed basis between *Energy Queensland* and the employee as follows:

- For those employees classified in the Administrative and Professional Managerial Streams between Salary Point 1.0 and Salary Point 11.0 contained in Schedule 1 of this *Agreement*.
- For those employees classified in the Technical Classification Stream covering Supervisory and Para-Professional sub-streams between Salary Point 9.0 and Salary Point 11.0 contained in Schedule 1 of this *Agreement*. For example the positions covered would typically be titled, Work Group Leader, Scheduler, Contract Officers, Technical Trainers, Electrical System Designers, Maintenance Officers and unique and stand alone positions as agreed by the parties.

For employees defined above who agree to work a ten (10) day fortnight arrangement this will be in accordance with the following:

1. Where the Arrangement covers a forty (40) hour week, ten (10) day fortnight within the defined spread of hours 6.00am – 6.30pm Monday to Friday, the *base rate* includes a 15.5% loading.

Employees under this arrangement remain eligible to receive Working Away from Home Meal *Allowances*, Availability Duty *Allowance* and Incidental *Allowance* as applicable, however employees will be exempt from claiming the hours and overtime provisions of this *Agreement* up to forty (40) hours per week. Any authorised overtime for hours worked in excess of forty (40) ordinary hours per week will be paid at applicable overtime rates.

2. Where the Arrangement covers a forty (40) hour week, ten (10) day fortnight within the defined spread of hours 6.00am – 6.30pm Monday to Friday, and also consideration for a notional four (4) hours overtime per week (Monday to Sunday), the *base rate* includes a 17.5% loading.

Employees under this arrangement remain eligible to receive Working Away from Home Meal *Allowances*, Availability Duty *Allowance* and Incidental *Allowance* as applicable, however employees will be exempt from claiming the hours, overtime and travel time provisions of this *Agreement* up to forty four (44) hours per week. Any authorised overtime or travel time for hours worked in excess of forty four (44) ordinary hours per week will be paid at applicable overtime or travel time rates in accordance with the overtime or travel time provisions of this *Agreement*.

3. Where the Arrangement covers a ten (10) day fortnight and also includes consideration for what would otherwise be for working of all overtime, Allowances as defined and all other penalties of this *Agreement*, the *base rate* includes a 22.5% loading.

Employees under this arrangement remain eligible to receive Working Away from Home Meal *Allowances*, Availability Duty *Allowance* and Incidental *Allowance* as applicable. Notwithstanding, extraordinary and continuous periods of work during major systems failures or damage caused by storms or cyclones will, where the period of hours worked is in excess of 10 hours each day for more than two (2) consecutive days, be paid as overtime in accordance with the overtime provisions of this *Agreement*.

Employees working pursuant to the above arrangements will remain entitled to all salary increases and other employment entitlements provided by this *Agreement* unless otherwise defined.

The employee and their manager or supervisor must monitor and give due consideration to the management of fatigue under all of the above arrangements.

The above *all purpose* loadings shall be used when calculating an employee's payment for overtime, annual leave, Long Service Leave, parental leave, superannuation, severance and retrenchment payments.

Where such arrangements are made they shall be recorded in writing (with a copy for each party

### **8.6.3 Reversion to General Agreement Provisions**

Employees working the above arrangements may elect to revert to a nine (9) day fortnight by providing *Energy Queensland* with one (1) month's written notice.

It is recognised that individuals may make additional personal financial commitments whilst under these arrangements and as such, where *Energy Queensland* requires an individual to revert, it will not do so without first providing the employee three (3) months written notice of *Energy Queensland's* intention.

If during the three (3) month notice period the employee receives notice of redundancy or advises *Energy Queensland* that they intend to retire no later than twelve (12) months after the initiated three (3) month notice, the employee will not be required to revert.

#### **8.6.4 Appointment of Ten (10) Day Fortnight**

Notwithstanding the above arrangements which are made on a mutually agreed basis, the following may be advertised and awarded on a ten (10) day fortnight basis at the discretion of *Energy Queensland*:

- New and vacant positions classified in the Administrative Stream from Salary Point 11.0 and above.
- Vacant positions classified in the Administrative Stream which are below salary point 11.0 and are listed in Schedule 6 of this *Agreement*.
  - The positions details reflected in this Schedule are correct as at the date of lodgement of this *Agreement*.
  - The *Parties* agree that the position identification numbers can be reviewed through the life of this *Agreement* to ensure that position numbers accurately reflect the identified positions. This will be subject to *consultation* and agreement between the *Parties*, provided that agreement will not be unreasonably withheld.
- New and vacant positions classified in the Professional & Managerial stream from P&M Grade one (1) Salary Point 11 and above and where the position supervises, coordinates and schedules other employees.

Employees who accept the above arrangement and who have been working a minimum of three (3) months in the position may elect to revert to a nine (9) day fortnight by providing *Energy Queensland* one (1) month written notice.

### **8.7 INDIVIDUAL EMPLOYMENT ARRANGEMENTS**

An Individual Employment Arrangement (IEA) may be offered to an employee as determined by *Energy Queensland*, who is paid a salary at or above Salary Point 11.0 of the classification structure of this *Agreement*. Flexible remuneration arrangements and changes to other conditions of employment may be negotiated subject to the following:

#### **8.7.1 No Disadvantage**

An Individual Employment Arrangement (IEA) will not, in terms of total remuneration value, disadvantage employees when compared to the relevant terms of the *Agreement*.

#### **8.7.2 Hours of Work**

The standard hours of work required for employees engaged on an IEA are 40 hours per week and a ten (10) day fortnight. These hours may be worked between 6.00am to 6.30pm Monday to Friday.

#### **8.7.3 Salary & Loadings**

Employees on an IEA will receive the salary as specified in the *Agreement* for the classification of their position including the applicable loading as follows:

**15%** loading includes a notional Overtime component to cover up to four (4) hours overtime per week, all *Allowances* and *Penalties*.

**20%** loading includes a notional Overtime component to cover all hours worked, all *Allowances* and *Penalties* for Weekends and Call-Out Hours.

**Exception for 20% Loading Employees**

Overtime can only be claimed for extraordinary and continuous periods of work due to major system failures, e.g. damage caused by storms or cyclones, where the period of hours worked is in excess of ten (10) hours each day for more than two (2) consecutive days. Overtime must be authorised in advance by an employee's manager.

**8.7.4 Market Component**

*Energy Queensland* may apply a Market Component as a part of an IEA. Where applicable the Market Component will be reviewed annually and adjusted effective from 1 July where necessary.

**8.7.5 Performance Incentive**

At *Energy Queensland's* discretion an "at risk" performance incentive may apply. The Performance Incentive Scheme operates at *Energy Queensland's* sole discretion and may be altered or discontinued at any time.

To be eligible for payment under the Performance Incentive Scheme employees are required to have been employed by *Energy Queensland* as at 30 June of the financial year for which performance is being assessed

The "at risk" performance incentive (including any pro-rata amounts) will be reviewed annually and paid effective from 1 July as applicable.

Where an employee enters into an IEA inside of a twelve (12) month period prior to 30 June, the "at risk" component will be assessed and paid (if applicable) on a pro-rata basis.

Where an employee terminates due to redundancy, or due to ill-health a pro-rata payment of their potential "at risk" component will be payable.

**8.7.6 Remuneration Increases**

As a minimum, Employees on an IEA will receive annual wage increases to base salary in accordance with Clause 4.1 Wage Payments of this *Agreement*.

Further salary point progression within the grade for the position may occur if it is available and it can be demonstrated that additional skills and knowledge relevant to the position have been gained and are being utilised to an extent that warrants progression. This will be considered as a part of the employee's performance review process.

**8.7.7 Reversion**

An employee who accepts an IEA may elect to revert to the general provisions of the *Agreement* by providing *Energy Queensland* with one (1) month's written notice.

It is recognised that employees may make additional personal financial commitments while on an IEA. As such, where *Energy Queensland* requires an individual to revert to the general provisions of the *Agreement*, it will not do so without first providing the employee with three (3) months written notice.

On reversion, an employee will maintain their substantive classification and salary point at the time of reversion.

Any At-Risk and Market Component applied as a part of an IEA will cease from the effective date of the reversion.

**8.7.8 Application**

Where there is any inconsistency between an IEA and the *Agreement*, the terms and conditions of the IEA will take precedence to the extent of the inconsistency. Where the IEA is silent, the terms of the *Agreement* shall apply.

An IEA supersedes any prior employment agreement or arrangement of any type between *Energy Queensland* and an employee, including any other *Agreements*, oral or written, made prior to the execution of an IEA. However, this does not preclude *Energy Queensland* and an employee from agreeing in writing to additional terms that do not conflict with the provisions of this *Agreement*.

#### **8.7.9 Exemptions**

An employee on an IEA will be exempt from the following *Agreement* provisions:

Annualised <i>Allowance</i>	Clause 5.4
Employee in Charge <i>Allowance</i> [EIC]	Clause 5.11
First Aid <i>Allowance</i>	Clause 5.13
Tool <i>Allowance</i>	Clause 5.15
Work in the Rain	Clause 5.17
Overtime	Clause 8.11
Crib Break & Overtime Meal <i>Allowance</i>	Clause 8.12

#### **8.7.10 Dispute Settlement**

Any dispute or grievance concerning an IEA will be dealt with pursuant to the grievance and dispute settlement procedure contained in Part 2 of this *Agreement*.

### **8.8 AGGREGATED WORKING ARRANGEMENTS FOR AWAY WORK**

This clause enables employees to access aggregated work arrangements for away work.

Where away work is scheduled for the periods identified below, the identified roster block options can be worked:

- Where away work is scheduled for more than a 4 week period – 14 day roster blocks
- Where away work is scheduled for more than a 6 week period – 21 day roster blocks

The identified working away arrangement and roster block will only be worked where it is mutually agreed, including an *Agreement* with a valid majority of the employees involved.

Notwithstanding the above, these working arrangements may also be applied in other circumstances, subject to *mutual Agreement*. The onus is on the employee/s to demonstrate the cost effectiveness of their request.

These working arrangements can only be applied to employees working a nine (9) day fortnight.

#### **8.8.1 Roster Block Arrangements**

Where the identified roster blocks are utilised, all identified roster block hours will attract an aggregate overtime loading to be paid in addition to an employee's *base rate* of pay. The aggregate overtime loading is in lieu of any applicable overtime and weekend penalties for the identified roster block hours.

Any work required outside of the identified roster block hours will be paid at applicable overtime rates. The aggregate overtime loading will be included with the employee's *base rate* of pay when calculating these overtime payments.

The aggregate overtime loading is not payable on an *all purpose* basis.

Employees participating in this roster block will work the identified hours and access the time off outlined in the work pattern.

The identified roster block period and hours are as follows:

#### Fourteen (14) Day Roster Block

- Work nine (9) consecutive days away from home, including a Saturday and a Sunday. Each work day will be ten (10) hours;
- On completion of the nine (9) days, have five (5) days off work at their home location; and
- Employees will receive a loading of 28.5% for all of the identified hours worked within the roster block.

#### Twenty-one (21) Day Roster Block

- Work fourteen (14) consecutive days away from home, including identified Saturdays and Sundays. Each work day will be ten (10) hours;
- On completion of the fourteen (14) days, have 7 days off work at their home location; and
- Employees will receive a loading of 34% for all of the identified hours worked within the roster block.

The hours reflected in these roster blocks should only be varied by *Mutual Agreement* subject to exceptional and critical operational circumstances.

The hours worked during these arrangements will be recorded on a standard *Energy Queensland* timesheet to ensure compliance with industrial legislation and any other relevant legislation (such as workers compensation).

The balance of time required to complete a project outside of fourteen (14) or twenty-one (21) day roster blocks, will be paid in accordance with the hours of work provisions of this *Agreement* and will not include the aggregated overtime loading.

### **8.9 BREAKS AFTER OVERTIME**

Where possible, employees are to be given an adequate break when working overtime between consecutive workdays.

Employees will be given no less than nine (9) consecutive hours off duty between the end of their normal or rostered work on one (1) day and the beginning of normal or rostered work on the next day. The break is exclusive of reasonable travel that is required for the employee to return home.

Apart from the exceptions listed below, in cases where an employee is not given nine (9) consecutive hours off duty and they have continued or resumed overtime into their normal or rostered work day, then they will be paid double rates until released from work and given nine (9) consecutive hours break.

It is recognised that Duty Supervisors or other employees taking calls may be called upon for action or advice and yet not accrue 1.5 hours in aggregate. In the circumstance where 1.5 hours in aggregate are not met, a Duty Supervisor will still be entitled to a nine (9) hour break, when the communication frequency rate is one (1) call per ½ hour over any consecutive three (3) hour period between 11pm and 5.00am.

**Exception:**

In cases where employees work overtime between 11.00pm on one day and 5.00am on the next, then the nine (9) consecutive hour break will commence from the conclusion of their last period of overtime even if it continues after 5.00am. The total overtime worked between 11.00pm and 5.00am must be not less than one (1) and a half-hours in aggregate.

**General:**

The arrangements as outlined above, will also apply when overtime is worked on a Sunday, a Public Holiday or an SDO prior to a rostered work day.

The safety of employees is most important and there may be circumstances where a nine (9) hour break may not be available but due to fatigue, it is determined that an employee should be given a break from work. In these cases, supervisors will have a discretionary right to provide additional paid time.

The provisions of this clause shall apply in the case of shift workers who rotate from one shift to another when overtime is worked.

**8.10 TIME OFF IN LIEU (TOIL)**

Time Off in Lieu (TOIL) may be accrued for work performed outside of an employee's normal work hours, subject to approval from their supervisor. The maximum amount of TOIL that may be accrued is forty (40) hours.

- Where an employee requests to work additional hours to bank as TOIL, such TOIL will accrue at time for time, being one (1) hour for each hour worked.
- Where *Energy Queensland* requests an employee to work overtime, the employee may request to accrue the time as TOIL. In this instance, TOIL will accrue at the prescribed penalty rate.
- Employees cannot be directed to take TOIL in lieu of the payment of overtime; and
- All hours worked regardless of payment or TOIL must be taken into consideration for the fatigue management.

The taking of the TOIL will be at a time or times mutually agreed to with the supervisor. Subject to exceptional circumstances, where TOIL has not been taken within the agreed timeframe the employee will be paid out. A request to take accrued TOIL will not be unreasonably refused.

Time Off in Lieu (TOIL) will be administered at the local level by arrangement between the employee and their supervisor. When available these local arrangements will be administered electronically via timesheets. Each instance of TOIL will be documented showing the date/s, hours worked and TOIL accrued for future reference.

**8.11 OVERTIME**

Except as provided below, approved time worked in excess of that provided for in Clause 8.1 (Hours of Work) or before the ordinary starting time or after the ordinary ceasing time will be deemed overtime and will be paid for at one and a-half times the *base rate* for the first three (3) hours and double time thereafter. Each day will stand by itself when overtime is being calculated, except where an employee commences overtime on one day and continues to work such overtime into the next day.

No employee will refuse to work a reasonable amount of overtime to meet the needs of *Energy Queensland*.

Systematic overtime will not be worked; it will be considered such when three (3) consecutive weeks' overtime has been worked. This arrangement will not apply when extra labour is not immediately available.

When any portion of an hour is worked, employees will receive payment in respect of any broken part of an hour at the current overtime rate with a minimum thirty (30) minute payment.

Where employees are required to report for work between midnight and 6.00am they will be paid at the rate of double time for all time so worked up to the ordinary starting time Monday to Friday and up to 7.00am Saturday.

If an employee cannot reasonably access their normal method of transport to or from their home due to working overtime, *Energy Queensland* will provide the employee with transport to or from their home or reimburse expenses incurred.

For those employees paid at Salary Point 15.0 or above, overtime will be calculated at the appropriate penalty rate for the hours worked and payment will be limited to the rate prescribed for Salary Point 15.0.

#### **8.11.1 Weekends**

Employees required to work overtime commencing on Saturday will be paid at one and a half times the *base rate* for the first three (3) hours and double time thereafter with a minimum period of three (3) hours work or payment, except in the case of emergencies.

All overtime performed on Sundays will be paid at the rate of double time.

Minimum payment for Sundays - When employees are called upon to work on a Sunday, they will, except in the case of emergency, receive a minimum of three (3) hours pay at double time.

#### **8.11.2 Recalls**

Except in the case of an emergency an employee who has been notified to work overtime prior to the normal commencement time on the following day, they will be entitled to a minimum of four (4) hours pay at the appropriate overtime rate.

A recall occurs when an employee is notified prior to commencement of work on the next day that they are required to work any day and the work cannot be performed during normal work hours and is not an emergency callout. Other than emergency work, if the employee is notified to perform overtime prior to the normal commencing time the following day a recall shall apply.

- Each recall is paid as a four (4) hour minimum at overtime rates.
- Where employees are required to report for work between midnight and 6 a.m. they will be paid at the rate of double time for all time so worked up to the ordinary starting time Monday to Friday and up to 7 a.m. Saturday.
- Employees recalled to work overtime, except in the case of an emergency, after leaving *Energy Queensland's* business premises on Monday, Tuesday, Wednesday, Thursday or Friday (whether notified before or after leaving the premises) will be paid for a minimum four (4) hours work at the appropriate overtime rate for each recall.

Except in the case of unforeseen circumstances arising, an employee will not be required to work the full four (4) hours if the job the employee was recalled to do is completed within a shorter period. Overtime worked in cases where it is customary for an employee to return to *Energy Queensland's* premises to perform a specific job outside of working hours, or where the overtime is continuous (subject to a reasonable meal break) with the

completion or commencement of ordinary working time, will not be regarded as overtime for the purposes of this Clause.

#### **8.12 CRIB BREAK & OVERTIME MEAL ALLOWANCE**

When working overtime, for more than one (1) hour, employees will be allowed to take thirty (30) minutes for "crib" after the ordinary ceasing time, and also forty five (45) minutes after each four (4) hours work, provided such overtime continues, for which no deduction will be made.

All employees required to work overtime for more than one (1) hour will be paid the amount specified in the table below for each meal between the ordinary ceasing time and the completion of overtime work, unless *Energy Queensland* provides a reasonable meal for them.

When employees have provided themselves with customary meals because of receipt of notice of intention to work overtime, they will be entitled to an *allowance* as specified in the table below, for each meal so provided in the event of the work not being performed or ceasing before the respective meal times.

When employees work more than four (4) hours' overtime on a Saturday and/or Sunday they will be entitled to a meal break of not more than one (1) hour at the end of the fourth (4th) hour, provided that their overtime is to continue for not less than one (1) hour after the meal break.

If such overtime continues to the tenth (10th) hour from the commencement of such overtime on such day, employees will be entitled to a further meal break of not more than one (1) hour provided overtime continues after the break.

Where such overtime continues after the tenth (10th) hour from the commencement of such overtime on such day, employees will be entitled to a further meal break (provided such overtime continues), of not more than one (1) hour after each additional five (5) hours until such time as such overtime is completed.

Employees called out will be allowed to take forty five (45) minutes for crib after each four (4) hours overtime worked provided such overtime continues, for which no deduction will be made.

Employees called out prior to their normal rostered start time and who work for a minimum of one (1) hour with work continuing into their rostered start time, will be entitled to claim a meal *allowance* as specified in the table below and will be provided with a thirty (30) minute crib break as soon as possible thereafter. Employees who work for more than four (4) hours under the above circumstances will be entitled to a meal *allowance* and a forty-five (45) minute crib break in lieu of the thirty (30) minute crib.

Employees called out within one and a-half (1.5) hours of their normal ceasing time and who are required to work more than one (1) hour, will be entitled to a meal *allowance* as specified in the table below and in addition will be allowed thirty (30) minutes as soon as possible thereafter, without deduction of pay, to partake of a meal.

The overtime meal *allowance* will be indexed in accordance with the increases contained in this *Agreement* and will be applied as follows:

Effective Date	Meal Allowance
Agreement Operative Date	\$15.17
1 <sup>st</sup> March 2018	\$15.63
1 <sup>st</sup> March 2019	\$16.10
1 <sup>st</sup> March 2020	\$16.58

### 8.13 CANCELLATION OF PLANNED OVERTIME

Where it has been previously agreed that an employee will undertake planned overtime on a weekend (Saturday to Sunday) and the work is subsequently cancelled, the employee will be entitled to a payment of four (4) hours at ordinary rates except in the following circumstances:

- Where notice of eight (8) hours or more is given; or
- Where the overtime is cancelled as a result of weather related issues.

*Energy Queensland* is committed to providing as much notice as possible for weather related cancellations.

For the purpose of this clause notification may include, but is not limited to, telephone or text message.

### 8.14 START AND FINISH ON THE JOB

#### Start and Finish at a Worksite

The *Parties* acknowledge that start and finish on the job arrangements will provide greater flexibility and productivity through maximising the time spent on the worksite.

The *Parties* agree that where appropriate and where mutually agreed, affected employees will start and finish on the work site. To facilitate any new arrangements, the *Parties* involved in the relevant business unit consultative forums will negotiate, develop and agree on suitable guidelines for implementation at a regional or depot level. Any such arrangements will be in accordance with the process outlined in the Flexibility Clause of this *Agreement*, prior to any implementation.

Notwithstanding the above, employees engaged on projects and single location work packs in excess of two weeks, and employees engaged in the customer service areas may be required to start and finish on the worksite from time to time as required. *Energy Queensland* will consult with directly affected employees and determine the suitability of the arrangements based on operational requirements and consideration for the employee's personal circumstances.

Employees required to start and finish on the worksite in accordance with this arrangement will be provided access to an *Energy Queensland* vehicle for transportation. This vehicle will be appropriate to the work being undertaken as determined by *Energy Queensland*.

The time spent travelling to the worksite will be in an employee's own time up to a fifteen (15) kilometre radius from their designated place of work (i.e. depot or office). Where the worksite is situated in excess of the fifteen (15) kilometre radius from their designated place of work, the period of time spent travelling outside of the fifteen (15)

kilometre radius and before the employee's normal starting and finishing time will be paid at travel time.

The start and finish on the job arrangements are subject to the following conditions:

- Barring unforeseen circumstances, the employees have an obligation to start and finish on the worksite at their normal rostered commencing and ceasing time, unless directed otherwise;
- Travel to and from the worksite is by the most direct route;
- Notwithstanding *Energy Queensland's* policy relating to the garaging of *Energy Queensland* motor vehicles, an employee will not be held accountable for any loss provided they have taken all reasonable precautions to secure the vehicle i.e. locked vehicle doors and equipment boxes;
- An employee who because of local authority restrictions is unable to park a particular vehicle on or near their residence, will not be required to take this type of vehicle home for the purposes of this clause; and
- An employee has an obligation to report to their designated place of work if *Energy Queensland* cannot source alternative transport to enable an employee to start and finish on the worksite (e.g. due to unavailability of a vehicle).

The travel time payments referred to in this particular clause do not apply where an employee is required to start and finish from their normal designated place of work (in accordance with the Travel Time provisions of this *Agreement*).

*Energy Queensland* may terminate this arrangement with a minimum of one (1) month written notice. An employee may request to terminate this arrangement where there are genuine personal circumstances impacting their ability to start and finish on the job.

The above arrangements will apply to any existing start and finish on the job local arrangements in customer service areas.

## PART 9 SHIFT WORK

### 9.1 SHIFT WORK DEFINITIONS

**Day Shift** means any shift worked between the hours of 6:00 am and 6:00 pm.

**Afternoon Shift** means any shift finishing after 6.00pm and at or before midnight.

**Night Shift** means any shift finishing after midnight and at or before 8.00am.

**Continuous Shift Arrangements** means shift work covering twenty four (24) hours per day, seven (7) days per week

**Non-continuous Shift Arrangements** means an indefinite period other than a 24/7 roster.

**Short term Shift Arrangement** means a shift covering any duration of a minimum of five (5) days up to and including eight (8) weeks Monday to Friday only.

### 9.2 SHIFT WORK

Shift work may be worked by employees to meet business needs, operational, or customer service requirements from time to time.

Subject to the following provisions the ordinary hours of work for shift workers will not exceed 36.25 hours per week.

The ordinary hours of work for shift workers may be exceeded in any week or weeks subject to the total ordinary hours worked during any roster period not exceeding that number of hours ascertained by multiplying the number of weeks in the roster period by 36.25 and may be worked according to a roster agreed upon between a majority of the employees concerned and *Energy Queensland* to suit the needs and circumstances of each establishment. *Energy Queensland* will advise the relevant Union party in writing of any agreed position prior to any agreed roster being implemented.

Shift workers will be allowed a crib break of 30 minutes during each shift for which no reduction of pay will be made. Such break will be taken at a time and in such manner that it will not interfere with continuity of work where continuity is necessary.

### 9.3 SHIFT PENALTIES

In addition to salary, the following penalties shall be paid to employees working the following shifts:

#### 9.3.1 Shift Loadings

**Afternoon shift** - employees who work afternoon shift will be paid a shift allowance of 18.75% of their ordinary rate in addition to their ordinary rate.

**Night shift** - employees who work night shift will be paid a shift allowance of 22.5% of their ordinary rate in addition to their ordinary rate.

### 9.3.2 Weekend Penalties

All time worked during an ordinary shift between midnight on Friday and midnight on Saturday will be paid for at one and a-half times the ordinary rate and between midnight on Saturday and midnight on Sunday at double the ordinary rate. The above shift loadings are paid in conjunction with weekend penalties when an employee works their shift on a weekend.

## 9.4 ESTABLISHMENT OF SHIFT ROSTERS

Where *Energy Queensland* determines the operational need for a shift roster, the following process will be followed:

- *Energy Queensland* will notify the relevant *nominated employee representative* and convene a meeting of affected staff to present and consult on the proposal for the introduction of shift work;
- Following *consultation*, *Energy Queensland* will finalise the shift work proposal and seek agreement on the roster from the employees involved;
- To staff the roster, *Energy Queensland* will seek volunteers to work the roster. Where there are insufficient volunteers, an expression of interest will be sought from other work locations; and
- If there are insufficient volunteers, *Energy Queensland* may engage new employees who, when assessed as competent, will work the roster.

## 9.5 SHORT TERM SHIFT ARRANGEMENTS

A Short Term Roster will be established in accordance with the following process where *Energy Queensland* determines the operational need for short term shift roster. *Energy Queensland* will notify the affected employees and the *nominated employee representatives* to meet and consult on the proposal for the introduction of short term shift arrangements.

Following consultation, *Energy Queensland* will finalise the shift-work proposal and seek agreement on the roster with the employees involved. To staff the roster *Energy Queensland* will seek volunteers to work the roster. Where there are insufficient volunteers, expression of interest will be sought from other work groups or locations.

If the option above is exhausted, *Energy Queensland* may engage additional resources who, when assessed as competent, will work the roster. In arriving at these rosters, due regard will be given to health and safety and fatigue management issues.

### 9.5.1 Short Term Shift Loadings

Hours worked as a short term shift arrangement, will attract a shift loading of 30% for all hours worked. Short term shift work will only be worked Monday – Friday.

## 9.6 OVERTIME PENALTIES AND MINIMUM PAYMENT

Overtime worked in any calling in or in connection with which more than one shift per day is worked, will be paid for at the rate of double time.

For all employees engaged in shift work, all time worked in excess of eight (8) hours in any one day will be considered as overtime.

Employees who work overtime during an afternoon or night shift will be paid double time on their afternoon or night shift rate respectively.

Shift Workers who are rostered on to work on a statutory holiday will be paid at double time and one half (2 ½ times) of their *base rate* of pay and any overtime is paid at double the applicable overtime rates that is four (4) times the *base rate*.

For those shift workers who are not rostered to work on a statutory holiday and subsequently perform work on that day will be paid at double time and one half (2 ½ times) of their *base rate* with a minimum payment for four (4) hours for the day and will receive a day of leave to be taken at a mutually agreeable time in the same manner as annual leave.

## **9.7 BREAKS BETWEEN ROSTERED ATTENDANCES**

The *Parties* agree that employees will be given no less than nine (9) consecutive hours off duty between the end of work on one day, and the commencement of work on the next.

Where a shift worker is not given nine (9) consecutive hours off duty and they have continued or resumed overtime into their normal or rostered work day, then they will be paid double time until released from work and given nine (9) consecutive hours rest.

### **9.7.1 Extended Breaks – Shift Workers**

It is important to note that the safety of our employees is the most important issue and there may be circumstances where a nine (9) hour rest break may not be available or sufficient. Where a nine (9) hour break is insufficient due to fatigue, the employee may be provided with a longer break at the discretion of the supervisor. If a break or longer break is taken and it goes into the normal starting time of the employee, the employee will not suffer a reduction in their ordinary pay for that period.

## PART 10 LEAVE

### 10.1 ANNUAL LEAVE

Every employee, other than a casual employee, will be entitled to annual leave on full pay at the end of each year of employment as follows:

- Five (5) weeks if employed on shift work where three (3) shifts per day are worked over a period of seven (7) days per week; or
- Four (4) weeks in any other case.

Employees working on a long term, Non-Continuous Shift, (*not including Short Term Shift Arrangements, as defined*), will be entitled to an additional three (3) days annual leave per year worked, accumulated and available on a pro-rata basis.

Annual leave is normally taken at a convenient time and duration, mutually agreed to by the employee's Supervisor/Manager in accordance with department and employee needs. Pro-rata annual leave, that is leave accrued for less than one (1) year, may be granted before the completion of 12 months service, subject to managerial approval. The actual pro-rata leave amount will not exceed the accrued balance, that is, employees will not be entitled to take more than their accrued pro-rata leave.

On submission of an annual leave application, employees will receive advice on the success or otherwise of their application within two (2) weeks of submission.

Part-time employees are entitled to annual leave calculated as a proportion of the entitlement for full time employees.

Employees with a combined long service and annual leave balance of 13 weeks or less, may apply to take annual leave at half pay. Approval will be subject to operational requirements.

Where an employee accesses their leave at half pay, applicable wage deductions will continue to apply at the full rate, for example salary sacrifice arrangements and vehicle deductions.

Annual leave payments will be paid as:

- A lump sum payment prior to commencement of annual leave at the request of the employee; or
- The employee's weekly wage, with deposits being credited to their account(s) in accord with normal pay arrangements.

Annual leave will be exclusive of any public holiday which may occur during the period of that annual leave.

Annual leave will be paid at the ordinary rate received immediately prior to annual leave. Note the ordinary rate will include any rate which is received in excess of the ordinary rate payable under this Agreement.

A shift worker will be paid at the rate payable for work in ordinary time according to the employee's roster or projected roster including Saturday, Sunday or public holiday shift.

Employees will take their entitlement to annual leave within twelve (12) months of the date of which it falls due except where by agreement with *Energy Queensland* it is deferred to a later date.

As a first step, where an employee's annual leave balance is in excess of 8 weeks or 10 weeks for a shift worker (or the equivalent two years entitlement), Energy Queensland will seek to reach agreement with employees to take leave on how to reduce the excessive leave.

Where agreement cannot be reached, Energy Queensland may direct an employee to take annual leave. Unless the employee otherwise agrees, Energy Queensland will give the employee at least one month's notice of the date from which the annual leave will be taken subject to the following:

- The period of annual leave taken will not result at any time in the employee's remaining annual leave balance being less than six (6) weeks when any other paid annual leave arrangements are taken into account; and
- The employee will not be required to take any period of paid annual leave of less than one (1) week.

In circumstances where cancellation of annual leave is considered due to operational requirements, consultation will occur prior to cancellation of any leave. The rescheduling of any such leave will be taken at a mutually agreed time.

If the employment of an employee is terminated the employee will be paid all leave owing (including any pro-rata annual leave) at the time of termination. Furthermore the date of termination will be extended by either the amount of accrued annual leave owing or the amount of long service leave owing whichever is the greater. Any public holiday falling on a day the employee would have been rostered to work during this period will be calculated at the employee's ordinary rate and paid at the time of termination.

The following allowances/penalties are payable during periods of annual leave and therefore payable in termination for any accrued annual leave:

- Shift workers - Subject to the rate of salary to be paid to a shift worker, the rate payable shall be for work in ordinary time according to the employee's roster or projected roster, including Saturday, Sunday or holiday shifts, or an annualised salary as applicable.
- Employees-in-Charge - Employee-in-Charge allowances shall be included in the salary to be paid.

The annual leave loading of 17.5% is incorporated into the salary rates in Schedule A of this Agreement.

#### **10.1.1 Preservation of Five (5) Weeks Annual leave**

Administrative Stream employees who prior to 1995 had an entitlement to five (5) weeks annual leave per annum will retain this entitlement unless they elect in writing to forego one (1) week's accrual per annum on a permanent basis and be paid an additional 2% into their *base rate*.

This provision does not apply to:

- Shift workers;

- Administrative employees engaged after 1995 working outside of the geographical area lying north of the 22nd Parallel of South Latitude and/or West of the 144th meridian of East Longitude.

#### **10.1.2 Illness Whilst on Annual Leave**

An employee falling sick during annual leave may claim personal leave in accordance with the provisions detailed below, provided the employee has an appropriate personal leave balance.

Annual leave for that period of sickness may be re-credited as annual leave to be taken at a mutually convenient time, provided that:

- The period of illness is at least two (2) consecutive working days; and
- A medical certificate from a qualified medical practitioner is included with the claim.

#### **10.1.3 Personal Leave**

Personal leave is available in circumstances where the employee sustains an illness or injury, which results in the employee being unable to perform their normal duties.

##### *Entitlement*

- Every employee, except a casual employee, is entitled to be paid personal leave at the nominal rate of one (1) day per month of service up to a maximum of 12 days per completed year of service, unless provided for in an alternative employment arrangement provided for under this Agreement;
- Part-time employees accrue personal leave on a pro rata basis;
- Payment for personal leave will be made based on the number of hours that would have been worked by the employee if they were not absent on personal leave; and
- Personal leave may be taken for part of a day.

##### *Employee must give notice*

The payment of personal leave is subject to the employee promptly advising their supervisor at the first opportunity of their absence and its expected duration.

##### *Evidence supporting a claim*

When the employee's absence is for more than two (2) consecutive working days (consecutive days include the days immediately preceding and following a weekend, public holiday or SDO), the employee is required to give *Energy Queensland* a doctor's certificate, or other reasonably acceptable evidence to *Energy Queensland's* satisfaction, about the nature and approximate duration of the illness.

#### **10.1.4 Concessional Personal Leave**

A concessional personal leave entitlement of 13 weeks will be credited to employees who have been employed in a Queensland Government owned electricity entity for 26 years, without a break of employment exceeding three (3) months, and who have exhausted their normal personal leave entitlements.

Where the employee only requires a part of the 13 weeks credit, the remaining component will be available at a later date where the employee has again exhausted their normal personal leave accrual.

#### **10.1.5 Concessional Personal Leave - Returned Service Personnel**

Returned service personnel will be granted a special credit of sixty-five (65) working days Personal Leave of absence, for illness directly attributable to active service caused disabilities.

Eligibility for this entitlement will be conditional on the employee providing documentary evidence from the Department of Veteran' Affairs, that the disability has been accepted by that Department as attributable to active service.

Claims against this entitlement will be considered even when an employee has a credit of normal Personal Leave.

A medical certificate or other reasonably acceptable evidence to *Energy Queensland's* satisfaction, about the nature and approximate duration of the illness is required where the absence is for more than two (2) days.

Employees who consider they are eligible for this entitlement should make application, supported by the necessary documentary evidence to the Regional Human Resources Manager.

Applications for taking of Personal Leave should be lodged in the normal manner. However, claims for debits against this entitlement should specifically indicate that the absence was associated with the employee's disability which has been accepted by *Energy Queensland* as being the result of active service.

## **10.2 SPECIAL CIRCUMSTANCES LEAVE**

Where special circumstances arise *Energy Queensland* may grant to an employee additional leave with pay under such conditions or limitations as *Energy Queensland* will determine.

Such leave will only be provided where an employee has exhausted all accrued leave entitlements and appropriate evidence to the satisfaction of *Energy Queensland* is provided to support the requirement for additional leave. For example, where an employee or immediate member of the employee's family requires ongoing medical care for a life threatening injury or illness. Such approval will require written evidence to the satisfaction of *Energy Queensland* which will not unreasonably be refused.

### **10.2.1 Family and Domestic Violence Leave**

Paid domestic and family violence leave is available to support employees experiencing the effects of domestic and family violence by providing access to paid leave and support. The amount of paid leave that may be reasonably required is not capped and other leave balances do not need to be taken or exhausted prior to accessing domestic and family violence leave. In the case of accessing leave for domestic and family violence purposes, an employee will have access to a minimum of 10 days per year of paid leave.

Domestic and/or family violence support leave can be taken as a part day absence and leave with pay for domestic and family violence purposes counts as service for all purposes.

Leave provisions and requirements will be available in accordance with *Energy Queensland* policy, including:

- Individual Support
- Confidentiality
- Adverse action
- Contact person
- Workplace Safety Planning Strategies

Any changes to the Policy will be done through agreement with the Parties.

## 10.3 CARER'S LEAVE

### 10.3.1 Use of Personal Leave

An employee with responsibilities in relation to either members of their immediate family or members of their household will be entitled to use their accrued Personal Leave entitlement for absences to provide care and support for such persons when they are ill or injured, or because of an unexpected emergency affecting a member of their immediate family or members of their household.

The employee will, if requested, provide reasonable evidence to *Energy Queensland's* satisfaction that the person concerned requires care by another.

In normal circumstances, an employee will not take carer's leave where another person has taken leave to care for the same person.

Carer's leave may be taken for part of a single day.

The employee will, where practicable advise *Energy Queensland* at the first opportunity:

- Give notice prior to the absence;
- The name of the person requiring care and their relationship to the employee;
- The reasons for taking such leave; and
- The estimated length of absence

### 10.3.2 Alternative Carers Leave Arrangements

Where an employee has exhausted their entitlement to paid carers leave, subject to approval by *Energy Queensland* the employee may take unpaid carer's leave or the following types of leave in the manner prescribed below:

#### Annual Leave

An employee may elect, with the consent of *Energy Queensland*, to take annual leave at a time or times agreed between the parties which may be taken in single day periods or parts thereof in any calendar year at a time or times agreed between the parties.

#### Time Off in Lieu (TOIL)

An employee may elect, with the consent of *Energy Queensland* to take time off in lieu of payment for overtime at a time or times agreed with *Energy Queensland* to discharge a responsibility to care for or support a person whether personal or not.

Overtime taken as time off during ordinary time hours will be taken at the ordinary time rate that is an hour for each hour worked.

*Energy Queensland* will, if requested by an employee, provide payment at the rate provided for the payment of overtime in this *Agreement*, for any overtime worked, in accordance with this Clause where such time has not been taken within four (4) weeks of accrual.

#### Make-Up time

An employee may elect, with the consent of *Energy Queensland*, to work "make-up time", under which the employee takes time off ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in this *Agreement*, at *base rates*.

An employee on shift work may elect, with the consent of *Energy Queensland*, to work make-up time under which the employee takes time off ordinary hours and works those hours at a later time, at the shift rate which would have been applicable to the hours taken off.

#### 10.4 COMPASSIONATE LEAVE

An employee including long term casuals will, on the death of their:

Wife or Husband;	De facto;
Partner;	Mother or Father;
Legal Guardian;	Mother-in-law or Father-in-law;
Brother or Sister;	Child or Step-child;
Step-father or Step-mother;	Half brother or Half sister;
Step-brother or Step-sister;	Brother-in-law or Sister-in-law;
Niece, Nephew;	Uncle, Aunt;
Cousins;	Son-in-law or Daughter-in-law;
Grandfather or Grandmother;	Grandson or Granddaughter;
Great Grandfather or Great Grandmother	Spouse;
Former spouse,	Ex-foster child;
Ex-nuptial child;	Ex-foster parent;
Step Grandparents	

will be entitled on notice to two (2) ordinary days of bereavement leave without loss of pay. The period of leave will not exceed the number of hours worked by the employee on two (2) ordinary days.

On the death of an employee's wife, husband, de facto, child/step child, mother or father, brother or sister they may access up to five (5) days of accrued personal leave for the purposes of bereavement, in addition to existing bereavement leave entitlements.

Reasonable additional bereavement leave may be provided at *Energy Queensland's* discretion where an employee has assumed significant responsibility for the arrangements of ceremonies resulting from the death, or where cultural obligations necessitate a longer period of bereavement leave.

Employees accessing up to the five (5) days of personal leave in these circumstances will not be required to provide supporting evidence in accordance with clause 10.2.2.

Bereavement leave can be split to allow a period of leave prior to the funeral and then for attendance at the funeral at a later date.

In addition, where the employee must travel extensively for the purpose of bereavement leave, an employee will be entitled up to a maximum of two (2) additional days without loss of pay on each occasion.

In each case, satisfactory evidence must be provided if requested by *Energy Queensland*.

Any claims for bereavement leave for a person not listed above must be referred to Human Resources.

*Energy Queensland* may approve unpaid leave where the period of paid bereavement leave is insufficient.

A "long term casual employee" is a casual employee engaged by *Energy Queensland*, on a regular and systematic basis, for several periods of employment during a period of at least one (1) year immediately before the employee seeks to access bereavement leave.

#### 10.5 PARENTAL LEAVE

Parental Leave including Maternity, Paternity and Adoption Leave is available to full-time, part-time or long term casual employees who have at least twelve (12) months continuous service with *Energy Queensland* immediately prior to commencing Parental Leave.

### 10.5.1 Definitions

**Adoption Leave** means paid and unpaid leave available to an employee in relation to the adoption of a child.

**Child for the purposes of Adoption Leave** means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee.

**Child for the purposes of Maternity and Paternity Leave** means a child of the employee or their spouse under the age of one (1) year.

**Long term casual** means casual employees who are engaged, by *Energy Queensland* on a regular and systematic basis of at least one (1) year immediately before the employee seeks to access an entitlement.

**Maternity Leave** means paid and unpaid leave available to a pregnant employee in relation to the birth of a child.

**Parental Leave** means paid and unpaid leave associated with the birth or adoption of a child, including Maternity, Paternity and Adoption Leave.

**Paternity Leave** means paid and unpaid leave available to the spouse of a pregnant or adoptive employee.

**Primary care-giver** means a person who assumes the principal role of providing care and attention to a child.

**Relative adoption** occurs when a child, as defined, is adopted by a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

**Replacement Employee** means an employee specifically engaged as a result of an employee proceeding on Parental Leave and temporary part time arrangements.

**Spouse** includes a de facto spouse, including a spouse of the same sex or a former spouse.

### 10.5.2 Maternity Leave

A pregnant employee will be entitled to a period of up to fifty two (52) weeks Maternity Leave provided that such leave will not extend beyond the child's first (1st) birthday. The period of Maternity Leave includes the following:

- An unbroken period of up to fourteen (14) weeks paid leave;
- A further unbroken period of up to thirty eight (38) weeks unpaid leave to be the primary care giver of the child.

An employee may elect to receive their fourteen (14) weeks paid Maternity Leave at half pay over fourteen (14) fortnightly pay periods.

This entitlement will be reduced by any period of Paternity Leave taken by the employee's spouse in relation to the same child. Apart from Paternity Leave of up to one (1) week at the time of confinement, Maternity Leave will not be taken concurrently with Paternity Leave.

A further period of up to fifty two (52) weeks of unpaid leave, to be the primary care-giver may be approved at the discretion of *Energy Queensland*.

Where an employee continues to work within the six (6) week period immediately prior to the expected date of birth, the employee is to provide *Energy Queensland* with a medical certificate which states that continuing to undertake normal duties will not jeopardise the employee's health.

#### Transfer to a Safe Job

Where a doctor's certificate stipulates the necessity for an employee to transfer to a safe job, a risk assessment may be undertaken prior to commencement in the alternate role. The alternate role will be comparable in classification and pay.

If the transfer to a safe job is not practicable, the employee may request to take leave as provided in this *Agreement* for as long as a doctor certifies it is necessary to avoid exposure to risk.

#### Special Maternity Leave and Personal Leave

Where the pregnancy of an employee not on Maternity Leave terminates after twelve (12) weeks other than by the birth of a living child, she will be entitled to unpaid leave (to be known as special Maternity Leave) as a registered medical practitioner certifies as necessary before her return to work; or for illness other than the normal consequences of confinement she will be entitled, either in lieu of or in addition to special Maternity Leave, to such paid sick leave as to which she is entitled and which a registered medical practitioner certifies as necessary before her return to work.

Should a pregnancy end after twenty (20) weeks of pregnancy or the child die during the period of paid maternity leave, the employee will be eligible for paid Special Maternity Leave of up to fourteen (14) weeks. The employee may elect to return to the workplace prior to the conclusion of the fourteen (14) weeks Special Maternity Leave period in which case such payment will cease and normal wages recommence.

Where an employee not on Maternity Leave suffers illness related to her pregnancy, she may take paid sick leave as she is entitled and further unpaid leave (to be known as special Maternity Leave) as a registered practitioner certifies as necessary before her return to work, provided that the total of paid sick leave, special Maternity Leave and Maternity Leave shall not exceed fifty two (52) weeks

#### **10.5.3 Paternity Leave**

An employee will be entitled to one (1) or two (2) periods of Paternity Leave, the total of which will not exceed fifty two (52) weeks, in the following circumstances:

- An unbroken period of up to one (1) week paid leave at the time of confinement of the spouse and with the consent of *Energy Queensland* an extension of the Paternity Leave for further unbroken period of up to seven (7) weeks unpaid leave.
- A further unbroken period of up to fifty one (51) weeks unpaid leave in order to be the primary caregiver of a child provided that such leave will not extend beyond the child's first (1st) birthday.

The entitlement of up to fifty one (51) weeks unpaid leave will be reduced by any period of Maternity Leave or Adoption Leave taken by the employee's spouse. Apart from Paternity Leave of up to one (1) week at the time of confinement, any further unbroken period of up to fifty one (51) weeks will not be taken concurrently with Paternity Leave.

An employee may request to extend the one (1) week paid paternity leave to two (2) weeks at half-pay.

A further period of up to fifty two (52) weeks of unpaid leave to be the primary care-giver may be approved at the discretion of *Energy Queensland*.

#### **10.5.4 Adoption Leave**

An employee will be entitled to one (1) or two (2) periods of Adoption Leave, the total of which will not exceed fifty two (52) weeks, in the following circumstances:

- An unbroken period of up to fourteen (14) weeks paid leave at the time of placement of the child;

- Further unbroken period of up to thirty eight (38) weeks unpaid leave from the time of the child's placement in order to be the primary care-giver of the child. This leave will not extend beyond one year after the placement of the child and will not be taken concurrently with Adoption Leave taken by the employee's spouse in relation to the same child.

An employee may elect to receive their fourteen (14) weeks paid Adoption Leave at half pay over fourteen (14) fortnightly pay periods.

The entitlement of up to fifty two (52) weeks will be reduced by any period of Adoption Leave taken, and the aggregate of any periods of Adoption Leave taken or to be taken by the employee's spouse.

A further period of up to fifty two (52) weeks of unpaid leave may be approved to be the primary care-giver at the discretion of *Energy Queensland*.

#### Special Adoption Leave

*Energy Queensland* will grant to any employee who is seeking to adopt a child, such unpaid leave not exceeding two (2) days, as is required by the employee to attend any compulsory interviews or examinations as are necessary.

### **10.5.5 Parental Leave Notice Requirements**

The following notice periods apply for Parental Leave:

#### Maternity Leave

- Not less than ten (10) weeks prior to the expected date of confinement an employee will provide *Energy Queensland* with a certificate from a registered medical practitioner stating that she is pregnant and the expected date of confinement.
- Not less than four (4) weeks prior to confinement an employee will provide notice in writing to *Energy Queensland* of the date she proposes to commence Maternity Leave, stating the period of leave to be taken. If requested by *Energy Queensland* the employee must produce a statutory declaration stating particulars of any period of Paternity Leave sought or taken by her spouse.

#### Paternity Leave

- Not less than ten (10) weeks prior to the expected date of proposed Paternity Leave an employee will provide *Energy Queensland* with a certificate/declaration stating the proposed start and finish dates of leave.
- As soon as practicable, an employee will give notice to *Energy Queensland* of the date they propose to commence Paternity Leave, stating the period of leave to be taken.

#### Adoption Leave

- Upon receiving notice of approval for adoption purposes, an employee will notify *Energy Queensland* of such approval and within two (2) months of such approval will further notify *Energy Queensland* of the period or periods of Adoption Leave the employee proposes to take. In the case of a Relative Adoption the employee will notify as aforesaid upon deciding to take a child into custody pending an application for an adoption order.
- Not less than ten (10) weeks before the proposed date of commencing any Adoption Leave an employee will give notice in writing to *Energy Queensland* of the date of commencing leave and the period of leave to be taken.
- Not less than fourteen (14) days before the presumed date of placement of a child for adoption an employee will, as soon as give notice in writing to *Energy Queensland* of the date of the commencement of any period of leave to be taken.

#### **10.5.6 Certification Required**

The following certification is required in relation to applications for Parental Leave:

- A certificate from a registered medical practitioner stating that the employee (or their spouse) is pregnant and the expected date of confinement. Where appropriate the spouse should be named; or
- A Statement from an adoption agency or other appropriate body advising the presumed date of placement of the child with the employee for adoption purposes; or
- A statement from the appropriate government authority confirming that the employee is to have custody of the child pending application for an adoption order; and
- In relation to any further period of up to fifty-one (51) weeks to be taken for Paternity Leave, the employee must produce to *Energy Queensland* a statutory declaration stating:
  - The period of Parental Leave requested to become the primary care-giver of a child;
  - Particulars of any period of Parental Leave sought or taken by the employee's spouse; and
  - For the period of Parental Leave the employee will not engage in any conduct inconsistent with the employee's contract of employment.

#### **10.5.7 Variation of Period of Parental Leave**

Provided the maximum period of Parental Leave does not exceed the period to which the employee is entitled, the period of Parental Leave may be extended once only by the employee giving not less than fourteen (14) days' notice in writing stating the period by which the leave is to be extended.

The period may be further extended by *Agreement* between *Energy Queensland* and the employee.

The period of Parental Leave may, with the consent of *Energy Queensland*, be shortened by the employee giving not less than fourteen (14) days notice in writing stating the period by which the leave is to be shortened.

An employee and *Energy Queensland* may agree that the employee break the period of Parental Leave by returning to work for *Energy Queensland*, whether on a full-time, part time or casual basis.

#### **10.5.8 Cancellation of Parental Leave**

Maternity or Paternity Leave, applied for but not commenced, will be cancelled when the pregnancy of an employee terminates other than by the birth of a living child. In such instances the employee will resume work at a time *nominated employee representative* by *Energy Queensland* which will not exceed two (2) weeks from the date of notice provided in writing by the employee of their intention to return to work.

Adoption Leave applied for but not commenced, will be cancelled should the placement of the child not proceed.

Where the placement of a child for adoption purposes with an employee then on Adoption Leave does not proceed or continue, the employee will notify *Energy Queensland* and *Energy Queensland* will nominate a time not exceeding two (2) weeks from receipt of notification for the employee's resumption of work.

#### **10.5.9 Parental Leave and Other Leave Entitlements**

Provided the aggregate of any leave, including leave taken under Parental Leave, does not exceed the period to which the employee is entitled, an employee may, in lieu of or in conjunction with Parental Leave, take any Annual Leave or Long Service Leave or any part thereof to which they are entitled.

Where an entitlement exists, an employee may also elect to take any accrued Annual Leave or Long Service Leave at half pay in conjunction with paid Parental Leave, provided the maximum period of leave at half pay does not end beyond fifty-two (52) weeks.

Paid Personal Leave or other paid authorised absences (excluding Annual Leave or Long Service Leave) will not be available to an employee during their absence on Parental Leave.

#### **10.5.10 Accrual of Leave & Continuity of Service**

An absence on Parental Leave will be taken into account in calculating an entitlement to Annual Leave to a maximum of three (3) months provided that where an employee does not return to the service of *Energy Queensland* prior to or following completion of Parental Leave and thereafter remain in the service of *Energy Queensland* for a continuous period of three (3) months, the employee will forfeit the right to have any part of the period of Parental Leave taken into account in calculating entitlements to or in lieu of Annual Leave.

Absence on Parental Leave will not break the continuity of service of an employee but will not be taken into account in calculating the period of service for any other purpose.

#### **10.5.11 Termination of Employment**

An employee on Parental Leave may terminate their employment at any time during the period of leave by notice given in accordance with this *Agreement*.

*Energy Queensland* will not terminate the employment of an employee on the ground of their pregnancy or an employee's absence on Parental Leave, but otherwise the rights of *Energy Queensland* in relation to termination of employment are not affected.

#### **10.5.12 Return to Work after Parental Leave**

An employee will confirm their intention of returning to work by notice in writing to *Energy Queensland* given not less than four (4) weeks prior to the expiration of her period of Parental Leave.

Where an employee elects to return to work within six (6) weeks after the birth of the child, the employee will provide to *Energy Queensland* a medical certificate stating that she is fit to return to work.

An employee returning to work after the completion of a period of Parental Leave will be entitled to the position which they held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job to the position she held immediately before such transfer. Where such position no longer exists which the employee is qualified for and is capable of performing, they will be entitled to a position comparable in classification and pay to that of her former position.

On return to work, employees may by *Mutual Agreement*, work part time.

#### **10.5.13 Replacement Employees**

Before *Energy Queensland* engages a replacement employee the replacement employee will be advised that it is a temporary position and of the rights of the employee proceeding on Parental Leave, and temporary part time arrangements.

Nothing in this Clause will be construed as *Energy Queensland* being required to engage a Replacement Employee.

#### **10.5.14 Part Time Work for Parental Leave**

Subject to the discretion and approval of *Energy Queensland*, an employee who is the primary care-giver may work part-time in one (1) or more periods at any time from the date of birth of the child or placement of the child, until the child is no longer required to be enrolled for compulsory schooling under the Education (General Provisions) Act 2006.

*Energy Queensland* will only refuse a request to work part-time on reasonable business grounds. If an employee's request for part-time arrangements is not approved, *Energy Queensland* will provide the reasons for the refusal.

A female employee may work part-time in one or more periods while she is pregnant where part-time employment is necessary or desirable because of the pregnancy.

#### Return to former position

An employee who has had at least twelve (12) months' continuous service with *Energy Queensland* immediately prior to commencing part-time employment after the birth or placement of a child has, at the expiration of the period of such part-time employment or the first period, if there is more than one, the right to return to his or her former position.

Nothing in this Clause will prevent *Energy Queensland* from permitting the employee to return to their former position after a second or subsequent period of part-time employment.

#### Effect of part-time employment on continuous service

Commencement on part-time work under this *Agreement* will not break the employee's continuity of service or employment.

#### Pro Rata entitlements

Part-time employment will be in accordance with the provisions of this *Agreement*.

#### Termination of employment

An employee on a part time arrangement may terminate their employment at any time during their employment by notice given in accordance with this *Agreement*.

*Energy Queensland* will not terminate the employment of an employee on the grounds of their part time employment status, but otherwise the rights of *Energy Queensland* in relation to termination of employment are not affected.

#### Nature of part-time work

The work to be performed part-time need not be the work performed by the employee in their former position but will be work otherwise performed under this *Agreement* relevant to that employment.

#### **10.5.15 Communication to Employees on Parental Leave**

*Energy Queensland* will take reasonable action to advise each employee who is absent from the workplace on Parental Leave about any decision to implement changes. Such advice will include information on the effect it will have on the position the employee held before starting Parental Leave.

*Energy Queensland* will give the employee a reasonable opportunity to discuss any significant effect the change will have on the employee's position.

## 10.6 LONG SERVICE LEAVE

### 10.6.1 Entitlement

An employee is entitled to thirteen (13) weeks Long Service Leave on the completion of ten (10) years continuous service.

Employees will be entitled to take proportionate long service leave after seven (7) years continuous service recognised by *Energy Queensland*. An employee may access their long service leave after seven (7) years of employment at the pro rata rate. An employee's entitlement to long service leave after ten (10) years of continuous service will be reduced by any proportionate long service leave taken.

### 10.6.2 Entitlement on Termination of Employment

Notwithstanding, an employee will be entitled to a proportionate payment for Long Service Leave on the termination of the employee's service in the following circumstances:

- An employee fifty five (55) years of age or older resigns and has at least five (5) years continuous service ending when the employee resigns.
- An employee under fifty five (55) years of age and has at least five (5) years continuous service resigns as a result of illness or injury and provides *Energy Queensland* with a medical certificate, from an appropriate doctor, stating they are unable to continue in their employment with *Energy Queensland* because of the employee's ill health.
- An employee's service ceases because of the employee's death and they had at least five (5) years continuous service ending when the employee dies.
- An employee resigns because of a domestic or other pressing necessity and has at least seven (7) years continuous service ending when the employee resigns.
- An employee's service is terminated by *Energy Queensland* for a reason other than the employee's conduct, capacity or performance and has at least seven (7) years continuous service when the employee's service is terminated.
- On completion of ten (10) years of service, any unused accrued long service leave.

The amount of proportionate payment will be equal to the amount that would have been paid to the employee if the employee had taken all Long Service Leave to which the employee was entitled on the last day of employment.

If an employee has died, *Energy Queensland* will pay the amount as soon as is practicable to the persons (if any) who, *Energy Queensland* is satisfied, are completely or substantially dependent on the earnings of the employee; or in other cases to the employee's personal representative.

**Appropriate doctor** means a doctor who *Energy Queensland* is satisfied has the appropriate expertise to decide whether or not the employee is able to continue in the employee's present employment

### 10.6.3 Service Recognised for Long Service Leave

Continuous service means:

- Service that is continuous or taken to be continuous under Chapter 8 of the Electricity Regulation 2006 (Qld), and
- A period of former service that is, under Chapter 8 of the Electricity Regulation 2006 (Qld), recognised for working out the period of service of the employee in the Government Owned Electricity (GOE) industry; and
- For an employee who became a GOE industry employee on 1 January 1995 because of the repealed Government Owned Corporations (QGC Corporatisation) Regulation 1994 or the repealed Government Owned Corporations (QTSC Corporatisation) Regulation

1994 - previous service, including broken service, recognised as service for Long Service Leave purposes under the repealed Electricity Act 1976.

#### **10.6.4 Casual Employees – Service and Continuity of Service**

The service of an employee who has been employed more than once by one or more GOE employers over a period is continuous service with *Energy Queensland* even though:

- the employment is broken; or
- any of the employment is not full-time employment; or
- the employee is employed by the entity or entities under two (2) or more employment contracts; or
- the employee would, apart from this section, be taken to be engaged in casual employment; or
- the employee has engaged in other employment during the period.

Continuous service ends if the employment is broken by more than three (3) months between the end of one employment contract and the start of the next employment contract.

In working out the length of a casual employee's continuous service, service by the employee before 23 June 1990 will not be taken into account. A period when the employee was not employed by *Energy Queensland* or another GOE employer will be taken into account, provided that continuous service ends if the employment is broken by more than three (3) months between the end of one employment contract and the start of the next employment contract.

#### **10.6.5 Periods of Absence Without Pay That Count As Service**

An employee's absence without pay from employment is counted as service only if:

- the absence is as sick leave for no more than three (3) months; or
- the employee is paid for the absence under the Workers' Compensation and Rehabilitation Act 2003 as amended from time to time for an injury sustained by the employee; or
- the absence is for leave, other than sick leave, of no more than two (2) weeks granted by *Energy Queensland*; or
- *Energy Queensland* has approved the inclusion of the period of the absence in the employee's period of service for this part; or
- the employee is a casual employee and Clause 10.6.4 applies.

#### **10.6.6 Calculation of Long Service Leave – Full-Time and Part-Time Employees**

The calculation of Long Service Leave will be in hours as has been agreed between *Energy Queensland* and *Parties* to this *Agreement* and will be at the rate of 1.3 weeks on the appropriate rate of pay for each year of the employee's continuous service.

The appropriate rate of pay is:

- for a full-time employee – at the full pay rate; and
- for a part-time employee – at a proportionate amount of full pay rate.

#### **10.6.7 Calculation of Long Service Leave – Casual Employees**

The minimum leave and amount payable to a casual employee for Long Service Leave is worked out using the following calculation:

$$\frac{\text{Actual service}}{52} \times \frac{13}{10} \times \text{hourly rate}$$

**Actual service** means the total ordinary working hours actually worked by the employee during the employee's period of continuous service.

The appropriate rate of pay for a casual employee is the hourly rate for ordinary time payable to the employee:

- if the employee takes the Long Service Leave – on the day the employee starts the leave; or
- if the employee's employment is terminated – on the day the termination takes effect.

#### **10.6.8 Casual Employees—Conversion to Full Time Equivalent**

Subject to *Mutual Agreement* a casual employee's entitlement to Long Service Leave may be taken in the form of its full-time equivalent.

Example – If a casual employee is entitled to be paid for two hundred and ninety (290) hours Long Service Leave; the employee and *Energy Queensland* may agree that the employee takes eight (8) weeks leave ( $290 \text{ hours} \div 36.25 \text{ hours} = 8 \text{ weeks}$ ).

#### **10.6.9 Energy Queensland's Right to Refuse or Defer Long Service Leave**

*Energy Queensland* may refuse an employee's application for Long Service Leave where timely notice was not given; or the granting of the leave applied for would be unreasonably detrimental to operational requirements.

If the application is refused, *Energy Queensland* will arrange with the employee for the leave applied for to be taken as soon as is mutually convenient.

#### **10.6.10 Minimum Period**

The minimum period of Long Service Leave that may be granted at a time is one (1) week. Subject to *Mutual Agreement*, a lesser period of Long Service Leave may be approved for those employees considering full time retirement from the work force and who may consider a transition period to retirement.

#### **10.6.11 Energy Queensland's Right to Recall an Employee from Long Service Leave**

If special circumstances exist, *Energy Queensland* may cancel Long Service Leave already granted or recall an employee to duty from Long Service Leave.

Where *Energy Queensland* cancels Long Service Leave or recalls an employee to duty, the employee may elect either:

- to take the Long Service Leave, or the balance of Long Service Leave, at a mutually convenient time; or
- to have the leave or balance of the leave re-credited to the employee's entitlement to Long Service Leave.

#### **10.6.12 Public Holidays During Long Service Leave**

Long service leave will be exclusive of any public holiday which may occur during the period of leave.

#### **10.6.13 Illness During Long Service Leave**

Employees falling ill while on Long Service Leave can on the production of a medical certificate from a recognised medical practitioner or other reasonably acceptable evidence to *Energy Queensland's* satisfaction, about the nature and approximate duration of the illness, convert that proportion of their Long Service Leave to their Personal Leave entitlement where the claim is for a minimum of two (2) working days incapacity.

If an employee is granted a period of Personal Leave, the day the employee is to resume duties after the Long Service Leave will not be not affected and the adjusted period is added to the employee's entitlement to Long Service Leave.

Subject to *Mutual Agreement* the period for which the employee is currently absent on Long Service Leave may be extended. If *Energy Queensland* agrees to the request:

- the period for which the employee is currently absent on Long Service Leave will be extended by the adjusted period; and
- the employee's entitlement to Long Service Leave is not affected.

#### **10.6.14 Preservation of Particular Existing Rights**

An employee who became a GOE industry employee on 1 January 1995 because of the repealed Government Owned Corporations (QGC Corporatisation) Regulation 1994 or the Government Owned Corporations (QTSC Corporatisation) Regulation 1994; and under the Long Service Leave arrangements of the repealed Electricity Act 1976 would have been entitled:

- to a greater period of Long Service Leave; or
- to a greater amount of cash equivalent of Long Service Leave; or
- either to Long Service Leave or to a cash equivalent of Long Service Leave under the arrangements and who is not entitled to Long Service Leave or a cash equivalent of Long Service Leave under this part.

The employee is entitled to be granted the greater period of Long Service Leave; or paid the amount of cash equivalent of Long Service Leave that is greater in amount; or granted the Long Service Leave or paid the cash equivalent of Long Service Leave to which the employee would have been entitled if the Long Service Leave arrangements had remained in force.

#### **10.6.15 Long Service Leave at Half Pay**

Employees may request to access periods of long service leave at half pay.

### **10.7 PUBLIC HOLIDAYS INCLUDING LABOUR DAY**

All work done by any employee on:

- The 1st January;
- The 26th January;
- Good Friday;
- Easter Saturday (the day after Good Friday);
- Easter Sunday;
- Easter Monday;
- The 25th April (Anzac Day);
- The Birthday of the Sovereign;
- Christmas Day;
- Boxing Day; or
- Any day appointed to be kept in place of any such holiday or any additional day appointed will be paid for at the rate of double time and a-half with a minimum of four (4) hours.

#### **10.7.1 Employees Who Do Not Work Monday to Friday of Each Week**

Employees who do not ordinarily work Monday to Friday of each week are entitled to public holidays as follows:

- A full time employee is entitled to either payment for each public holiday or a substituted day's leave.
- A part time employee is entitled to either payment for each public holiday or a substituted day's leave provided that the part time employee would have been ordinarily rostered to work on that day had it not been a public holiday.
- Where a public holiday would have fallen on a Saturday or a Sunday but is substituted for another day all employees who would ordinarily have worked on such Saturday or Sunday but who are not rostered to work on such day are entitled to payment for the public holiday or a substituted day's leave.
- Nothing in this Clause confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

#### **10.7.2 Labour Day**

All employees will be entitled to be paid a full day's wage for Labour Day (the first Monday in May or other day appointed to be kept in place of that holiday) irrespective of the fact that no work may be performed on such day, and if any employee concerned actually works on Labour Day, such employee will be paid a full day's wage for that day and in addition, a payment for the time actually worked by the employee at one and a-half times the *base rate* prescribed for such work with a minimum of four (4) hours.

#### **10.7.3 Agricultural/Horticultural/Industrial Show Public Holiday**

All employees will be entitled to only one (1) Agricultural/Horticultural/Industrial Show Holiday per annum. Where employees are not in a position to access an agricultural/horticultural show holiday in their region, they can claim only one (1) of the following options:

- One (1) day to be allocated to their Annual Leave accrual; or
- Work on the day that the holiday is appointed will be paid at a rate of double time and a-half, with a minimum of four (4) hours.

#### **10.7.4 Double Time and a Half**

For the purposes of public holidays where the rate of salary is a weekly rate, "double time and a-half" will mean one and one-half day's salary in addition to the prescribed weekly rate, or pro rata if there is more or less than a day.

#### **10.7.5 Payment for Work Performed Outside Ordinary Hours on a Public Holiday**

All time worked by employees (excluding shift workers) on public holidays outside the ordinary working hours specified in this *Agreement*, prescribed by a roster, or usually worked on the day of the week on which the holiday falls, will be paid at double the applicable overtime rate.

#### **10.7.6 Stand Down**

Any and every employee who, having been dismissed or stood down by *Energy Queensland* during the month of December in any year, will be re-employed by *Energy Queensland* at any time before the end of the month of January in the next succeeding year will, if that employee will have been employed by *Energy Queensland* for a continuous period of two (2) weeks or longer immediately prior to being so dismissed or stood down, be entitled to be paid and will be paid by *Energy Queensland* (at the *base rate* payable to that employee when so dismissed or stood down) for any one or more of the following holidays, namely, Christmas Day, Boxing Day, and the first day of January occurring during the period on and from the date of the dismissal or standing down to and including the date of re-employment as aforesaid.

#### **10.7.7 Public Holiday Meal Allowances**

All employees, who as a part of their ordinary roster are required to work on a public holiday will be paid a meal allowance for work performed that continues for more than one (1) hour past noon, and/or one (1) hour past 6pm; provided that work is commenced

prior to noon or 6pm respectively. This payment is to be made in lieu of the overtime meal allowance payments.

## **10.8 PURCHASED LEAVE**

Employees may apply at any time to purchase up to four (4) weeks additional leave per year with salary payments averaged until the equivalent Purchased Leave period is paid off.

Access to purchased leave is subject to the following conditions:

- The approval of purchased leave is at the sole discretion of *Energy Queensland*, after taking into account issues such as operational requirements and other business needs, including maintaining equity in the distribution of approved leave and high demand leave periods;
- Purchased leave is not available where employees have at the time of applying for leave, an annual leave balance equivalent to more than two (2) years entitlement;
- Purchased leave must be taken in blocks of at least one (1) full week up to a maximum of four (4) weeks;
- Purchased Leave must be paid for in full prior to the employee commencing the Purchased Leave;
- The timing of purchased leave must be specified at the time of purchase but may be varied by *Agreement*;
- Purchased leave arrangements must be agreed to on an individual basis each twelve (12) month period;
- Applications for purchased leave can only be made once every twelve (12) month period;
- If an employee is sick while on purchased leave and obtains a medical certificate from a recognised medical practitioner, those days covered by the medical certificate with a minimum of two (2) working days, will be re-credited to the employee's purchased leave credits;
- Purchased leave, once approved, counts as service for *all purposes*;
- Purchased leave not taken by the specified date will be forfeited and the value of the leave refunded at the rate it was purchased. Exceptions to this may exist in cases of hardship, which will be considered on a case by case basis and paid on approval to terminate the arrangement; and

Participation in purchased leave will not affect an employee's final average salary for the purposes of superannuation.

## **10.9 LEAVE WITHOUT PAY**

Leave without pay is available to meet an employee's personal needs including a career break, study, and exceptional or extenuating circumstances.

At the sole discretion of *Energy Queensland*, an employee may be granted leave without pay, subject to the following provisions:

- Periods of unpaid leave will not normally exceed 52 weeks, however longer periods may be granted;
- The extent to which other appropriate forms of leave are available or exhausted shall be considered before unpaid leave is granted; and

- The minimum notice for an application for unpaid leave is eight (8) weeks. It is recognised that for applications of an emergency or extenuating circumstances, this period may be waived, provided the employee provides as much notice as possible.

#### 10.10 CULTURAL DIVERSITY LEAVE

*Energy Queensland* acknowledges and respects the diverse backgrounds and experience of our employees, which reflects the diversity of the Australian Community within which we work. As part of this acknowledgement, an employee may use their accrued TOIL by *mutual Agreement* with *Energy Queensland* for cultural or religious days of significance to the employee, to take part in activities associated with their culture or ethnicity.

Employees are encouraged to bank or swap their RDOs, utilise annual leave or take time off in lieu to take part in activities associated with their culture or ethnicity.

However, in circumstances where this is not possible, employees may apply for Cultural or Religious Leave of up to two [2] days per annum. Cultural or Religious Leave is unpaid leave. Approval to access arrangements for cultural diversity leave will not be unreasonably withheld.

#### 10.11 JURY SERVICE

An employee, other than a casual employee, required to attend for jury service during their ordinary working hours will be reimbursed by *Energy Queensland* an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the ordinary pay the employee would have been paid if the employee was not absent on jury service.

Alternatively, by *Agreement*, fees (other than meal *allowance*) received by the employee to attend jury service will be paid to *Energy Queensland* and *Energy Queensland* will continue to pay the employee their ordinary pay for the time the employee was absent on jury service.

Employees will notify *Energy Queensland* as soon as practicable of the date upon which they are required to attend for jury service and will provide *Energy Queensland* with proof of such attendance, the duration of such attendance and the amount received in respect thereof.

If the employee is not required to serve on a jury for a day or part of a day after attending for jury service and the employee would ordinarily be working for all or part of the remaining day, the employee must, if practicable, present for work at the earliest reasonable opportunity.

**Ordinary pay** means the rate of pay that an employee would normally expect to receive for working ordinary hours on an ordinary day of the week, including any over-award payment.

**Ordinary pay** excludes overtime, penalty rates of all types - including those attached to working ordinary hours (for example) on a Saturday, disability *Allowances*, shift *Allowances*, special rates, fares and travelling time *Allowances*, bonuses and other ancillary payments of a like nature.

## **10.12 FOSTER CARERS LEAVE**

*Energy Queensland* acknowledges the contribution of Foster Carer's within the community. In recognition of their needs, employees with Foster Carer's responsibilities may apply for leave to attend to Foster care responsibilities and matters from time to time.

Employees are encouraged to bank or swap their RDOs, utilise annual leave or take time off in lieu to take part in activities associated with their Foster care responsibilities. However, in circumstances where this is not possible, employees may apply for leave without pay in accordance with the leave without pay provisions.

*Energy Queensland* employees may apply to use accrued personal leave for absences to provide care and support for their foster child/children when they experience a medical condition in accordance with clause 8.3 of this *Agreement*.

## PART 11 FLEXIBLE WORKING INITIATIVES

### 11.1 FLEXIBLE WORKING INITIATIVES

Flexible Working Initiatives allow an employee to balance personal or family needs and preferences with work commitments. *Energy Queensland* acknowledges the importance of employees maintaining a balance, and provides discretionary benefits in this *Agreement* to allow employees to organise their working arrangements in a more flexible way, subject to operational needs. This includes:

- Job Sharing
- Working from Home
- Part Time Study Leave Arrangements, and
- Transition to Retirement Arrangements.
- Individual Flexibility Arrangements
- Requests made in accordance with the FWA will not be unreasonably refused. These include:
  - Are the parent or have responsibility for the care, of a child who is school aged or younger;
  - are a carer (under the Carer Recognition Act 2010);
  - have a disability;
  - are 55 or older;
  - are experiencing family or domestic violence; or
  - provide care or support to a member of their household or immediate family who requires care and support because of family or domestic violence.

*Energy Queensland* will provide employees with information and education highlighting the choice and flexibility provided by this *Agreement* in areas such as balancing work and personal lives.

### 11.2 JOB SHARING

Job sharing is where two (2) or more employees are able to make arrangements that allow the employees concerned to share one (1) permanent position.

Approval of Job Share will be at the discretion of *Energy Queensland* and subject to *Mutual Agreement* between the relevant supervisor/manager and the individual employees concerned, on the hours to be worked and roster arrangements that ensure the arrangement is cost neutral to *Energy Queensland*.

The employees are required to meet the daily/weekly/monthly hours of the position as determined between the employees concerned, based on their respective personal needs, in *consultation* with and as approved by their supervisor. Other flexible arrangements such as the individual employees sharing the job via extended block periods up to six (6) months will be considered subject to operational requirements or constraints.

Employees who enter these arrangements will be paid ordinary time rates of pay for all hours that make up the aggregated hours of work of the *nominated employee representative* position. Overtime will only be paid when the daily ordinary hours are exceeded (8.05

Hours) and/or the weekly hours of either 36.25 hours (nine (9) day fortnight) or forty (40) hours (ten (10) day fortnight). Annual Leave and other notified leave requirements will be covered between the employees involved up to the 36.25 hours per week (nine (9) day fortnight) or forty (40) hours per week (ten (10) day fortnight) at *base rates* of pay.

Accrual of Annual Leave, Personal Leave and Long Service Leave will be calculated on a pro rata basis on the actual hours worked and recorded by each individual.

### **11.3 WORKING FROM HOME**

As part of *Energy Queensland's* focus on employee wellbeing, Life Balance initiatives and exploring options to work in a more flexible way, *Energy Queensland* will maintain working from home arrangements for suitable identified roles. Further information is contained in the relevant policy documentation available on the *Energy Queensland* Intranet. Where mutually agreed *Energy Queensland* may provide employees the opportunity to work from home on an adhoc basis.

### **11.4 PART TIME STUDY LEAVE ARRANGEMENTS**

In circumstances where study has been approved by *Energy Queensland* on the basis of providing a mutual benefit for the employee and *Energy Queensland*, the following part time study leave arrangements may apply:

To support further learning developments, employees who are studying approved courses part time, including distance learning programs, *Energy Queensland* will provide at least one (1) day paid time off per fortnight to attend compulsory classes or five (5) days paid time off per semester to attend compulsory residential/practical courses including associated travel (external students).

*Energy Queensland* will also provide paid time off to sit for examinations which also include time required to travel to the venue. *Energy Queensland* will also facilitate time off for employees for pre-examination study and for final preparation of a thesis or similar work.

### **11.5 TRANSITION TO RETIREMENT ARRANGEMENTS**

Transition to Retirement Arrangements may be available to those employees considering full time retirement from the work force and who may consider a transition period to retirement. This is in recognition of the need to facilitate the transfer of corporate knowledge, skills and provide guidance and mentoring to other employees prior to retirement, for the mutual benefit of the employee and *Energy Queensland*.

Transition to Retirement Arrangements may include but is not limited to the following:

- Utilisation of accrued leave to maintain full time status while working part time hours without reduction in superannuation benefits.
- Working agreed blocks of work (annualised hours) using a combination of either accrued leave, banked RDO'S, TOIL, annualised hours or leave without pay over an agreed period of time. For example two (2) months work two (2) months leave in rotation.
- Working from home on a full or part time basis may also be considered where the nature of the work is operationally suitable.
- This arrangement shall be applied through access to long service leave at a minimum of one (1) day per week, in a regular pattern, over an extended period of time.

Any such arrangements between *Energy Queensland* and the employee will be documented in writing confirming the agreed pattern of work required, which may include (as applicable,) weeks to be worked over the period, minimum ordinary hours per week, the days on which the work is to be performed and daily starting and finishing times.

These arrangements may be varied by *Mutual Agreement* between the employee and *Energy Queensland* and documented.

All accrued leave entitlement balances accrued immediately prior to accepting a Transition to Retirement Arrangements will be maintained without reduction. On commencement of the Transition to Retirement Arrangement, all leave will accrue in accordance with the relevant hours of work Clauses within this *Agreement* and applicable legislation.

## **11.6 INDIVIDUAL FLEXIBILITY ARRANGEMENTS**

- An employee may make a request to *Energy Queensland* to make an Individual Flexibility Arrangement to vary the effect of particular terms of this enterprise agreement. The request must be in order to meet the employee's individual circumstances and genuine needs as they relate to child care, obligations to care for family members, return to work arrangements after parental leave and transition to retirement arrangements.
- An Individual Flexibility Arrangement can only vary an employee's arrangement about when their ordinary hours of work are performed. Employees who meet the circumstances above can enter into an Individual Flexibility Arrangement and structure their ordinary hours of work to any time between 6:00am and 8:00pm Monday to Friday.
- An Individual Flexibility Arrangement must be requested by the employee and cannot be initiated by *Energy Queensland*. *Energy Queensland* will consider the request against operational requirements. The Individual Flexibility Arrangement will be subject to *mutual agreement*.
- *Energy Queensland* must ensure that the terms of the Individual Flexibility Arrangement:
  - a. Are about permitted matters under section 172 of the Fair Work Act 2009;
  - b. Do not include unlawful terms under section 194 of the Fair Work Act 2009; and
  - c. Result in the employee being better off overall than the employee would be if no individual arrangement was made.
  - d. Will not impact upon workplace health and safety obligations (e.g. fatigue, security)
- The Individual Flexibility Arrangement must:
  - a. Name the parties of the agreement;
  - b. Be in writing and signed;
    - i. By the employee and *Energy Queensland*; and
    - ii. if the employee is under 18 years of age, signed by a parent or guardian of the employee.
  - c. Include details of;
    - i. The terms of the enterprise agreement that will be varied by the arrangement;
    - ii. How the arrangement will vary the effect of the terms; and

- iii. How the employee will be better off overall in relation to those terms and conditions as a result of the arrangement.
  - d. State the day on which the arrangement commences.
- *Energy Queensland* must ensure that a copy of the Individual Flexibility Arrangement is given to the employee within fourteen (14) days after it is agreed to.
  - An Individual Flexibility Arrangement may be terminated by either *Energy Queensland* or the employee:
    - a. By giving written notice of not more than twenty eight (28) days; or
    - b. At any time if agreed to in writing by *Energy Queensland* and the employee.
  - *Energy Queensland* will provide a report to the *Energy Queensland* Consultative Forum on the numbers and types of Individual Flexibility Arrangements entered into. This report will occur on a quarterly basis.

## 11.7 WORKFORCE PLANNING ISSUES

During the life of the agreement, the parties are committed to the establishment of a working party to review workforce planning issues, including:

- The maturing workforce;
- Attraction and retention of key skill areas; and
- Workforce diversity.

The working party will develop strategies to address the identified workforce planning issues.

## 11.8 DISABILITY MANAGEMENT

The Disability Management process will be engaged, where there is a requirement, due to residual impairment of functionality following illness or injury, to place an employee in gainful employment at an acceptable level of risk, or assist the employee to separate from the organisation. This applies to all employees who have a condition, which is of sufficient severity to result in a significant occupational disability.

The Case Manager will be an *Energy Queensland* Rehabilitation Consultant, or another suitably qualified person.

### 11.8.1 Referral for Case Management

Employees should be referred for Disability Management when:

- An employee has undertaken workplace rehabilitation and has achieved optimal functioning but remains unable to undertake their usual work;
- An employee has a medical condition which results in a significant permanent disability;
- An employee has advised a supervisor that their capacity to perform allocated duties is permanently altered; or
- A supervisor, manager or other suitably qualified person recognises a problem, which warrants assessment and management under this policy.

### 11.8.2 Disability Case Management Process

#### *Case Assessment*

The Disability Case Management process will be **time limited to three (3) months**, except where it is agreed by the Case Manager that specified time extensions will be useful in progressing the case to an optimal conclusion.

On referral, the Case Manager will assess case status and, in particular, determine that genuine attempts have been made to rehabilitate employees to their pre-injury role. This can be determined by requesting or reviewing information from:

- The employee;
- Managers and supervisors;
- Workplace rehabilitation documents;
- Formal functional capacity assessment;
- Reports by treating medical practitioners; and
- Reports by assessors nominated by *Energy Queensland*.

Where the rehabilitation process has not been exhausted, the Case Manager will complete the rehabilitation process before progression to disability management.

#### *Exploring Placement Options*

When returning to usual duties is excluded as an option, the Case Manager will explore alternative placement opportunities, provide support and appropriate resources and document the actions taken.

Alternative placement strategies may include:

- Reasonable modification of the employee's usual duties;
- Job skills assessment, including:
  - Vocational assessment; and/or
  - Temporary job placement for purposes of skills or aptitude assessment;
- Re-skilling for other duties including retraining;
- Placement support including:
  - Assistance to develop a resumé;
  - Guidance and support through the job application, selection and interview process; and/or
  - Distribution of resumé for consideration for suitable vacancies within *Energy Queensland*.

#### **AND/OR**

- Reasonable outplacement assistance.
- Separation.

Where position readjustment, re-skilling, redeployment and outplacement are unsuccessful and the employee is unlikely to maintain gainful employment with *Energy Queensland*, then the Case Manager will recommend separation of the employee from *Energy Queensland*.

#### *Assistance to Separate*

- a. The Case Manager will facilitate the employee obtaining advice on appropriate financial entitlements including resignation, early retirement, redundancy, superannuation and social security benefits.

- b. The Case Manager will assist the employee to make application, where applicable, for superannuation benefits, including retirement due to serious ill health or total and permanent disablement.
- c. An employee may be eligible for an Extraordinary Early Separation Payment when the following criteria are met:
- The employee's functional capacity is unlikely to improve with any other form of intervention and it can be concluded that all reasonable rehabilitation and disability management options are exhausted;
  - The employee is not eligible for total and permanent disablement superannuation benefit;
  - In the case where the employee's disability has arisen as a result of a compensable condition but the employee does not have an avenue to proceed to common law;
  - The employee's position is not redundant or likely to become redundant;
  - The employee is unable to return to their usual duties and is unlikely to be placed in alternative gainful employment with *Energy Queensland* in the foreseeable future.
- d. The employee applies for this payment in writing to their Executive General Manager before resigning from *Energy Queensland*.
- e. An employee continues to be eligible for the payment when, after making application for this payment they resign while the Superannuation Board is assessing their application for medical retirement, and they are subsequently approved a benefit less than Total and Permanent Disablement.
- f. The benefit available under the Extraordinary Early Separation Payment will be equal to 26 weeks' pay (at current base rate salary) except, in the case of the Defined Benefit Superannuation Fund, where a Serious Ill Health benefit is payable. In these cases, the Extraordinary Early Separation Payment may be reduced to ensure that combined payment will not exceed the Total and Permanent Disability benefit, if it had been payable.
- g. Where an employee is eligible for the Extraordinary Early Separation Payment, the Case Manager will provide a report to the relevant Executive General Manager detailing the case, including the benefit calculation. Following endorsement by the relevant Executive General Manager, the report will be forwarded to the Chief Executive Officer for approval pending the Superannuation Board's determination of a benefit less than Total and Permanent Disablement.
- h. Where the employee does not accept the Superannuation Board's determination, and the employee does not resign, however the Disability Management process is complete, the Case Manager will refer the case to the Industrial Relations Department for resolution.

## **PART 12      TRAINING AND DEVELOPMENT**

### **12.1      TRAINING AND DEVELOPMENT**

The *Parties* to this *Agreement* recognise that, in order to increase the efficiency, productivity and competitiveness of *Energy Queensland* a greater commitment to training and skill development is required.

Accordingly, the *Parties* commit themselves to optimising capability, performance and the career options of employees by:

- Training, retraining and educating employees where appropriate;
- Career development and equal opportunity; and
- Providing timely advice and *consultation* with employees and their representatives with regard to any changes to training and development programs which may impact employees.
- Providing employees with career opportunities through appropriate training to acquire additional skills; and

The *Parties* agree with respect to the training and development of employees that:

Each employee will be encouraged to and have access to learning processes and resources to meet the needs of their position description through a mutually agreed employee development plan and a set of prioritised learning opportunities which should be reviewed annually.

Should the employee's access to learning processes and resources not be available within the mutually agreed timeframe, then the employee and *Energy Queensland* will review and possibly modify the development plan. An employee's access to an employee development plan will not be unreasonably delayed or withheld. Where an employee has concerns regarding their access to an employee development plan, they can escalate this to their next level manager and/or access the grievance and dispute resolution procedure outlined in Part 2 of this Agreement.

Employee development plans should seek to professionally develop employees so that they can satisfy key position accountabilities and improve career development prospects, where it satisfies the business requirements of *Energy Queensland*. Any training associated with the development plan may be provided either externally or internally, off and on the job, to match the individual employee's development needs, including:

- Internal and/or external training courses
- Mentoring
- Secondment
- Higher Duties
- Other relevant training and development methods

### **12.2      ELECTRICAL ELECTRONIC TRAINING PACKAGES**

*Energy Queensland* will utilise approved training packages where they are reasonably available as advised by the Electro Comms and Energy Utilities Industry Skills Council Ltd (Trading as EE-Oz Training Standards). These training packages will only be utilised where they are tied to an electrical, professional and administration licensing, certification or authorisation required by relevant legislation where applicable.

*Energy Queensland* will not access Certificate Two (2) of the Transmission and Distribution Training Package without *consultation* and *Agreement* with the *Nominated Employee Representatives*

### **12.3 TRADE COMPETENCY RECOGNITION**

*Energy Queensland* will ensure that all relevant trade and technical based employees working on *Energy Queensland* assets have completed appropriate Nationally Accredited Training Packages or equivalent accreditation for the Transmission, Distribution and Generation functions applicable to *Energy Queensland*. This is to ensure those employees have appropriate skills, competencies and accreditation.

Agreed equivalents will be determined as benchmarked by *Energy Queensland* Training and Development against the National Standards after taking into account established recognised prior learning outcomes (RPL).

### **12.4 REGISTRATION OF PROFESSIONAL ENGINEERS QUEENSLAND (RPEQ)**

Professional Engineers who do not hold RPEQ but who desire to obtain registration, or where the employer desires RPEQ registration for an employee, *Energy Queensland* will pay all reasonable costs associated with attainment and maintenance of RPEQ for those Professional Engineers (clause 7.2).

Further, a Consultative Committee will be established with the relevant unions to consult over application of RPEQ and associated issues, including access to training and development opportunities for RPEQ registration. As part of this consultative forum *Energy Queensland* will discuss relevant information regarding workforce planning, resourcing, Engineering graduates and the PM2 Rotation program. Agreed Terms of Reference will be developed by the *Parties* within three (3) months of the certification of the *Agreement*.

### **12.5 TRAINING COMMITTEE**

*Energy Queensland* agrees to establish a training committee made up of employer and employee representatives. The committee will invite representatives from the various entities from the Queensland Electricity Industry.

*Energy Queensland* will continue to work with the committee in considering the impact of:

- The requirements imposed by the national skills council, relevant industry training bodies and relevant training packages provided for under the National Training Agenda;
- The latest developments in training initiatives both from external and internal sources;
- Available training information and training developments across the electricity industry;
- The need for consistency in training outcomes subject to the National Training Agenda; and
- The committee as a forum for disseminating training information in the industry.

## PART 13 AGREEMENTS

### 13.1 CONSULTATIVE ARRANGEMENTS

*Energy Queensland* is committed to managing the implementation of change effectively and recognises the benefits of regular discussion and consultation with its employees and their union representatives.

A reasonable and effective relationship between all employees and their nominated representatives is seen as desirable and will be pursued by the parties. The parties recognise that consultation at the local level is the most effective way of resolving issues.

*Energy Queensland* also recognises that there is a range of existing consultative forums in place and is committed to the review and alignment. There will be consultative forums established at a State Bargaining Unit (SBU) level and Business unit specific level to address the needs of the Parties from time to time.

At the SBU level the Industrial Relations Consultation Group (IROCG) will operate as the peak industrial relations consultative forum. As part of this consultative forum *Energy Queensland* will discuss relevant information regarding workforce planning and resourcing, including information relating to categories of employment of employees, as well as labour hire, contractors and/or consultants.

Various consultation mechanisms will be established to ensure appropriate consultation and input into any business change plan that considers issues and policies which would impact on all employees. This will include consultation and monitoring of training package development and training delivery and access.

#### 13.1.1 Consultation

1. This clause applies:

- i. if *Energy Queensland* has made a preliminary decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
- ii. the change is likely to have a significant effect on employees.

2. *Energy Queensland* will consult with relevant employees and relevant union representatives at the earliest opportunity as to the:

- i. the introduction of the change; and
- ii. the effect the change is likely to have on the employees; and
- iii. measures *Energy Queensland* is taking to avert or mitigate any adverse effect of the change on the employees; and

for the purposes of the *consultation* - provide, where necessary in writing, to the relevant employees and their union representatives:

- iv. relevant information about the change including the nature of the change proposed; and
- v. information about the expected effects of the change on the employees; and
- vi. any other matters likely to affect the employees.

3. *Energy Queensland* is not required to disclose confidential or commercially sensitive information to the relevant employees or their union representatives.

4. *Energy Queensland* will give prompt and genuine consideration to matters raised about the major change by the relevant employees and/or their union representatives.
5. If a term in the enterprise *Agreement* provides a consultative process for introduction of major change to production, program, organisation, structure or technology in relation to the enterprise of *Energy Queensland*, then that *consultation* process will apply.
6. For the purpose of this clause, a major change is likely to have a significant effect on employees if it results in:
  - a) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or
  - b) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - c) the alteration of hours of work or a change to a regular roster;
  - d) the need to retrain employees; or
  - e) the need to relocate employees to another workplace; or
  - f) the restructuring of jobs.
7. For the purpose of this clause the term, relevant employees means the employees who may be affected by the major change.

## **13.2 INDUSTRIAL ORGANISATION REPRESENTATIVES**

### **Notice Boards**

*Energy Queensland* will provide a designated space on an existing notice board or access to a dedicated notice board in its major establishments upon which union delegates will be permitted to post authorised formal notices. Any unauthorised notices may be removed by a union delegate or by *Energy Queensland*.

On approval from the Industrial Relations Manager, a nominated Senior Union Delegate may use the *Energy Queensland* electronic media for the purposes of communicating with members for paid union meeting times and locations. *Energy Queensland* reserves its rights in approval of other messages.

### **Use of Facilities**

Union delegates will be allowed reasonable access to facilities (telephones, filing cabinets, facsimile, computers, e-mail, etc) needed to perform their function, as agreed between *Energy Queensland* and the union delegate concerned. Access will be subject to any reasonable conditions and limitations as *Energy Queensland* may impose.

### **Payroll Deductions**

If requested by an employee in writing, *Energy Queensland* will facilitate the deduction and remittance of Union membership fees from the employee's wages.

### **Union Delegate Rights**

A union delegate will be allowed such reasonable time during working hours, as may be agreed between *Energy Queensland* and the relevant Employee Organisation to:

- Discuss with the employees at the workplace at which they are a union delegate, matters relative to working conditions and other matters, with a view to avoiding industrial disputation or giving effect to the grievance procedure.

- Discuss or meet with a representative of the relevant Employee Organisation the matters referred to above.
- Discuss with *Energy Queensland*, matters raised by employees affecting their employment.
- Schedule a maximum of four (4) paid one (1) hour meetings per workplace per annum at a time to suit operational requirements to discuss matters directly relating to the employment relationship. A further two (2) one hour paid meetings per workplace may be scheduled in the calendar year in which this *Agreement* nominally expires, subject to operational requirements.
- Delegates will be allowed such reasonable time during working hours to attend employee inductions and adequate time shall be allowed to ensure union membership can be discussed.

Senior Union delegate who do not have direct access to a land line will be provided with a mobile phone to maintain communications with employees and line management.

Union delegates will be released from normal duties to carry out paid meetings when required.

Travel expenses or the provision of a vehicle may be provided to union delegates to maintain contact with their members from time to time. Any approval will be subject to reasonable notice and any conditions or limitations as *Energy Queensland* may impose, this provision will not be unreasonably withheld.

Having regard to operational requirements and other business needs of *Energy Queensland*, *Energy Queensland* may approve leave without pay for up to a period of six (6) months for union delegates to undertake project work for their union.

### **13.3 UNION DELEGATES TRAINING AND ADDITIONAL LEAVE**

*Energy Queensland* will release nominated Union Delegates to attend relevant training, and representative duties up to and including, five (5) paid working days per annum.

*Energy Queensland* may provide additional days on request:

- To attend courses or seminars where the nominated Union Delegates holds a dual title, e.g. nominated employee safety representative and nominated employee representative;
- Where it is mutually beneficial to *Energy Queensland* and the nominated Union Delegate; or
- Arises as a result of remote travel requirements.

In addition, nominated Senior Union Delegates will be released to attend duties associated with an office held under the Union Rules e.g. State Council or Biennial Delegate Conferences, for up to five (5) days per annum. A minimum of two (2) weeks' notice will be provided.

### **13.4 NATURAL DISASTER WORKING ARRANGEMENTS**

The *Parties* recognise the extraordinary impacts which natural disasters have on the business and its employees whether working away and/or at home.

Therefore the Parties agree to review the Natural Disaster Working arrangements prior to storm season and after an event to ensure appropriate arrangements are in place. This

will include, but is not limited to, such matters as preparation, resourcing, mobilisation, working hours, overtime, meals, accommodation, demobilisation, rest and recreation.

EQL commits to facilitating a review with the parties after each major event with a view to understanding and resolving any issues that may arise during the response.

## **PART 14 SAFETY**

### **14.1 SAFETY COMMITTEE**

The *Parties* agree to maintain a joint safety forum to provide strategic overview of safety procedures, safety performance and safety issues within *Energy Queensland* at a corporate level involving relevant *Nominated Employee Representatives* and *Energy Queensland* representatives.

This forum will meet quarterly or as otherwise agreed, and review any issues that may have arisen over the preceding period.

The *Parties* acknowledge the importance of an EQL Peak Health & Safety Committee engaging in safety audits to ensure consistent Workplace Health & Safety outcomes for employees. *Energy Queensland* commits to providing Certificate IV in Work Health and Safety training, at an agreed training establishment for all *Nominated employee representative* members of the Peak Health and Safety.

### **14.2 REAUTHORISATION OF HIGH VOLTAGE SWITCHING AUTHORITY**

*Energy Queensland* is committed to face to face assessment as an element of the overall reauthorisation model for High Voltage Switching Authority. It is recognised that the reauthorisation training models may be reviewed and amended from time to time in considering *Energy Queensland's* operating environment and developments in associated assessment and technology. Any review will be in consultation with relevant unions

### **14.3 SINGLE PERSON TASKS**

The parties agree that safety is of paramount importance. At no time will the safety of employees or the community be compromised through the introduction of inappropriate single person tasks.

The parties acknowledge that *Energy Queensland* field based staff have been undertaking single person tasks in certain situations for many years. Such tasks include work such as:

- Disconnects and reconnects where there is no exposure to live parts;
- Asset inspection and scoping of work;
- Layout investigations;
- Work conducted at heights of less than 2 meters will be in accordance with the requirements of the National Code of Practice for the Prevention of Falls in General Construction.
- LV isolation/connections utilising a telescopic link stick from the ground;
- Polarity – ground based;
- LV testing in accordance with the *Electrical Safety Act 2002 (Qld)*;
- Meter changes where the supply has been isolated; and
- Changing plug in meters where the meter base has been pre-wired.

As with all work carried out in *Energy Queensland*, an onsite risk assessment must be conducted prior to work commencing. Where an employee identifies additional risks, e.g. remote locations or another worksite hazard that requires them to carry out the work with the assistance of another employee, work will not commence until all facets of the onsite risk assessment are satisfied.

Where *Energy Queensland* is considering implementing single-person tasks in addition to those outlined above, a formal consultative process will be put in place to achieve a satisfactory outcome that meets all identified safety requirements and resolves the concerns of the affected employees and their representatives.

When required, the consultative process will involve management and employee representatives and such process will continue until agreed unanimously on relevant changes to current work practices. Agreement is not required where it can be demonstrated that *Energy Queensland* staff have been undertaking this task previously and in accordance with the appropriate work practices and safety requirements.

#### **14.4 AUTHORISATION AND ACCESS**

Energy Queensland will ensure all employees working on its High Voltage Systems will be trained and authorised in accordance with the Electrical Safety Act 2002 (ESA), associated Legislation and established Energy Queensland Policy and Safe Working Procedures.

Due to the complex nature of switching on the High Voltage System and to ensure optimal safety, Energy Queensland will restrict authorisation and access for external service providers to the following:

- HV switching and isolation of all Single Wire Earth Return (SWER) transformers for the sole purpose of routine repair, maintenance or replacement of the SWER earth grid; and/or transformers in remote areas greater than 150kms from an Energy Queensland depot.
- Act as Switching Operator Assistants (SOA's) for all High Voltage access and isolation procedures as required;
- Perform Auto Reclose Block (making a Pole Mounted Recloser Non-Auto);
- Act as Access Permit Recipient;
- Cable Identification and Spiking on non-complex systems.

In addition to the above, Energy Queensland may allow authorised Powerlink employees to perform the following:

- HV switching and isolation of primary plant;
- Secondary isolation of protection and communications equipment;
- Act as an access permit recipient.

Further, the parties agree that Energy Queensland will continue to allow authorisation and access for external service providers to the roles of Low Voltage Switching Operator.

The Parties agree that all such authorised personnel will be regularly audited, including appropriate authorisation system (e.g. "Blue Card"), in accordance with established audit regimes.

#### **14.5 WORK SCHEDULING SYSTEMS AND TECHNOLOGY**

*Energy Queensland* will continue to utilise customer dispatch, work scheduling systems and other technologies to improve field resource utilisation, safety and meet regulated and non regulated customer service obligations.

The agreed framework for dispatch of work to the appropriate crew will be developed in accordance with the agreed principles as follows:

- Will primarily be utilised for determining the nearest available work crew for work dispatch;
- Will not be used for intrusive monitoring or surveillance of employees;
- Will not be used for the purposes of performance management of employees in relation to dispatch of work; however any system data may be utilised where preliminary evidence confirms serious breach of policy or misconduct;
- Notwithstanding the above, where issues are identified which may indicate inappropriate behaviour the issue will be raised with the employee at the earliest opportunity.

#### **14.6 SURVEILLANCE**

Where the action of tracking or surveillance of employees by *Energy Queensland* is necessary to confirm a serious breach of policy or misconduct it will only be done under the following principles:

- Without invasion to an employee's personal privacy;
- Only where preliminary evidence confirms a serious breach of policy or misconduct.

A matter will be deemed to be a serious breach of policy or misconduct where the likely outcome may result in termination of employment.

In the circumstance where information relating to the tracking or surveillance of employees is being relied upon by *Energy Queensland* related to a serious breach of policy or misconduct, employees will be provided, on written request, with access to all available related information. An employee can authorise their nominated representative in writing to access this information on his or her behalf.

Notwithstanding the above, where issues are identified which may indicate inappropriate behaviour the issue will be raised with the employee at the earliest opportunity prior to action of tracking or surveillance of employees.

#### **14.7 IMPROVED EMPLOYEE WELLBEING AND ORGANISATIONAL HEALTH**

The *Parties* encourage participation of employees in *Energy Queensland* health and wellbeing initiatives. A key to the success of the program is for employees to voluntarily participate in the initiatives to deliver the health and well being benefits at the individual level.

The program may include but not be limited to the following initiatives:

- Health & Well Being Program researched, piloted and implemented;
- Health & Well Being SharePoint site developed and implemented;
- Development of a Calendar to leverage off relevant Queensland Health Initiatives;
- Annual Influenza Vaccinations;

- Sun Smart Education/ Skin Screening Program ; and
- Ongoing asbestos checks for those employees who have been exposed to asbestos.

*Energy Queensland* will not at any time in relation to the Health & Well Being Program collect any personal health data.

#### **14.7.1 Mental Health in the Workplace**

*Energy Queensland* recognises that the workplace plays a vital role in assisting employees affected by mental health issues including anxiety and depression and is committed to:

- Eliminating stigma attached to mental health in the workplace;
- Providing support and assistance to employees; and
- Effectively assessing and minimizing workplace contributory risks and causes of mental illness.

*Energy Queensland* recognises the importance of proactive initiatives which support employees who may be suffering from mental health issues. To assist the facilitation of such initiatives *Energy Queensland* is committed to partnering with external providers to deliver a holistic and best practice approach to support employees affected by mental health issues.

### **14.8 ASBESTOS MANAGEMENT**

In line with the Queensland Code of Practice for How to Manage and Control Asbestos in the Work Health and Safety Act 2011 and relevant legislation (as amended from time to time), the long-term goal of *Energy Queensland* is to achieve, as far as is reasonably practicable, an asbestos-free workplace.

*Energy Queensland* will continue to maintain and further develop an asbestos management plan, with a view to achieving the objective which is set out above.

*Energy Queensland* commits to introducing and EQL Asbestos Management Policy within 3 months of approval of agreement.

## SCHEDULE 1 ENERGY QUEENSLAND SALARIES

The salaries specified in this Schedule will be used for the calculation of payments for Overtime, Personal Leave, Annual Leave, Long Service Leave, Completion of Term Payment, Superannuation and Retrenchment Payments unless otherwise stated.

The rates specified in this Schedule include an Electronic Funds Transfer Allowance of \$4 per week and Annual leave loading of 17.5%.

These rates also incorporate the previous Electricity Distribution Service Delivery Network Recovery Attraction and Retention Allowance and Payment and their inclusions. This acknowledges the purpose of the Allowance and Payment and also that the Allowance was inclusive of and absorbs the following:

- Removal of asbestos or sealing asbestos in or around high/low voltage electrical equipment; and
- Any work covered by Queensland Electrical Safety Legislation by way of compliance and accountability.

There will be no further claims for employees engaged to perform any of the above.

### 1.1 TECHNICAL STREAM

#### Power Worker

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
0.0	\$59,906	\$61,704	\$63,556	\$65,463
1.0	\$60,293	\$62,102	\$63,966	\$65,885
1.1	\$60,631	\$62,450	\$64,324	\$66,254
1.2	\$60,969	\$62,799	\$64,683	\$66,624
1.3	\$61,301	\$63,141	\$65,036	\$66,988
1.4	\$61,637	\$63,487	\$65,392	\$67,354
1.5	\$61,970	\$63,830	\$65,745	\$67,718
1.6	\$62,310	\$64,180	\$66,106	\$68,090
1.7	\$62,645	\$64,525	\$66,461	\$68,455
2.0	\$62,974	\$64,864	\$66,810	\$68,815
2.1	\$63,313	\$65,213	\$67,170	\$69,186
2.2	\$63,645	\$65,555	\$67,522	\$69,548
2.3	\$63,984	\$65,904	\$67,882	\$69,919
2.4	\$64,315	\$66,245	\$68,233	\$70,280
2.5	\$64,652	\$66,592	\$68,590	\$70,648
2.6	\$64,991	\$66,941	\$68,950	\$71,019
2.7	\$65,325	\$67,285	\$69,304	\$71,384
3.0	\$65,655	\$67,625	\$69,654	\$71,744
3.1	\$66,001	\$67,982	\$70,022	\$72,123
3.2	\$66,329	\$68,319	\$70,369	\$72,481
3.3	\$66,668	\$68,669	\$70,730	\$72,852
3.4	\$66,999	\$69,009	\$71,080	\$73,213
3.5	\$67,339	\$69,360	\$71,441	\$73,585
3.6	\$67,675	\$69,706	\$71,798	\$73,952
3.7	\$68,008	\$70,049	\$72,151	\$74,316
4.0	\$68,345	\$70,396	\$72,508	\$74,684
4.1	\$69,579	\$71,667	\$73,818	\$76,033

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
4.2	\$70,808	\$72,933	\$75,121	\$77,375
5.0	\$72,044	\$74,206	\$76,433	\$78,726
5.1	\$73,279	\$75,478	\$77,743	\$80,076
5.2	\$74,508	\$76,744	\$79,047	\$81,419

### **Technical Service Person**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
4.0	\$71,085	\$73,218	\$75,415	\$77,678
4.1	\$72,319	\$74,489	\$76,724	\$79,026
4.2	\$73,548	\$75,755	\$78,028	\$80,369
5.0	\$74,784	\$77,028	\$79,339	\$81,720
5.1	\$76,019	\$78,300	\$80,649	\$83,069
5.2	\$77,248	\$79,566	\$81,953	\$84,412
6.0	\$78,480	\$80,835	\$83,261	\$85,759
6.1	\$79,717	\$82,109	\$84,573	\$87,111
6.2	\$80,947	\$83,376	\$85,878	\$88,455
7.0	\$82,185	\$84,651	\$87,191	\$89,807
7.1	\$83,415	\$85,918	\$88,496	\$91,151
7.2	\$84,648	\$87,188	\$89,804	\$92,499
8.0	\$85,885	\$88,462	\$91,116	\$93,850
8.1	\$87,117	\$89,731	\$92,423	\$95,196
8.2	\$88,354	\$91,005	\$93,736	\$96,549
9.0	\$89,583	\$92,271	\$95,040	\$97,892
9.1	\$90,819	\$93,544	\$96,351	\$99,242
9.2	\$92,053	\$94,815	\$97,660	\$100,590
9.3	\$93,281	\$96,080	\$98,963	\$101,932

### **APPRENTICE SALARIES (Technical Stream)**

#### **Rates effective from 1st August 2017**

Trade Year	Rate (% of Sal. Pt. 4.0)	Apprentice Rates	Adult Apprentice Rates
1	40%	\$28,435	\$57,165
2	55%	\$39,097	\$58,535
3	75%	\$53,314	\$60,362
4	90%	\$63,977	\$63,977
On completion	Salary Point 4.0	\$71,085	\$71,085

#### **Rates effective from 1st March 2018**

Trade Year	Rate (% of Sal. Pt. 4.0)	Apprentice Rates	Adult Apprentice Rates
1	40%	\$29,289	\$58,880
2	55%	\$40,270	\$60,292
3	75%	\$54,914	\$62,173
4	90%	\$65,897	\$65,897
On completion	Salary Point 4.0	\$73,218	\$73,218

**Rates effective from 1st March 2019**

Trade Year	Rate (% of Sal. Pt. 4.0)	Apprentice Rates	Adult Apprentice Rates
1	40%	\$30,168	\$60,647
2	55%	\$41,479	\$62,101
3	75%	\$56,562	\$64,039
4	90%	\$67,874	\$67,874
On completion	Salary Point 4.0	\$75,415	\$75,415

**Rates effective from 1st March 2020**

Trade Year	Rate (% of Sal. Pt. 4.0)	Apprentice Rates	Adult Apprentice Rates
1	40%	\$31,074	\$62,467
2	55%	\$42,724	\$63,965
3	75%	\$58,259	\$65,961
4	90%	\$69,911	\$69,911
On completion	Salary Point 4.0	\$77,678	\$77,678

**Electrical System Designer/ Advisor****9 Day Fortnight**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
5.0	\$74,784	\$77,028	\$79,339	\$81,720
5.1	\$76,019	\$78,300	\$80,649	\$83,069
5.2	\$77,248	\$79,566	\$81,953	\$84,412
6.0	\$78,480	\$80,835	\$83,261	\$85,759
6.1	\$79,717	\$82,109	\$84,573	\$87,111
6.2	\$80,947	\$83,376	\$85,878	\$88,455
7.0	\$82,185	\$84,651	\$87,191	\$89,807
7.1	\$83,415	\$85,918	\$88,496	\$91,151
7.2	\$84,648	\$87,188	\$89,804	\$92,499
8.0	\$85,885	\$88,462	\$91,116	\$93,850
8.1	\$87,117	\$89,731	\$92,423	\$95,196
8.2	\$88,354	\$91,005	\$93,736	\$96,549
9.0	\$89,583	\$92,271	\$95,040	\$97,892
9.1	\$90,819	\$93,544	\$96,351	\$99,242
9.2	\$92,053	\$94,815	\$97,660	\$100,590
9.3	\$93,281	\$96,080	\$98,963	\$101,932
10.0	\$94,523	\$97,359	\$100,280	\$103,289
10.1	\$95,750	\$98,623	\$101,582	\$104,630
10.2	\$96,984	\$99,894	\$102,891	\$105,978
10.3	\$98,219	\$101,166	\$104,201	\$107,328

**10 Day Fortnight – 15.5% Loading**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
9.0	\$103,468	\$106,573	\$109,771	\$113,065
9.1	\$104,896	\$108,043	\$111,285	\$114,624
9.2	\$106,321	\$109,511	\$112,797	\$116,181
9.3	\$107,740	\$110,973	\$114,303	\$117,733
10.0	\$109,174	\$112,450	\$115,824	\$119,299
10.1	\$110,591	\$113,909	\$117,327	\$120,847
10.2	\$112,017	\$115,378	\$118,840	\$122,406
10.3	\$113,443	\$116,847	\$120,353	\$123,964

**10 Day Fortnight – 17.5% Loading**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
9.0	\$105,260	\$108,418	\$111,671	\$115,022
9.1	\$106,712	\$109,914	\$113,212	\$116,609
9.2	\$108,162	\$111,407	\$114,750	\$118,193
9.3	\$109,605	\$112,894	\$116,281	\$119,770
10.0	\$111,065	\$114,397	\$117,829	\$121,364
10.1	\$112,506	\$115,882	\$119,359	\$122,940
10.2	\$113,956	\$117,375	\$120,897	\$124,524
10.3	\$115,407	\$118,870	\$122,437	\$126,111

**10 Day Fortnight – 22.5% Loading**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
9.0	\$109,739	\$113,032	\$116,423	\$119,916
9.1	\$111,253	\$114,591	\$118,029	\$121,570
9.2	\$112,765	\$116,148	\$119,633	\$123,222
9.3	\$114,269	\$117,698	\$121,229	\$124,866
10.0	\$115,791	\$119,265	\$122,843	\$126,529
10.1	\$117,294	\$120,813	\$124,438	\$128,172
10.2	\$118,805	\$122,370	\$126,042	\$129,824
10.3	\$120,318	\$123,928	\$127,646	\$131,476

## **Supervisor**

### **9 Day Fortnight**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
6.0	\$78,480	\$80,835	\$83,261	\$85,759
6.1	\$79,717	\$82,109	\$84,573	\$87,111
6.2	\$80,947	\$83,376	\$85,878	\$88,455
7.0	\$82,185	\$84,651	\$87,191	\$89,807
7.1	\$83,415	\$85,918	\$88,496	\$91,151
7.2	\$84,648	\$87,188	\$89,804	\$92,499
8.0	\$85,885	\$88,462	\$91,116	\$93,850
8.1	\$87,117	\$89,731	\$92,423	\$95,196
8.2	\$88,354	\$91,005	\$93,736	\$96,549
9.0	\$89,583	\$92,271	\$95,040	\$97,892
9.1	\$90,819	\$93,544	\$96,351	\$99,242
9.2	\$92,053	\$94,815	\$97,660	\$100,590
9.3	\$93,281	\$96,080	\$98,963	\$101,932
10.0	\$94,523	\$97,359	\$100,280	\$103,289
10.1	\$95,750	\$98,623	\$101,582	\$104,630
10.2	\$96,984	\$99,894	\$102,891	\$105,978
10.3	\$98,219	\$101,166	\$104,201	\$107,328
11.0	\$98,830	\$101,795	\$104,849	\$107,995
11.1	\$100,221	\$103,228	\$106,325	\$109,515
11.2	\$101,614	\$104,663	\$107,803	\$111,038
11.3	\$103,008	\$106,099	\$109,282	\$112,561
11.4	\$104,397	\$107,529	\$110,755	\$114,078
11.5	\$105,793	\$108,967	\$112,237	\$115,605
12.0	\$107,184	\$110,400	\$113,712	\$117,124
12.1	\$108,581	\$111,839	\$115,195	\$118,651
12.2	\$109,965	\$113,264	\$116,662	\$120,162
12.3	\$111,360	\$114,701	\$118,143	\$121,688
12.4	\$112,753	\$116,136	\$119,621	\$123,210
12.5	\$114,147	\$117,572	\$121,100	\$124,733

### **10 Day Fortnight – 15.5% Loading – Salary Point 10.3 and Below**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
9.0	\$103,468	\$106,573	\$109,771	\$113,065
9.1	\$104,896	\$108,043	\$111,285	\$114,624
9.2	\$106,321	\$109,511	\$112,797	\$116,181
9.3	\$107,740	\$110,973	\$114,303	\$117,733
10.0	\$109,174	\$112,450	\$115,824	\$119,299
10.1	\$110,591	\$113,909	\$117,327	\$120,847
10.2	\$112,017	\$115,378	\$118,840	\$122,406
10.3	\$113,443	\$116,847	\$120,353	\$123,964

### **10 Day Fortnight – 17.5% Loading – Salary Point 10.3 and Below**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
9.0	\$105,260	\$108,418	\$111,671	\$115,022
9.1	\$106,712	\$109,914	\$113,212	\$116,609
9.2	\$108,162	\$111,407	\$114,750	\$118,193
9.3	\$109,605	\$112,894	\$116,281	\$119,770

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
10.0	\$111,065	\$114,397	\$117,829	\$121,364
10.1	\$112,506	\$115,882	\$119,359	\$122,940
10.2	\$113,956	\$117,375	\$120,897	\$124,524
10.3	\$115,407	\$118,870	\$122,437	\$126,111

**10 Day Fortnight – 22.5% Loading – Salary Point 10.3 and Below**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
9.0	\$109,739	\$113,032	\$116,423	\$119,916
9.1	\$111,253	\$114,591	\$118,029	\$121,570
9.2	\$112,765	\$116,148	\$119,633	\$123,222
9.3	\$114,269	\$117,698	\$121,229	\$124,866
10.0	\$115,791	\$119,265	\$122,843	\$126,529
10.1	\$117,294	\$120,813	\$124,438	\$128,172
10.2	\$118,805	\$122,370	\$126,042	\$129,824
10.3	\$120,318	\$123,928	\$127,646	\$131,476

**10 Day Fortnight – 13% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$111,678	\$115,029	\$118,480	\$122,035
11.1	\$113,250	\$116,648	\$120,148	\$123,753
11.2	\$114,824	\$118,269	\$121,818	\$125,473
11.3	\$116,399	\$119,891	\$123,488	\$127,193
11.4	\$117,969	\$121,509	\$125,155	\$128,910
11.5	\$119,546	\$123,133	\$126,827	\$130,632
12.0	\$121,118	\$124,752	\$128,495	\$132,350
12.1	\$122,697	\$126,378	\$130,170	\$134,076
12.2	\$124,260	\$127,988	\$131,828	\$135,783
12.3	\$125,837	\$129,613	\$133,502	\$137,508
12.4	\$127,411	\$131,234	\$135,172	\$139,228
12.5	\$128,986	\$132,856	\$136,842	\$140,948

**10 Day Fortnight – 15% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$113,655	\$117,065	\$120,577	\$124,195
11.1	\$115,254	\$118,712	\$122,274	\$125,943
11.2	\$116,856	\$120,362	\$123,973	\$127,693
11.3	\$118,459	\$122,013	\$125,674	\$129,445
11.4	\$120,057	\$123,659	\$127,369	\$131,191
11.5	\$121,662	\$125,312	\$129,072	\$132,945
12.0	\$123,262	\$126,960	\$130,769	\$134,693
12.1	\$124,868	\$128,615	\$132,474	\$136,449
12.2	\$126,460	\$130,254	\$134,162	\$138,187
12.3	\$128,064	\$131,906	\$135,864	\$139,940
12.4	\$129,666	\$133,556	\$137,563	\$141,690
12.5	\$131,269	\$135,208	\$139,265	\$143,443

**10 Day Fortnight – 20% Loading – Salary Point 11.0 and Above**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
11.0	\$118,596	\$122,154	\$125,819	\$129,594
11.1	\$120,265	\$123,873	\$127,590	\$131,418
11.2	\$121,937	\$125,596	\$129,364	\$133,245
11.3	\$123,610	\$127,319	\$131,139	\$135,074
11.4	\$125,276	\$129,035	\$132,907	\$136,895
11.5	\$126,952	\$130,761	\$134,684	\$138,725
12.0	\$128,621	\$132,480	\$136,455	\$140,549
12.1	\$130,297	\$134,206	\$138,233	\$142,380
12.2	\$131,958	\$135,917	\$139,995	\$144,195
12.3	\$133,632	\$137,641	\$141,771	\$146,025
12.4	\$135,304	\$139,364	\$143,545	\$147,852
12.5	\$136,976	\$141,086	\$145,319	\$149,679

## **Para-Professional**

### **9 Day Fortnight**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
5.0	\$74,784	\$77,028	\$79,339	\$81,720
5.1	\$76,019	\$78,300	\$80,649	\$83,069
5.2	\$77,248	\$79,566	\$81,953	\$84,412
6.0	\$78,480	\$80,835	\$83,261	\$85,759
6.1	\$79,717	\$82,109	\$84,573	\$87,111
6.2	\$80,947	\$83,376	\$85,878	\$88,455
7.0	\$82,185	\$84,651	\$87,191	\$89,807
7.1	\$83,415	\$85,918	\$88,496	\$91,151
7.2	\$84,648	\$87,188	\$89,804	\$92,499
8.0	\$85,885	\$88,462	\$91,116	\$93,850
8.1	\$87,117	\$89,731	\$92,423	\$95,196
8.2	\$88,354	\$91,005	\$93,736	\$96,549
9.0	\$89,583	\$92,271	\$95,040	\$97,892
9.1	\$90,819	\$93,544	\$96,351	\$99,242
9.2	\$92,053	\$94,815	\$97,660	\$100,590
9.3	\$93,281	\$96,080	\$98,963	\$101,932
10.0	\$94,523	\$97,359	\$100,280	\$103,289
10.1	\$95,750	\$98,623	\$101,582	\$104,630
10.2	\$96,984	\$99,894	\$102,891	\$105,978
10.3	\$98,219	\$101,166	\$104,201	\$107,328
11.0	\$98,830	\$101,795	\$104,849	\$107,995
11.1	\$100,221	\$103,228	\$106,325	\$109,515
11.2	\$101,614	\$104,663	\$107,803	\$111,038
11.3	\$103,008	\$106,099	\$109,282	\$112,561
11.4	\$104,397	\$107,529	\$110,755	\$114,078
11.5	\$105,793	\$108,967	\$112,237	\$115,605
12.0	\$107,184	\$110,400	\$113,712	\$117,124
12.1	\$108,581	\$111,839	\$115,195	\$118,651
12.2	\$109,965	\$113,264	\$116,662	\$120,162
12.3	\$111,360	\$114,701	\$118,143	\$121,688
12.4	\$112,753	\$116,136	\$119,621	\$123,210
12.5	\$114,147	\$117,572	\$121,100	\$124,733
13.0	\$115,535	\$119,002	\$122,573	\$126,251
13.1	\$117,850	\$121,386	\$125,028	\$128,779
13.2	\$120,163	\$123,768	\$127,482	\$131,307
13.3	\$122,476	\$126,151	\$129,936	\$133,835

### **10 Day Fortnight – 15.5% Loading – Salary Point 10.3 and Below**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
9.0	\$103,468	\$106,573	\$109,771	\$113,065
9.1	\$104,896	\$108,043	\$111,285	\$114,624
9.2	\$106,321	\$109,511	\$112,797	\$116,181
9.3	\$107,740	\$110,973	\$114,303	\$117,733
10.0	\$109,174	\$112,450	\$115,824	\$119,299
10.1	\$110,591	\$113,909	\$117,327	\$120,847
10.2	\$112,017	\$115,378	\$118,840	\$122,406
10.3	\$113,443	\$116,847	\$120,353	\$123,964

**10 Day Fortnight – 17.5% Loading – Salary Point 10.3 and Below**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
9.0	\$105,260	\$108,418	\$111,671	\$115,022
9.1	\$106,712	\$109,914	\$113,212	\$116,609
9.2	\$108,162	\$111,407	\$114,750	\$118,193
9.3	\$109,605	\$112,894	\$116,281	\$119,770
10.0	\$111,065	\$114,397	\$117,829	\$121,364
10.1	\$112,506	\$115,882	\$119,359	\$122,940
10.2	\$113,956	\$117,375	\$120,897	\$124,524
10.3	\$115,407	\$118,870	\$122,437	\$126,111

**10 Day Fortnight – 22.5% Loading – Salary Point 10.3 and Below**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
9.0	\$109,739	\$113,032	\$116,423	\$119,916
9.1	\$111,253	\$114,591	\$118,029	\$121,570
9.2	\$112,765	\$116,148	\$119,633	\$123,222
9.3	\$114,269	\$117,698	\$121,229	\$124,866
10.0	\$115,791	\$119,265	\$122,843	\$126,529
10.1	\$117,294	\$120,813	\$124,438	\$128,172
10.2	\$118,805	\$122,370	\$126,042	\$129,824
10.3	\$120,318	\$123,928	\$127,646	\$131,476

**10 Day Fortnight – 13% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$111,678	\$115,029	\$118,480	\$122,035
11.1	\$113,250	\$116,648	\$120,148	\$123,753
11.2	\$114,824	\$118,269	\$121,818	\$125,473
11.3	\$116,399	\$119,891	\$123,488	\$127,193
11.4	\$117,969	\$121,509	\$125,155	\$128,910
11.5	\$119,546	\$123,133	\$126,827	\$130,632
12.0	\$121,118	\$124,752	\$128,495	\$132,350
12.1	\$122,697	\$126,378	\$130,170	\$134,076
12.2	\$124,260	\$127,988	\$131,828	\$135,783
12.3	\$125,837	\$129,613	\$133,502	\$137,508
12.4	\$127,411	\$131,234	\$135,172	\$139,228
12.5	\$128,986	\$132,856	\$136,842	\$140,948
13.0	\$130,555	\$134,472	\$138,507	\$142,663
13.1	\$133,171	\$137,167	\$141,283	\$145,522
13.2	\$135,784	\$139,858	\$144,054	\$148,376
13.3	\$138,398	\$142,550	\$146,827	\$151,232

**10 Day Fortnight – 15% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$113,655	\$117,065	\$120,577	\$124,195
11.1	\$115,254	\$118,712	\$122,274	\$125,943
11.2	\$116,856	\$120,362	\$123,973	\$127,693
11.3	\$118,459	\$122,013	\$125,674	\$129,445
11.4	\$120,057	\$123,659	\$127,369	\$131,191
11.5	\$121,662	\$125,312	\$129,072	\$132,945

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
12.0	\$123,262	\$126,960	\$130,769	\$134,693
12.1	\$124,868	\$128,615	\$132,474	\$136,449
12.2	\$126,460	\$130,254	\$134,162	\$138,187
12.3	\$128,064	\$131,906	\$135,864	\$139,940
12.4	\$129,666	\$133,556	\$137,563	\$141,690
12.5	\$131,269	\$135,208	\$139,265	\$143,443
13.0	\$132,865	\$136,851	\$140,957	\$145,186
13.1	\$135,528	\$139,594	\$143,782	\$148,096
13.2	\$138,187	\$142,333	\$146,603	\$151,002
13.3	\$140,847	\$145,073	\$149,426	\$153,909

**10 Day Fortnight – 20% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$118,596	\$122,154	\$125,819	\$129,594
11.1	\$120,265	\$123,873	\$127,590	\$131,418
11.2	\$121,937	\$125,596	\$129,364	\$133,245
11.3	\$123,610	\$127,319	\$131,139	\$135,074
11.4	\$125,276	\$129,035	\$132,907	\$136,895
11.5	\$126,952	\$130,761	\$134,684	\$138,725
12.0	\$128,621	\$132,480	\$136,455	\$140,549
12.1	\$130,297	\$134,206	\$138,233	\$142,380
12.2	\$131,958	\$135,917	\$139,995	\$144,195
12.3	\$133,632	\$137,641	\$141,771	\$146,025
12.4	\$135,304	\$139,364	\$143,545	\$147,852
12.5	\$136,976	\$141,086	\$145,319	\$149,679
13.0	\$138,642	\$142,802	\$147,087	\$151,500
13.1	\$141,420	\$145,663	\$150,033	\$154,534
13.2	\$144,196	\$148,522	\$152,978	\$157,568
13.3	\$146,971	\$151,381	\$155,923	\$160,601

**PARAPROFESSIONAL ADMINISTRATION TRAINEE SALARIES**  
**Trainees Paraprofessional (Administrative Stream)**

**Rates effective from 1st August 2017**

Stage/Year	Rate (% of Sal. Pt. 5.2)	Paraprofessional (Administration) Trainee Rates	Adult Paraprofessional (Administration) Trainee Rates
1	40%	\$29,356	\$55,621
2	55%	\$39,573	\$55,621
3	75%	\$53,195	\$55,621
4	90%	\$63,412	\$63,412
On completion	Salary Point 5.2	\$70,223	\$70,223

**Rates effective from 1st March 2018**

Stage/Year	Rate (% of Sal. Pt. 5.2)	Paraprofessional (Administration) Trainee Rates	Adult Paraprofessional (Administration) Trainee Rates
1	40%	\$30,237	\$57,290
2	55%	\$40,761	\$57,290
3	75%	\$54,791	\$57,290
4	90%	\$65,315	\$65,315
On completion	Salary Point 5.2	\$72,330	\$72,330

**Rates effective from 1st March 2019**

Stage/Year	Rate (% of Sal. Pt. 5.2)	Paraprofessional (Administration) Trainee Rates	Adult Paraprofessional (Administration) Trainee Rates
1	40%	\$31,145	\$59,009
2	55%	\$41,984	\$59,009
3	75%	\$56,435	\$59,009
4	90%	\$67,275	\$67,275
On completion	Salary Point 5.2	\$74,500	\$74,500

**Rates effective from 1st March 2020**

Stage/Year	Rate (% of Sal. Pt. 5.2)	Paraprofessional (Administration) Trainee Rates	Adult Paraprofessional (Administration) Trainee Rates
1	40%	\$32,080	\$60,780
2	55%	\$43,244	\$60,780
3	75%	\$58,129	\$60,780
4	90%	\$69,294	\$69,294
On completion	Salary Point 5.2	\$76,735	\$76,735

## PARAPROFESSIONAL TECHNICAL TRAINEES SALARIES

### Trainees Paraprofessional (Technical Stream)

#### Rates effective from 1st August 2017

Stage/Year	Rate (% of Sal. Pt. 7.0)	Paraprofessional (Technical) Trainee Rates	Adult Paraprofessional (Technical) Trainee Rates
1	40%	\$32,875	\$62,646
2	55%	\$45,202	\$62,646
3	75%	\$61,639	\$62,646
4	Salary Point 4.0	\$71,085	\$71,085
5	Salary Point 5.2	\$77,248	\$77,248
6	Salary Point 6.0	\$78,480	\$78,480
On completion	Salary Point 7.0	\$82,185	\$82,185

#### Rates effective from 1st March 2018

Stage/Year	Rate (% of Sal. Pt. 7.0)	Paraprofessional (Technical) Trainee Rates	Adult Paraprofessional (Technical) Trainee Rates
1	40%	\$33,862	\$64,526
2	55%	\$46,559	\$64,526
3	75%	\$63,489	\$64,526
4	Salary Point 4.0	\$73,218	\$73,218
5	Salary Point 5.2	\$79,566	\$79,566
6	Salary Point 6.0	\$80,835	\$80,835
On completion	Salary Point 7.0	\$84,651	\$84,651

#### Rates effective from 1st March 2019

Stage/Year	Rate (% of Sal. Pt. 7.0)	Paraprofessional (Technical) Trainee Rates	Adult Paraprofessional (Technical) Trainee Rates
1	40%	\$34,878	\$66,462
2	55%	\$47,956	\$66,462
3	75%	\$65,394	\$66,462
4	Salary Point 4.0	\$75,415	\$75,415
5	Salary Point 5.2	\$81,953	\$81,953
6	Salary Point 6.0	\$83,261	\$83,261
On completion	Salary Point 7.0	\$87,191	\$87,191

#### Rates effective from 1st March 2020

Stage/Year	Rate (% of Sal. Pt. 7.0)	Paraprofessional (Technical) Trainee Rates	Adult Paraprofessional (Technical) Trainee Rates
1	40%	\$35,925	\$68,456
2	55%	\$49,395	\$68,456
3	75%	\$67,356	\$68,456
4	Salary Point 4.0	\$77,678	\$77,678
5	Salary Point 5.2	\$84,412	\$84,412
6	Salary Point 6.0	\$85,759	\$85,759
On completion	Salary Point 7.0	\$89,807	\$89,807

### **System Operator**

(Includes applicable shift loading)

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
10.3	\$98,219	\$101,166	\$104,201	\$107,328
11.0	\$98,830	\$101,795	\$104,849	\$107,995
11.1	\$100,221	\$103,228	\$106,325	\$109,515
11.2	\$101,614	\$104,663	\$107,803	\$111,038
11.3	\$103,008	\$106,099	\$109,282	\$112,561
11.4	\$104,397	\$107,529	\$110,755	\$114,078
11.5	\$105,793	\$108,967	\$112,237	\$115,605
12.0	\$107,184	\$110,400	\$113,712	\$117,124
12.1	\$108,581	\$111,839	\$115,195	\$118,651
12.2	\$109,965	\$113,264	\$116,662	\$120,162
12.3	\$111,360	\$114,701	\$118,143	\$121,688
12.4	\$112,753	\$116,136	\$119,621	\$123,210
12.5	\$114,147	\$117,572	\$121,100	\$124,733

### **28% Loading**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
10.3	\$125,720	\$129,492	\$133,377	\$137,379
11.0	\$126,502	\$130,298	\$134,207	\$138,234
11.1	\$128,283	\$132,132	\$136,096	\$140,179
11.2	\$130,066	\$133,968	\$137,988	\$142,128
11.3	\$131,850	\$135,806	\$139,881	\$144,078
11.4	\$133,628	\$137,637	\$141,767	\$146,021
11.5	\$135,415	\$139,478	\$143,663	\$147,973

### **41% Loading**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
12.0	\$151,129	\$155,663	\$160,333	\$165,143
12.1	\$153,099	\$157,692	\$162,423	\$167,296
12.2	\$155,051	\$159,703	\$164,495	\$169,430
12.3	\$157,018	\$161,729	\$166,581	\$171,579
12.4	\$158,982	\$163,752	\$168,665	\$173,725
12.5	\$160,947	\$165,776	\$170,750	\$175,873

## 1.2 ADMINISTRATIVE STREAM AND PROFESSIONAL & MANAGERIAL STREAM

### Administrative Employee

#### 9 Day Fortnight

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
0.0	\$55,621	\$57,290	\$59,009	\$60,780
1.0	\$56,008	\$57,689	\$59,420	\$61,203
1.1	\$56,346	\$58,037	\$59,779	\$61,573
1.2	\$56,684	\$58,385	\$60,137	\$61,942
1.3	\$57,016	\$58,727	\$60,489	\$62,304
1.4	\$57,352	\$59,073	\$60,846	\$62,672
1.5	\$57,685	\$59,416	\$61,199	\$63,035
1.6	\$58,025	\$59,766	\$61,559	\$63,406
1.7	\$58,360	\$60,111	\$61,915	\$63,773
2.0	\$58,689	\$60,450	\$62,264	\$64,132
2.1	\$59,028	\$60,799	\$62,623	\$64,502
2.2	\$59,360	\$61,141	\$62,976	\$64,866
2.3	\$59,699	\$61,490	\$63,335	\$65,236
2.4	\$60,030	\$61,831	\$63,686	\$65,597
2.5	\$60,367	\$62,179	\$64,045	\$65,967
2.6	\$60,706	\$62,528	\$64,404	\$66,337
2.7	\$61,040	\$62,872	\$64,759	\$66,702
3.0	\$61,370	\$63,212	\$65,109	\$67,063
3.1	\$61,716	\$63,568	\$65,476	\$67,441
3.2	\$62,044	\$63,906	\$65,824	\$67,799
3.3	\$62,383	\$64,255	\$66,183	\$68,169
3.4	\$62,714	\$64,596	\$66,534	\$68,531
3.5	\$63,054	\$64,946	\$66,895	\$68,902
3.6	\$63,390	\$65,292	\$67,251	\$69,269
3.7	\$63,723	\$65,635	\$67,605	\$69,634
4.0	\$64,060	\$65,982	\$67,962	\$70,001
4.1	\$65,294	\$67,253	\$69,271	\$71,350
4.2	\$66,523	\$68,519	\$70,575	\$72,693
5.0	\$67,759	\$69,792	\$71,886	\$74,043
5.1	\$68,994	\$71,064	\$73,196	\$75,392
5.2	\$70,223	\$72,330	\$74,500	\$76,735
6.0	\$71,455	\$73,599	\$75,807	\$78,082
6.1	\$72,692	\$74,873	\$77,120	\$79,434
6.2	\$73,922	\$76,140	\$78,425	\$80,778
7.0	\$75,160	\$77,415	\$79,738	\$82,131
7.1	\$76,390	\$78,682	\$81,043	\$83,475
7.2	\$77,623	\$79,952	\$82,351	\$84,822
8.0	\$78,860	\$81,226	\$83,663	\$86,173
8.1	\$80,092	\$82,495	\$84,970	\$87,520
8.2	\$81,329	\$83,769	\$86,283	\$88,872
9.0	\$82,558	\$85,035	\$87,587	\$90,215
9.1	\$83,794	\$86,308	\$88,898	\$91,565
9.2	\$85,028	\$87,579	\$90,207	\$92,914
9.3	\$86,256	\$88,844	\$91,510	\$94,256
10.0	\$87,498	\$90,123	\$92,827	\$95,612
10.1	\$88,725	\$91,387	\$94,129	\$96,953
10.2	\$89,959	\$92,658	\$95,438	\$98,302
10.3	\$91,194	\$93,930	\$96,748	\$99,651

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$91,805	\$94,560	\$97,397	\$100,319
11.1	\$93,196	\$95,992	\$98,872	\$101,839
11.2	\$94,589	\$97,427	\$100,350	\$103,361
11.3	\$95,983	\$98,863	\$101,829	\$104,884
11.4	\$97,372	\$100,294	\$103,303	\$106,403
11.5	\$98,768	\$101,732	\$104,784	\$107,928
12.0	\$100,159	\$103,164	\$106,259	\$109,447
12.1	\$101,556	\$104,603	\$107,742	\$110,975
12.2	\$102,940	\$106,029	\$109,210	\$112,487
12.3	\$104,335	\$107,466	\$110,690	\$114,011
12.4	\$105,728	\$108,900	\$112,167	\$115,533
12.5	\$107,122	\$110,336	\$113,647	\$117,057
13.0	\$108,510	\$111,766	\$115,119	\$118,573
13.1	\$110,825	\$114,150	\$117,575	\$121,103
13.2	\$113,138	\$116,533	\$120,029	\$123,630
13.3	\$115,451	\$118,915	\$122,483	\$126,158
14.0	\$117,761	\$121,294	\$124,933	\$128,681
14.1	\$120,076	\$123,679	\$127,390	\$131,212
14.2	\$122,385	\$126,057	\$129,839	\$133,735
14.3	\$124,696	\$128,437	\$132,291	\$136,260

#### 10 Day Fortnight – 15.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
1.0	\$64,689	\$66,630	\$68,629	\$70,688
1.1	\$65,080	\$67,033	\$69,044	\$71,116
1.2	\$65,470	\$67,435	\$69,459	\$71,543
1.3	\$65,853	\$67,829	\$69,864	\$71,960
1.4	\$66,242	\$68,230	\$70,277	\$72,386
1.5	\$66,626	\$68,625	\$70,684	\$72,805
1.6	\$67,019	\$69,030	\$71,101	\$73,235
1.7	\$67,406	\$69,429	\$71,512	\$73,658
2.0	\$67,786	\$69,820	\$71,915	\$74,073
2.1	\$68,177	\$70,223	\$72,330	\$74,500
2.2	\$68,561	\$70,618	\$72,737	\$74,920
2.3	\$68,952	\$71,021	\$73,152	\$75,347
2.4	\$69,335	\$71,416	\$73,559	\$75,766
2.5	\$69,724	\$71,816	\$73,971	\$76,191
2.6	\$70,115	\$72,219	\$74,386	\$76,618
2.7	\$70,501	\$72,617	\$74,796	\$77,040
3.0	\$70,882	\$73,009	\$75,200	\$77,456
3.1	\$71,282	\$73,421	\$75,624	\$77,893
3.2	\$71,661	\$73,811	\$76,026	\$78,307
3.3	\$72,052	\$74,214	\$76,441	\$78,735
3.4	\$72,435	\$74,609	\$76,848	\$79,154
3.5	\$72,827	\$75,012	\$77,263	\$79,581
3.6	\$73,215	\$75,412	\$77,675	\$80,006
3.7	\$73,600	\$75,808	\$78,083	\$80,426
4.0	\$73,989	\$76,209	\$78,496	\$80,851
4.1	\$75,415	\$77,678	\$80,009	\$82,410
4.2	\$76,834	\$79,140	\$81,515	\$83,961
5.0	\$78,262	\$80,610	\$83,029	\$85,520
5.1	\$79,688	\$82,079	\$84,542	\$87,079

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
5.2	\$81,108	\$83,542	\$86,049	\$88,631
6.0	\$82,531	\$85,007	\$87,558	\$90,185
6.1	\$83,959	\$86,478	\$89,073	\$91,746
6.2	\$85,380	\$87,942	\$90,581	\$93,299
7.0	\$86,810	\$89,415	\$92,098	\$94,861
7.1	\$88,230	\$90,877	\$93,604	\$96,413
7.2	\$89,655	\$92,345	\$95,116	\$97,970
8.0	\$91,083	\$93,816	\$96,631	\$99,530
8.1	\$92,506	\$95,282	\$98,141	\$101,086
8.2	\$93,935	\$96,754	\$99,657	\$102,647
9.0	\$95,354	\$98,215	\$101,162	\$104,197
9.1	\$96,782	\$99,686	\$102,677	\$105,758
9.2	\$98,207	\$101,154	\$104,189	\$107,315
9.3	\$99,626	\$102,615	\$105,694	\$108,865
10.0	\$101,060	\$104,092	\$107,215	\$110,432
10.1	\$102,477	\$105,552	\$108,719	\$111,981
10.2	\$103,903	\$107,021	\$110,232	\$113,539
10.3	\$105,329	\$108,489	\$111,744	\$115,097

#### 10 Day Fortnight – 17.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
1.0	\$65,809	\$67,784	\$69,818	\$71,913
1.1	\$66,207	\$68,194	\$70,240	\$72,348
1.2	\$66,604	\$68,603	\$70,662	\$72,782
1.3	\$66,994	\$69,004	\$71,075	\$73,208
1.4	\$67,389	\$69,411	\$71,494	\$73,639
1.5	\$67,780	\$69,814	\$71,909	\$74,067
1.6	\$68,179	\$70,225	\$72,332	\$74,502
1.7	\$68,573	\$70,631	\$72,750	\$74,933
2.0	\$68,960	\$71,029	\$73,160	\$75,355
2.1	\$69,358	\$71,439	\$73,583	\$75,791
2.2	\$69,748	\$71,841	\$73,997	\$76,217
2.3	\$70,146	\$72,251	\$74,419	\$76,652
2.4	\$70,535	\$72,652	\$74,832	\$77,077
2.5	\$70,931	\$73,059	\$75,251	\$77,509
2.6	\$71,330	\$73,470	\$75,675	\$77,946
2.7	\$71,722	\$73,874	\$76,091	\$78,374
3.0	\$72,110	\$74,274	\$76,503	\$78,799
3.1	\$72,516	\$74,692	\$76,933	\$79,241
3.2	\$72,902	\$75,090	\$77,343	\$79,664
3.3	\$73,300	\$75,499	\$77,764	\$80,097
3.4	\$73,689	\$75,900	\$78,177	\$80,523
3.5	\$74,088	\$76,311	\$78,601	\$80,960
3.6	\$74,483	\$76,718	\$79,020	\$81,391
3.7	\$74,875	\$77,122	\$79,436	\$81,820
4.0	\$75,271	\$77,530	\$79,856	\$82,252
4.1	\$76,720	\$79,022	\$81,393	\$83,835
4.2	\$78,165	\$80,510	\$82,926	\$85,414
5.0	\$79,617	\$82,006	\$84,467	\$87,002
5.1	\$81,068	\$83,501	\$86,007	\$88,588
5.2	\$82,512	\$84,988	\$87,538	\$90,165
6.0	\$83,960	\$86,479	\$89,074	\$91,747

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
6.1	\$85,413	\$87,976	\$90,616	\$93,335
6.2	\$86,858	\$89,464	\$92,148	\$94,913
7.0	\$88,313	\$90,963	\$93,692	\$96,503
7.1	\$89,758	\$92,451	\$95,225	\$98,082
7.2	\$91,207	\$93,944	\$96,763	\$99,666
8.0	\$92,661	\$95,441	\$98,305	\$101,255
8.1	\$94,108	\$96,932	\$99,840	\$102,836
8.2	\$95,562	\$98,429	\$101,382	\$104,424
9.0	\$97,006	\$99,917	\$102,915	\$106,003
9.1	\$98,458	\$101,412	\$104,455	\$107,589
9.2	\$99,908	\$102,906	\$105,994	\$109,174
9.3	\$101,351	\$104,392	\$107,524	\$110,750
10.0	\$102,810	\$105,895	\$109,072	\$112,345
10.1	\$104,252	\$107,380	\$110,602	\$113,921
10.2	\$105,702	\$108,874	\$112,141	\$115,506
10.3	\$107,153	\$110,368	\$113,680	\$117,091

#### 10 Day Fortnight – 22.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
1.0	\$68,610	\$70,669	\$72,790	\$74,974
1.1	\$69,024	\$71,095	\$73,228	\$75,425
1.2	\$69,438	\$71,522	\$73,668	\$75,879
1.3	\$69,845	\$71,941	\$74,100	\$76,323
1.4	\$70,256	\$72,364	\$74,535	\$76,772
1.5	\$70,664	\$72,784	\$74,968	\$77,218
1.6	\$71,081	\$73,214	\$75,411	\$77,674
1.7	\$71,491	\$73,636	\$75,846	\$78,122
2.0	\$71,894	\$74,051	\$76,273	\$78,562
2.1	\$72,309	\$74,479	\$76,714	\$79,016
2.2	\$72,716	\$74,898	\$77,145	\$79,460
2.3	\$73,131	\$75,325	\$77,585	\$79,913
2.4	\$73,537	\$75,744	\$78,017	\$80,358
2.5	\$73,950	\$76,169	\$78,455	\$80,809
2.6	\$74,365	\$76,596	\$78,894	\$81,261
2.7	\$74,774	\$77,018	\$79,329	\$81,709
3.0	\$75,178	\$77,434	\$79,758	\$82,151
3.1	\$75,602	\$77,871	\$80,208	\$82,615
3.2	\$76,004	\$78,285	\$80,634	\$83,054
3.3	\$76,419	\$78,712	\$81,074	\$83,507
3.4	\$76,825	\$79,130	\$81,504	\$83,950
3.5	\$77,241	\$79,559	\$81,946	\$84,405
3.6	\$77,653	\$79,983	\$82,383	\$84,855
3.7	\$78,061	\$80,403	\$82,816	\$85,301
4.0	\$78,474	\$80,829	\$83,254	\$85,752
4.1	\$79,985	\$82,385	\$84,857	\$87,403
4.2	\$81,491	\$83,936	\$86,455	\$89,049
5.0	\$83,005	\$85,496	\$88,061	\$90,703
5.1	\$84,518	\$87,054	\$89,666	\$92,356
5.2	\$86,023	\$88,604	\$91,263	\$94,001
6.0	\$87,532	\$90,158	\$92,863	\$95,649
6.1	\$89,048	\$91,720	\$94,472	\$97,307
6.2	\$90,554	\$93,271	\$96,070	\$98,953

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
7.0	\$92,071	\$94,834	\$97,680	\$100,611
7.1	\$93,578	\$96,386	\$99,278	\$102,257
7.2	\$95,088	\$97,941	\$100,880	\$103,907
8.0	\$96,604	\$99,503	\$102,489	\$105,564
8.1	\$98,113	\$101,057	\$104,089	\$107,212
8.2	\$99,628	\$102,617	\$105,696	\$108,867
9.0	\$101,134	\$104,169	\$107,295	\$110,514
9.1	\$102,648	\$105,728	\$108,900	\$112,167
9.2	\$104,159	\$107,284	\$110,503	\$113,819
9.3	\$105,664	\$108,834	\$112,100	\$115,463
10.0	\$107,185	\$110,401	\$113,714	\$117,126
10.1	\$108,688	\$111,949	\$115,308	\$118,768
10.2	\$110,200	\$113,506	\$116,912	\$120,420
10.3	\$111,713	\$115,065	\$118,517	\$122,073

#### 10 Day Fortnight – 13% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$103,740	\$106,853	\$110,059	\$113,361
11.1	\$105,311	\$108,471	\$111,726	\$115,078
11.2	\$106,886	\$110,093	\$113,396	\$116,798
11.3	\$108,461	\$111,715	\$115,067	\$118,520
11.4	\$110,030	\$113,331	\$116,731	\$120,233
11.5	\$111,608	\$114,957	\$118,406	\$121,959
12.0	\$113,180	\$116,576	\$120,074	\$123,677
12.1	\$114,758	\$118,201	\$121,748	\$125,401
12.2	\$116,322	\$119,812	\$123,407	\$127,110
12.3	\$117,899	\$121,436	\$125,080	\$128,833
12.4	\$119,473	\$123,058	\$126,750	\$130,553
12.5	\$121,048	\$124,680	\$128,421	\$132,274
13.0	\$122,616	\$126,295	\$130,084	\$133,987
13.1	\$125,232	\$128,989	\$132,859	\$136,845
13.2	\$127,846	\$131,682	\$135,633	\$139,702
13.3	\$130,460	\$134,374	\$138,406	\$142,559
14.0	\$133,070	\$137,063	\$141,175	\$145,411
14.1	\$135,686	\$139,757	\$143,950	\$148,269
14.2	\$138,295	\$142,444	\$146,718	\$151,120
14.3	\$140,906	\$145,134	\$149,489	\$153,974

#### 10 Day Fortnight – 15% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$105,576	\$108,744	\$112,007	\$115,368
11.1	\$107,175	\$110,391	\$113,703	\$117,115
11.2	\$108,777	\$112,041	\$115,403	\$118,866
11.3	\$110,380	\$113,692	\$117,103	\$120,617
11.4	\$111,978	\$115,338	\$118,799	\$122,363
11.5	\$113,583	\$116,991	\$120,501	\$124,117
12.0	\$115,183	\$118,639	\$122,199	\$125,865
12.1	\$116,789	\$120,293	\$123,902	\$127,620
12.2	\$118,381	\$121,933	\$125,591	\$129,359
12.3	\$119,985	\$123,585	\$127,293	\$131,112

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
12.4	\$121,587	\$125,235	\$128,993	\$132,863
12.5	\$123,190	\$126,886	\$130,693	\$134,614
13.0	\$124,787	\$128,531	\$132,387	\$136,359
13.1	\$127,449	\$131,273	\$135,212	\$139,269
13.2	\$130,109	\$134,013	\$138,034	\$142,176
13.3	\$132,769	\$136,753	\$140,856	\$145,082
14.0	\$135,425	\$139,488	\$143,673	\$147,984
14.1	\$138,087	\$142,230	\$146,497	\$150,892
14.2	\$140,743	\$144,966	\$149,315	\$153,795
14.3	\$143,400	\$147,702	\$152,134	\$156,699

**10 Day Fortnight – 20% Loading – Salary Point 11.0 and Above**

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$110,166	\$113,471	\$116,876	\$120,383
11.1	\$111,835	\$115,191	\$118,647	\$122,207
11.2	\$113,507	\$116,913	\$120,421	\$124,034
11.3	\$115,180	\$118,636	\$122,196	\$125,862
11.4	\$116,846	\$120,352	\$123,963	\$127,682
11.5	\$118,522	\$122,078	\$125,741	\$129,514
12.0	\$120,191	\$123,797	\$127,511	\$131,337
12.1	\$121,867	\$125,524	\$129,290	\$133,169
12.2	\$123,528	\$127,234	\$131,052	\$134,984
12.3	\$125,202	\$128,959	\$132,828	\$136,813
12.4	\$126,874	\$130,681	\$134,602	\$138,641
12.5	\$128,546	\$132,403	\$136,376	\$140,468
13.0	\$130,212	\$134,119	\$138,143	\$142,288
13.1	\$132,990	\$136,980	\$141,090	\$145,323
13.2	\$135,766	\$139,839	\$144,035	\$148,357
13.3	\$138,541	\$142,698	\$146,979	\$151,389
14.0	\$141,313	\$145,553	\$149,920	\$154,418
14.1	\$144,091	\$148,414	\$152,867	\$157,454
14.2	\$146,862	\$151,268	\$155,807	\$160,482
14.3	\$149,635	\$154,125	\$158,749	\$163,512

**ADMINISTRATION TRAINEE SALARIES**  
**Trainees Administration (Administrative Stream)**

**Rates effective from 1st August 2017**

Stage	Rate (% of Sal. Pt. 4.0)	Administration Trainee Rates	Adult Administration Trainee Rates
First six (6) months	40%	\$26,891	\$55,621
Second six (6) months	55%	\$36,183	\$55,621
On completion	Salary Point 4.0	\$64,060	\$64,060

**Rates effective from 1st March 2018**

Stage	Rate (% of Sal. Pt. 4.0)	Administration Trainee Rates	Adult Administration Trainee Rates
First six (6) months	40%	\$27,698	\$57,290
Second six (6) months	55%	\$37,269	\$57,290
On completion	Salary Point 4.0	\$65,982	\$65,982

**Rates effective from 1st March 2019**

Stage	Rate (% of Sal. Pt. 4.0)	Administration Trainee Rates	Adult Administration Trainee Rates
First six (6) months	40%	\$28,529	\$59,009
Second six (6) months	55%	\$38,388	\$59,009
On completion	Salary Point 4.0	\$67,962	\$67,962

**Rates effective from 1st March 2020**

Stage	Rate (% of Sal. Pt. 4.0)	Administration Trainee Rates	Adult Administration Trainee Rates
First six (6) months	40%	\$29,385	\$60,780
Second six (6) months	55%	\$39,540	\$60,780
On completion	Salary Point 4.0	\$70,001	\$70,001

## **Professional & Managerial**

### **9 Day Fortnight**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
6.2	\$73,922	\$76,140	\$78,425	\$80,778
7.0	\$75,160	\$77,415	\$79,738	\$82,131
7.1	\$76,390	\$78,682	\$81,043	\$83,475
7.2	\$77,623	\$79,952	\$82,351	\$84,822
8.0	\$78,860	\$81,226	\$83,663	\$86,173
8.1	\$80,092	\$82,495	\$84,970	\$87,520
8.2	\$81,329	\$83,769	\$86,283	\$88,872
9.0	\$82,558	\$85,035	\$87,587	\$90,215
9.1	\$83,794	\$86,308	\$88,898	\$91,565
9.2	\$85,028	\$87,579	\$90,207	\$92,914
9.3	\$86,256	\$88,844	\$91,510	\$94,256
10.0	\$87,498	\$90,123	\$92,827	\$95,612
10.1	\$88,725	\$91,387	\$94,129	\$96,953
10.2	\$89,959	\$92,658	\$95,438	\$98,302
10.3	\$91,194	\$93,930	\$96,748	\$99,651
11.0	\$91,805	\$94,560	\$97,397	\$100,319
11.1	\$93,196	\$95,992	\$98,872	\$101,839
11.2	\$94,589	\$97,427	\$100,350	\$103,361
11.3	\$95,983	\$98,863	\$101,829	\$104,884
11.4	\$97,372	\$100,294	\$103,303	\$106,403
11.5	\$98,768	\$101,732	\$104,784	\$107,928
12.0	\$100,159	\$103,164	\$106,259	\$109,447
12.1	\$101,556	\$104,603	\$107,742	\$110,975
12.2	\$102,940	\$106,029	\$109,210	\$112,487
12.3	\$104,335	\$107,466	\$110,690	\$114,011
12.4	\$105,728	\$108,900	\$112,167	\$115,533
12.5	\$107,122	\$110,336	\$113,647	\$117,057
13.0	\$108,510	\$111,766	\$115,119	\$118,573
13.1	\$110,825	\$114,150	\$117,575	\$121,103
13.2	\$113,138	\$116,533	\$120,029	\$123,630
13.3	\$115,451	\$118,915	\$122,483	\$126,158
14.0	\$117,761	\$121,294	\$124,933	\$128,681
14.1	\$120,076	\$123,679	\$127,390	\$131,212
14.2	\$122,385	\$126,057	\$129,839	\$133,735
14.3	\$124,696	\$128,437	\$132,291	\$136,260
15.0	\$127,013	\$130,824	\$134,749	\$138,792
15.1	\$129,581	\$133,469	\$137,474	\$141,599
15.2	\$132,152	\$136,117	\$140,201	\$144,408
15.3	\$134,721	\$138,763	\$142,926	\$147,214
15.4	\$137,288	\$141,407	\$145,650	\$150,020
15.5	\$139,859	\$144,055	\$148,377	\$152,829
16.0	\$142,425	\$146,698	\$151,099	\$155,632
16.1	\$145,253	\$149,611	\$154,100	\$158,723
16.2	\$148,078	\$152,521	\$157,097	\$161,810
16.3	\$150,904	\$155,432	\$160,095	\$164,898
16.4	\$153,733	\$158,345	\$163,096	\$167,989
16.5	\$156,557	\$161,254	\$166,092	\$171,075

### 10 Day Fortnight – 15.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
6.2	\$85,380	\$87,942	\$90,581	\$93,299
7.0	\$86,810	\$89,415	\$92,098	\$94,861
7.1	\$88,230	\$90,877	\$93,604	\$96,413
7.2	\$89,655	\$92,345	\$95,116	\$97,970
8.0	\$91,083	\$93,816	\$96,631	\$99,530
8.1	\$92,506	\$95,282	\$98,141	\$101,086
8.2	\$93,935	\$96,754	\$99,657	\$102,647
9.0	\$95,354	\$98,215	\$101,162	\$104,197
9.1	\$96,782	\$99,686	\$102,677	\$105,758
9.2	\$98,207	\$101,154	\$104,189	\$107,315
9.3	\$99,626	\$102,615	\$105,694	\$108,865
10.0	\$101,060	\$104,092	\$107,215	\$110,432
10.1	\$102,477	\$105,552	\$108,719	\$111,981
10.2	\$103,903	\$107,021	\$110,232	\$113,539
10.3	\$105,329	\$108,489	\$111,744	\$115,097

### 10 Day Fortnight – 17.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
6.2	\$86,858	\$89,464	\$92,148	\$94,913
7.0	\$88,313	\$90,963	\$93,692	\$96,503
7.1	\$89,758	\$92,451	\$95,225	\$98,082
7.2	\$91,207	\$93,944	\$96,763	\$99,666
8.0	\$92,661	\$95,441	\$98,305	\$101,255
8.1	\$94,108	\$96,932	\$99,840	\$102,836
8.2	\$95,562	\$98,429	\$101,382	\$104,424
9.0	\$97,006	\$99,917	\$102,915	\$106,003
9.1	\$98,458	\$101,412	\$104,455	\$107,589
9.2	\$99,908	\$102,906	\$105,994	\$109,174
9.3	\$101,351	\$104,392	\$107,524	\$110,750
10.0	\$102,810	\$105,895	\$109,072	\$112,345
10.1	\$104,252	\$107,380	\$110,602	\$113,921
10.2	\$105,702	\$108,874	\$112,141	\$115,506
10.3	\$107,153	\$110,368	\$113,680	\$117,091

### 10 Day Fortnight – 22.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
6.2	\$90,554	\$93,271	\$96,070	\$98,953
7.0	\$92,071	\$94,834	\$97,680	\$100,611
7.1	\$93,578	\$96,386	\$99,278	\$102,257
7.2	\$95,088	\$97,941	\$100,880	\$103,907
8.0	\$96,604	\$99,503	\$102,489	\$105,564
8.1	\$98,113	\$101,057	\$104,089	\$107,212
8.2	\$99,628	\$102,617	\$105,696	\$108,867
9.0	\$101,134	\$104,169	\$107,295	\$110,514
9.1	\$102,648	\$105,728	\$108,900	\$112,167
9.2	\$104,159	\$107,284	\$110,503	\$113,819
9.3	\$105,664	\$108,834	\$112,100	\$115,463
10.0	\$107,185	\$110,401	\$113,714	\$117,126

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
10.1	\$108,688	\$111,949	\$115,308	\$118,768
10.2	\$110,200	\$113,506	\$116,912	\$120,420
10.3	\$111,713	\$115,065	\$118,517	\$122,073

#### 10 Day Fortnight – 13% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$103,740	\$106,853	\$110,059	\$113,361
11.1	\$105,311	\$108,471	\$111,726	\$115,078
11.2	\$106,886	\$110,093	\$113,396	\$116,798
11.3	\$108,461	\$111,715	\$115,067	\$118,520
11.4	\$110,030	\$113,331	\$116,731	\$120,233
11.5	\$111,608	\$114,957	\$118,406	\$121,959
12.0	\$113,180	\$116,576	\$120,074	\$123,677
12.1	\$114,758	\$118,201	\$121,748	\$125,401
12.2	\$116,322	\$119,812	\$123,407	\$127,110
12.3	\$117,899	\$121,436	\$125,080	\$128,833
12.4	\$119,473	\$123,058	\$126,750	\$130,553
12.5	\$121,048	\$124,680	\$128,421	\$132,274
13.0	\$122,616	\$126,295	\$130,084	\$133,987
13.1	\$125,232	\$128,989	\$132,859	\$136,845
13.2	\$127,846	\$131,682	\$135,633	\$139,702
13.3	\$130,460	\$134,374	\$138,406	\$142,559
14.0	\$133,070	\$137,063	\$141,175	\$145,411
14.1	\$135,686	\$139,757	\$143,950	\$148,269
14.2	\$138,295	\$142,444	\$146,718	\$151,120
14.3	\$140,906	\$145,134	\$149,489	\$153,974
15.0	\$143,525	\$147,831	\$152,266	\$156,834
15.1	\$146,427	\$150,820	\$155,345	\$160,006
15.2	\$149,332	\$153,812	\$158,427	\$163,180
15.3	\$152,235	\$156,803	\$161,508	\$166,354
15.4	\$155,135	\$159,790	\$164,584	\$169,522
15.5	\$158,041	\$162,783	\$167,667	\$172,698
16.0	\$160,940	\$165,769	\$170,743	\$175,866
16.1	\$164,136	\$169,061	\$174,133	\$179,357
16.2	\$167,328	\$172,348	\$177,519	\$182,845
16.3	\$170,522	\$175,638	\$180,908	\$186,336
16.4	\$173,718	\$178,930	\$184,298	\$189,827
16.5	\$176,909	\$182,217	\$187,684	\$193,315

#### 10 Day Fortnight – 15% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$105,576	\$108,744	\$112,007	\$115,368
11.1	\$107,175	\$110,391	\$113,703	\$117,115
11.2	\$108,777	\$112,041	\$115,403	\$118,866
11.3	\$110,380	\$113,692	\$117,103	\$120,617
11.4	\$111,978	\$115,338	\$118,799	\$122,363
11.5	\$113,583	\$116,991	\$120,501	\$124,117
12.0	\$115,183	\$118,639	\$122,199	\$125,865
12.1	\$116,789	\$120,293	\$123,902	\$127,620
12.2	\$118,381	\$121,933	\$125,591	\$129,359

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
12.3	\$119,985	\$123,585	\$127,293	\$131,112
12.4	\$121,587	\$125,235	\$128,993	\$132,863
12.5	\$123,190	\$126,886	\$130,693	\$134,614
13.0	\$124,787	\$128,531	\$132,387	\$136,359
13.1	\$127,449	\$131,273	\$135,212	\$139,269
13.2	\$130,109	\$134,013	\$138,034	\$142,176
13.3	\$132,769	\$136,753	\$140,856	\$145,082
14.0	\$135,425	\$139,488	\$143,673	\$147,984
14.1	\$138,087	\$142,230	\$146,497	\$150,892
14.2	\$140,743	\$144,966	\$149,315	\$153,795
14.3	\$143,400	\$147,702	\$152,134	\$156,699
15.0	\$146,065	\$150,447	\$154,961	\$159,610
15.1	\$149,018	\$153,489	\$158,094	\$162,837
15.2	\$151,975	\$156,535	\$161,232	\$166,069
15.3	\$154,929	\$159,577	\$164,365	\$169,296
15.4	\$157,881	\$162,618	\$167,497	\$172,522
15.5	\$160,838	\$165,664	\$170,634	\$175,754
16.0	\$163,789	\$168,703	\$173,765	\$178,978
16.1	\$167,041	\$172,053	\$177,215	\$182,532
16.2	\$170,290	\$175,399	\$180,661	\$186,081
16.3	\$173,540	\$178,747	\$184,110	\$189,634
16.4	\$176,793	\$182,097	\$187,560	\$193,187
16.5	\$180,041	\$185,443	\$191,007	\$196,738

#### 10 Day Fortnight – 20% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	\$110,166	\$113,471	\$116,876	\$120,383
11.1	\$111,835	\$115,191	\$118,647	\$122,207
11.2	\$113,507	\$116,913	\$120,421	\$124,034
11.3	\$115,180	\$118,636	\$122,196	\$125,862
11.4	\$116,846	\$120,352	\$123,963	\$127,682
11.5	\$118,522	\$122,078	\$125,741	\$129,514
12.0	\$120,191	\$123,797	\$127,511	\$131,337
12.1	\$121,867	\$125,524	\$129,290	\$133,169
12.2	\$123,528	\$127,234	\$131,052	\$134,984
12.3	\$125,202	\$128,959	\$132,828	\$136,813
12.4	\$126,874	\$130,681	\$134,602	\$138,641
12.5	\$128,546	\$132,403	\$136,376	\$140,468
13.0	\$130,212	\$134,119	\$138,143	\$142,288
13.1	\$132,990	\$136,980	\$141,090	\$145,323
13.2	\$135,766	\$139,839	\$144,035	\$148,357
13.3	\$138,541	\$142,698	\$146,979	\$151,389
14.0	\$141,313	\$145,553	\$149,920	\$154,418
14.1	\$144,091	\$148,414	\$152,867	\$157,454
14.2	\$146,862	\$151,268	\$155,807	\$160,482
14.3	\$149,635	\$154,125	\$158,749	\$163,512
15.0	\$152,416	\$156,989	\$161,699	\$166,550
15.1	\$155,497	\$160,162	\$164,967	\$169,917
15.2	\$158,582	\$163,340	\$168,241	\$173,289
15.3	\$161,665	\$166,515	\$171,511	\$176,657
15.4	\$164,746	\$169,689	\$174,780	\$180,024
15.5	\$167,831	\$172,866	\$178,052	\$183,394

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
16.0	\$170,910	\$176,038	\$181,320	\$186,760
16.1	\$174,304	\$179,534	\$184,921	\$190,469
16.2	\$177,694	\$183,025	\$188,516	\$194,172
16.3	\$181,085	\$186,518	\$192,114	\$197,878
16.4	\$184,480	\$190,015	\$195,716	\$201,588
16.5	\$187,868	\$193,505	\$199,311	\$205,291

### 1.3 SPARQ SOLUTIONS ADMINISTRATIVE STREAM AND PROFESSIONAL & MANAGERIAL STREAM

#### Administrative Employee

#### 9 Day Fortnight

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
0.0	\$55,889	\$57,566	\$59,009	\$60,780
1.0	\$56,279	\$57,968	\$59,420	\$61,203
1.1	\$56,620	\$58,319	\$59,779	\$61,573
1.2	\$56,958	\$58,667	\$60,137	\$61,942
1.3	\$57,292	\$59,011	\$60,489	\$62,304
1.4	\$57,631	\$59,360	\$60,846	\$62,672
1.5	\$57,964	\$59,703	\$61,199	\$63,035
1.6	\$58,305	\$60,055	\$61,559	\$63,406
1.7	\$58,642	\$60,402	\$61,915	\$63,773
2.0	\$58,975	\$60,745	\$62,264	\$64,132
2.1	\$59,315	\$61,095	\$62,623	\$64,502
2.2	\$59,648	\$61,438	\$62,976	\$64,866
2.3	\$59,988	\$61,788	\$63,335	\$65,236
2.4	\$60,322	\$62,132	\$63,686	\$65,597
2.5	\$60,659	\$62,479	\$64,045	\$65,967
2.6	\$61,001	\$62,832	\$64,404	\$66,337
2.7	\$61,335	\$63,176	\$64,759	\$66,702
3.0	\$61,669	\$63,520	\$65,109	\$67,063
3.1	\$62,015	\$63,876	\$65,476	\$67,441
3.2	\$62,345	\$64,216	\$65,824	\$67,799
3.3	\$62,686	\$64,567	\$66,183	\$68,169
3.4	\$63,018	\$64,909	\$66,534	\$68,531
3.5	\$63,358	\$65,259	\$66,895	\$68,902
3.6	\$63,697	\$65,608	\$67,251	\$69,269
3.7	\$64,032	\$65,953	\$67,605	\$69,634
4.0	\$64,371	\$66,303	\$67,962	\$70,001
4.1	\$65,610	\$67,579	\$69,271	\$71,350
4.2	\$66,845	\$68,851	\$70,575	\$72,693
5.0	\$68,087	\$70,130	\$71,886	\$74,043
5.1	\$69,328	\$71,408	\$73,196	\$75,392
5.2	\$70,564	\$72,681	\$74,500	\$76,735
6.0	\$71,803	\$73,958	\$75,807	\$78,082
6.1	\$73,046	\$75,238	\$77,120	\$79,434
6.2	\$74,282	\$76,511	\$78,425	\$80,778
7.0	\$75,525	\$77,791	\$79,738	\$82,131
7.1	\$76,761	\$79,064	\$81,043	\$83,475
7.2	\$77,999	\$80,339	\$82,351	\$84,822
8.0	\$79,243	\$81,621	\$83,663	\$86,173
8.1	\$80,481	\$82,896	\$84,970	\$87,520
8.2	\$81,724	\$84,176	\$86,283	\$88,872
9.0	\$82,959	\$85,448	\$87,587	\$90,215
9.1	\$84,201	\$86,728	\$88,898	\$91,565
9.2	\$85,440	\$88,004	\$90,207	\$92,914
9.3	\$86,675	\$89,276	\$91,510	\$94,256
10.0	\$87,922	\$90,560	\$92,827	\$95,612
10.1	\$89,156	\$91,831	\$94,129	\$96,953
10.2	\$90,395	\$93,107	\$95,438	\$98,302

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
10.3	\$91,637	\$94,387	\$96,748	\$99,651
11.0	\$92,250	\$95,018	\$97,397	\$100,319
11.1	\$93,649	\$96,459	\$98,872	\$101,839
11.2	\$95,049	\$97,901	\$100,350	\$103,361
11.3	\$96,448	\$99,342	\$101,829	\$104,884
11.4	\$97,845	\$100,781	\$103,303	\$106,403
11.5	\$99,246	\$102,224	\$104,784	\$107,928
12.0	\$100,646	\$103,666	\$106,259	\$109,447
12.1	\$102,049	\$105,111	\$107,742	\$110,975
12.2	\$103,439	\$106,543	\$109,210	\$112,487
12.3	\$104,842	\$107,988	\$110,690	\$114,011
12.4	\$106,241	\$109,429	\$112,167	\$115,533
12.5	\$107,643	\$110,873	\$113,647	\$117,057
13.0	\$109,036	\$112,308	\$115,119	\$118,573
13.1	\$111,363	\$114,704	\$117,575	\$121,103
13.2	\$113,688	\$117,099	\$120,029	\$123,630
13.3	\$116,012	\$119,493	\$122,483	\$126,158
14.0	\$118,332	\$121,882	\$124,933	\$128,681
14.1	\$120,660	\$124,280	\$127,390	\$131,212
14.2	\$122,979	\$126,669	\$129,839	\$133,735
14.3	\$125,301	\$129,061	\$132,291	\$136,260

**Professional & Managerial****9 Day Fortnight**

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
6.2	\$74,282	\$76,511	\$78,425	\$80,778
7.0	\$75,525	\$77,791	\$79,738	\$82,131
7.1	\$76,761	\$79,064	\$81,043	\$83,475
7.2	\$77,999	\$80,339	\$82,351	\$84,822
8.0	\$79,243	\$81,621	\$83,663	\$86,173
8.1	\$80,481	\$82,896	\$84,970	\$87,520
8.2	\$81,724	\$84,176	\$86,283	\$88,872
9.0	\$82,959	\$85,448	\$87,587	\$90,215
9.1	\$84,201	\$86,728	\$88,898	\$91,565
9.2	\$85,440	\$88,004	\$90,207	\$92,914
9.3	\$86,675	\$89,276	\$91,510	\$94,256
10.0	\$87,922	\$90,560	\$92,827	\$95,612
10.1	\$89,156	\$91,831	\$94,129	\$96,953
10.2	\$90,395	\$93,107	\$95,438	\$98,302
10.3	\$91,637	\$94,387	\$96,748	\$99,651
11.0	\$92,250	\$95,018	\$97,397	\$100,319
11.1	\$93,649	\$96,459	\$98,872	\$101,839
11.2	\$95,049	\$97,901	\$100,350	\$103,361
11.3	\$96,448	\$99,342	\$101,829	\$104,884
11.4	\$97,845	\$100,781	\$103,303	\$106,403
11.5	\$99,246	\$102,224	\$104,784	\$107,928
12.0	\$100,646	\$103,666	\$106,259	\$109,447
12.1	\$102,049	\$105,111	\$107,742	\$110,975
12.2	\$103,439	\$106,543	\$109,210	\$112,487
12.3	\$104,842	\$107,988	\$110,690	\$114,011
12.4	\$106,241	\$109,429	\$112,167	\$115,533
12.5	\$107,643	\$110,873	\$113,647	\$117,057
13.0	\$109,036	\$112,308	\$115,119	\$118,573
13.1	\$111,363	\$114,704	\$117,575	\$121,103
13.2	\$113,688	\$117,099	\$120,029	\$123,630
13.3	\$116,012	\$119,493	\$122,483	\$126,158
14.0	\$118,332	\$121,882	\$124,933	\$128,681
14.1	\$120,660	\$124,280	\$127,390	\$131,212
14.2	\$122,979	\$126,669	\$129,839	\$133,735
14.3	\$125,301	\$129,061	\$132,291	\$136,260
15.0	\$127,630	\$131,459	\$134,749	\$138,792
15.1	\$130,210	\$134,117	\$137,474	\$141,599
15.2	\$132,793	\$136,777	\$140,201	\$144,408
15.3	\$135,375	\$139,437	\$142,926	\$147,214
15.4	\$137,954	\$142,093	\$145,650	\$150,020
15.5	\$140,537	\$144,754	\$148,377	\$152,829
16.0	\$143,117	\$147,411	\$151,099	\$155,632
16.1	\$145,958	\$150,337	\$154,100	\$158,723
16.2	\$148,797	\$153,261	\$157,097	\$161,810
16.3	\$151,637	\$156,187	\$160,095	\$164,898
16.4	\$154,479	\$159,114	\$163,096	\$167,989
16.5	\$157,317	\$162,037	\$166,092	\$171,075

# 10 Day Fortnight – 15.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
0.0	64,552	66,489	68,156	70,201
1.0	65,002	66,953	68,629	70,688
1.1	65,396	67,358	69,044	71,116
1.2	65,786	67,760	69,459	71,543
1.3	66,172	68,158	69,864	71,960
1.4	66,564	68,561	70,277	72,386
1.5	66,948	68,957	70,684	72,805
1.6	67,342	69,363	71,101	73,235
1.7	67,732	69,764	71,512	73,658
2.0	68,116	70,160	71,915	74,073
2.1	68,509	70,565	72,330	74,500
2.2	68,893	70,960	72,737	74,920
2.3	69,286	71,365	73,152	75,347
2.4	69,672	71,763	73,559	75,766
2.5	70,061	72,163	73,971	76,191
2.6	70,456	72,570	74,386	76,618
2.7	70,842	72,968	74,796	77,040
3.0	71,228	73,365	75,200	77,456
3.1	71,627	73,776	75,624	77,893
3.2	72,008	74,169	76,026	78,307
3.3	72,402	74,575	76,441	78,735
3.4	72,786	74,970	76,848	79,154
3.5	73,178	75,374	77,263	79,581
3.6	73,570	75,778	77,675	80,006
3.7	73,957	76,176	78,083	80,426
4.0	74,349	76,580	78,496	80,851
4.1	75,780	78,054	80,009	82,410
4.2	77,206	79,523	81,515	83,961
5.0	78,640	81,000	83,029	85,520
5.1	80,074	82,477	84,542	87,079
5.2	81,501	83,947	86,049	88,631
6.0	82,932	85,420	87,558	90,185
6.1	84,368	86,900	89,073	91,746
6.2	85,796	88,370	90,581	93,299
7.0	87,231	89,848	92,098	94,861
7.1	88,659	91,319	93,604	96,413
7.2	90,089	92,792	95,116	97,970
8.0	91,526	94,272	96,631	99,530
8.1	92,956	95,745	98,141	101,086
8.2	94,391	97,223	99,657	102,647
9.0	95,818	98,693	101,162	104,197
9.1	97,252	100,170	102,677	105,758
9.2	98,683	101,644	104,189	107,315
9.3	100,110	103,114	105,694	108,865
10.0	101,550	104,597	107,215	110,432
10.1	102,975	106,065	108,719	111,981
10.2	104,406	107,539	110,232	113,539
10.3	105,841	109,017	111,744	115,097

### 10 Day Fortnight – 17.5% Loading – Salary Point 10.3 and Below

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
0.0	65,670	67,641	69,336	71,417
1.0	66,128	68,112	69,818	71,913
1.1	66,529	68,525	70,240	72,348
1.2	66,926	68,934	70,662	72,782
1.3	67,318	69,338	71,075	73,208
1.4	67,716	69,748	71,494	73,639
1.5	68,108	70,152	71,909	74,067
1.6	68,508	70,564	72,332	74,502
1.7	68,904	70,972	72,750	74,933
2.0	69,296	71,375	73,160	75,355
2.1	69,695	71,786	73,583	75,791
2.2	70,086	72,189	73,997	76,217
2.3	70,486	72,601	74,419	76,652
2.4	70,878	73,005	74,832	77,077
2.5	71,274	73,413	75,251	77,509
2.6	71,676	73,827	75,675	77,946
2.7	72,069	74,232	76,091	78,374
3.0	72,461	74,635	76,503	78,799
3.1	72,868	75,055	76,933	79,241
3.2	73,255	75,453	77,343	79,664
3.3	73,656	75,866	77,764	80,097
3.4	74,046	76,268	78,177	80,523
3.5	74,446	76,680	78,601	80,960
3.6	74,844	77,090	79,020	81,391
3.7	75,238	77,496	79,436	81,820
4.0	75,636	77,906	79,856	82,252
4.1	77,092	79,405	81,393	83,835
4.2	78,543	80,900	82,926	85,414
5.0	80,002	82,403	84,467	87,002
5.1	81,460	83,904	86,007	88,588
5.2	82,913	85,401	87,538	90,165
6.0	84,369	86,901	89,074	91,747
6.1	85,829	88,404	90,616	93,335
6.2	87,281	89,900	92,148	94,913
7.0	88,742	91,405	93,692	96,503
7.1	90,194	92,900	95,225	98,082
7.2	91,649	94,399	96,763	99,666
8.0	93,111	95,905	98,305	101,255
8.1	94,565	97,402	99,840	102,836
8.2	96,026	98,907	101,382	104,424
9.0	97,477	100,402	102,915	106,003
9.1	98,936	101,905	104,455	107,589
9.2	100,392	103,404	105,994	109,174
9.3	101,843	104,899	107,524	110,750
10.0	103,308	106,408	109,072	112,345
10.1	104,758	107,901	110,602	113,921
10.2	106,214	109,401	112,141	115,506
10.3	107,673	110,904	113,680	117,091

### 10 Day Fortnight – 13% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	104,243	107,371	110,059	113,361
11.1	105,823	108,998	111,726	115,078
11.2	107,405	110,628	113,396	116,798
11.3	108,986	112,256	115,067	118,520
11.4	110,565	113,882	116,731	120,233
11.5	112,148	115,513	118,406	121,959
12.0	113,730	117,142	120,074	123,677
12.1	115,315	118,775	121,748	125,401
12.2	116,886	120,393	123,407	127,110
12.3	118,471	122,026	125,080	128,833
12.4	120,052	123,654	126,750	130,553
12.5	121,637	125,287	128,421	132,274
13.0	123,211	126,908	130,084	133,987
13.1	125,840	129,616	132,859	136,845
13.2	128,467	132,322	135,633	139,702
13.3	131,094	135,027	138,406	142,559
14.0	133,715	137,727	141,175	145,411
14.1	136,346	140,437	143,950	148,269
14.2	138,966	143,135	146,718	151,120
14.3	141,590	145,838	149,489	153,974
15.0	144,222	148,549	152,266	156,834
15.1	147,137	151,552	155,345	160,006
15.2	150,056	154,558	158,427	163,180
15.3	152,974	157,564	161,508	166,354
15.4	155,888	160,565	164,584	169,522
15.5	158,807	163,572	167,667	172,698
16.0	161,722	166,574	170,743	175,866
16.1	164,933	169,881	174,133	179,357
16.2	168,141	173,186	177,519	182,845
16.3	171,350	176,491	180,908	186,336
16.4	174,561	179,798	184,298	189,827
16.5	177,768	183,102	187,684	193,315

### 10 Day Fortnight – 15% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	106,088	109,271	112,007	115,368
11.1	107,696	110,927	113,703	117,115
11.2	109,306	112,586	115,403	118,866
11.3	110,915	114,243	117,103	120,617
11.4	112,522	115,898	118,799	122,363
11.5	114,133	117,557	120,501	124,117
12.0	115,743	119,216	122,199	125,865
12.1	117,356	120,877	123,902	127,620
12.2	118,955	122,524	125,591	129,359

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
12.3	120,568	124,186	127,293	131,112
12.4	122,177	125,843	128,993	132,863
12.5	123,789	127,503	130,693	134,614
13.0	125,391	129,153	132,387	136,359
13.1	128,067	131,910	135,212	139,269
13.2	130,741	134,664	138,034	142,176
13.3	133,414	137,417	140,856	145,082
14.0	136,082	140,165	143,673	147,984
14.1	138,759	142,922	146,497	150,892
14.2	141,426	145,669	149,315	153,795
14.3	144,096	148,419	152,134	156,699
15.0	146,775	151,179	154,961	159,610
15.1	149,742	154,235	158,094	162,837
15.2	152,712	157,294	161,232	166,069
15.3	155,681	160,352	164,365	169,296
15.4	158,647	163,407	167,497	172,522
15.5	161,618	166,467	170,634	175,754
16.0	164,585	169,523	173,765	178,978
16.1	167,852	172,888	177,215	182,532
16.2	171,117	176,251	180,661	186,081
16.3	174,383	179,615	184,110	189,634
16.4	177,651	182,981	187,560	193,187
16.5	180,915	186,343	191,007	196,738

#### 10 Day Fortnight – 20% Loading – Salary Point 11.0 and Above

Salary Point	Rates effective 1st August 2017	Rates effective 1st March 2018	Rates effective 1st March 2019	Rates effective 1st March 2020
11.0	110,700	114,021	116,876	120,383
11.1	112,379	115,751	118,647	122,207
11.2	114,059	117,481	120,421	124,034
11.3	115,738	119,211	122,196	125,862
11.4	117,414	120,937	123,963	127,682
11.5	119,095	122,668	125,741	129,514
12.0	120,775	124,399	127,511	131,337
12.1	122,459	126,133	129,290	133,169
12.2	124,127	127,851	131,052	134,984
12.3	125,810	129,585	132,828	136,813
12.4	127,489	131,314	134,602	138,641
12.5	129,172	133,048	136,376	140,468
13.0	130,843	134,769	138,143	142,288
13.1	133,636	137,646	141,090	145,323
13.2	136,426	140,519	144,035	148,357
13.3	139,214	143,391	146,979	151,389
14.0	141,998	146,258	149,920	154,418
14.1	144,792	149,136	152,867	157,454
14.2	147,575	152,003	155,807	160,482
14.3	150,361	154,872	158,749	163,512
15.0	153,156	157,751	161,699	166,550
15.1	156,252	160,940	164,967	169,917
15.2	159,352	164,133	168,241	173,289
15.3	162,450	167,324	171,511	176,657
15.4	165,545	170,512	174,780	180,024

<b>Salary Point</b>	<b>Rates effective 1st August 2017</b>	<b>Rates effective 1st March 2018</b>	<b>Rates effective 1st March 2019</b>	<b>Rates effective 1st March 2020</b>
15.5	168,644	173,704	178,052	183,394
16.0	171,740	176,893	181,320	186,760
16.1	175,150	180,405	184,921	190,469
16.2	178,556	183,913	188,516	194,172
16.3	181,964	187,423	192,114	197,878
16.4	185,375	190,937	195,716	201,588
16.5	188,780	194,444	199,311	205,291

**REDUNDANCY****1. Preface**

The following provisions, other than those for voluntary redundancy, consultation and notice, are only to be accessed once *Energy Queensland* has exhausted the relevant provisions laid out in clause 1.10 Employment Security, of this Agreement.

Redundancy occurs when *Energy Queensland* identifies that the need for work of a particular kind has substantially diminished or ceased. Redundancy will normally occur where changed circumstances or work practices affect the efficient and economical working of the enterprise. Employees will be considered for retrenchment/redeployment on the basis of merit, equity, skills, competencies and length of service where a position is declared redundant. This process will not discriminate on the basis of sex, sexual preference, marital status, pregnancy, family responsibilities, age, race, colour, national origin, impairment, trade union activity, political conviction or on any other ground outlined by all and any relevant legislation.

**2. Exclusions**

This clause does not apply to an employee who:

- Is a casual employee;
- Is a Fixed Term employee as defined in this Agreement;
- Is an apprentice or a trainee under a traineeship;
- Does not have at least one (1) years' continuous service;
- Unreasonably refuses an offer of suitable alternative employment with *Energy Queensland*;
- Terminates employment during the period of notice given under clause 3.9.3 Notice of Termination by Employee, without the prior approval of *Energy Queensland* unless the approval is unreasonably withheld;
- Is terminated for neglect of duty, serious misconduct warranting summary dismissal; and/or
- Is specifically excluded by any provisions of this clause.

**3. Objectives**

The objectives of this provision are to:

- Provide sufficient flexibility to effectively address workforce issues arising from the rationalisation of operations and services from time to time within *Energy Queensland*, the changing nature of work and/or the rapidly changing environment within which *Energy Queensland* operates.
- Address these issues in an equitable fashion that supports the *Energy Queensland* commitment to its shareholders and the public's expectations for long term sustainable returns on their investments in this business.
- Maintain employees in employment within *Energy Queensland* wherever possible.
- Give preference to redeployment and voluntary retrenchment where appropriate.
- Provide financial assistance to employees who accept transfers to other locations.
- Pay monetary compensation to employees for whom suitable alternative employment cannot be found and whose employment is to be terminated.

#### **4. Definitions**

“Ordinary Rate of Pay” – The ordinary rate of pay for the purposes of this clause will encompass the following:

- Salary Rate as provided for in Salary Schedule A;
- Allowances for skills on a weekly basis (if applicable);
- Substation/Test Allowance on a weekly basis (if applicable); or
- Locality Allowance on a weekly basis (if applicable).

The Ordinary Rate of Pay excludes overtime, shift loadings and weekend penalty rates (if applicable), except where an agreement is in place which provides for an annualised salary arrangement. In these circumstances, the ordinary rate of pay will be the annualised salary rate of pay.

“Length of Service” – The completed years of service is calculated by determining the period between the employee's industry start date (as recognised by *Energy Queensland*) and the employee's termination date.

If an employee is working, or has worked, a period of part-time employment, that employee's length of service will be calculated to recognise the actual hours of part-time employment.

#### **5. Consultation**

Where it appears that a position or positions are likely to become redundant, and prior to formal redundancy notices being issued, *Energy Queensland* will provide, at the earliest possible time, all relevant details to the appropriate Union parties. These details will include:

- The reasons for the position or positions becoming redundant; and
- The number, location and other details of the redundant positions.

*Energy Queensland* will arrange discussions to take place with the relevant Union parties which will include:

- The method of identifying the positions identified as redundant, having regard to the efficient and economical working of the enterprise;
- Advice and the timing of that advice to the employees;
- The appropriateness of using voluntary retrenchment; and
- Redeployment options.

#### **6. Notice Of Redundancy and Commitment to Redeployment**

An employee will receive formal notification that their position is to become redundant at least six (6) months prior to the event occurring. Notification will also be given to the relevant Union parties. Once notification has been provided to an employee, *Energy Queensland* will take all reasonable steps to determine what other employment opportunities exist within *Energy Queensland* that are suitable for redeployment, and that enable the organisation to best utilise the skills of the employee. Redeployment may take the form of permanent, temporary, or project work.

Employees redeployed to a lower level position will remain committed to redeployment at their substantive level and may accept an offer of a suitable alternative role at level, subject to appropriate support and retraining. Such acceptance will not be unreasonably withheld during the first two (2) years following notification that their position is to become redundant.

If the employee finds the new position unsatisfactory within a period of three (3) months, they will have the opportunity to return to their redeployed position. Employees who are on salary maintenance and who apply for a suitable alternative role at their substantive level, will be assessed on the basis of suitability for the role.

## **7. Redeployment**

Following the consultative steps as outlined above, all efforts will be made to find suitable alternative employment for employees whose positions are declared redundant. After the processes detailed above have occurred, each affected employee will be individually interviewed to determine what options may exist for the management of that employee's future.

*Energy Queensland* will seek to expeditiously place displaced employees into permanent roles. In this regard *Energy Queensland* will facilitate an Employee Transition Program (ETP), which will be developed in consultation with the parties. The following roles and responsibilities will apply to the ETP.

### **Employees participating on the ETP must:**

- a. Commit to participating in relevant training, and applying for appropriate roles.
- b. Take advantage of every reasonable opportunity to upgrade their skills and actively participate in the program.
- c. Undertake on-the-job learning.

The employee will have access to a range of support whilst on the ETP including:

- a. The Employee Assistance Program (EAP), to help the employee deal with the personal and practical issues related to work changes.
- b. Career counselling to allow the employee to identify career aspirations.
- c. Retraining to help achieve a chosen career path, including the completion of a skills audit and the development of a training plan.
- d. Job search assistance to allow the employee every opportunity to secure new roles.

*Energy Queensland* management is responsible for:

- a. Referral of the employee to the ETP.
- b. Promoting *Energy Queensland's* commitment to the program.
- c. Providing employees with the necessary resources, support and training, including the identification of suitable training programs, to enable them to make employment transitions, including any reasonable adjustment considerations.
- d. Ensuring the employee has access to the necessary resources for achieving the objectives of the placement strategy e.g. provide on-the-job learning, job search assistance, access to the EAP.
- e. Ensuring the employee has continuing placement whilst participating on the ETP and not unreasonably withhold opportunities for placement.

Employees will remain in the ETP until a suitable alternative position is found or clause

## **8. Salary Maintenance**

Employees, whose positions are made redundant during the life of this Agreement and who are appointed to a position with a lower salary level, will have the salary/wage of their original position maintained for the tenure of their employment with *Energy Queensland* (in the case of employees covered by contracts and/or employment agreements implemented in accord with this Agreement, the cash component outlined in their individual agreement/contract will apply).

## **9. Voluntary Retrenchment**

Employees can apply for Voluntary Retrenchment. Approval will be at the sole discretion of *Energy Queensland*.

Employees whose application for voluntary retrenchment is approved, will be entitled to receive all eligible retrenchment benefits (including Separation Date Incentive Payment if applicable) upon termination in accordance with this clause.

## **10. Early Separation Incentive Payment (ESIP)**

Employees who have received formal notification of their redundancy may apply for an ESIP.

Approval of ESIP is at the discretion of *Energy Queensland*.

Employees must terminate their employment on the separation date identified by *Energy Queensland*.

ESIP consists of 13 weeks incentive payment in addition to all other payments that may comprise a retrenchment package. This incentive payment will be calculated at the ordinary rate of pay.

## **11. Benefits**

An employee who is retrenched will be entitled to the following.

- a. An ex-gratia Retrenchment Payment of three (3) weeks per year of service (with a minimum payment of four (4) weeks), together with a proportionate amount for an incomplete year of service. The maximum Retrenchment Payment will be 75 weeks.

If an employee is working, or has worked a period of part-time employment, the Retrenchment Payment will be calculated on a pro-rata basis to include the period of part-time employment.

- b. An ESIP of 13 weeks may be paid where applicable.
- c. Annual Leave: Payment for annual leave includes an employee's accumulated balance as well as the pro-rata balance. Pro-rata annual leave is paid to the date of termination.
- d. Long Service Leave: A long service leave payment of 1.3 weeks for each completed year of service will be made. Pro-rata long service leave will be paid for an incomplete year of service up to the date of termination. Any long service leave already taken will be deducted.
- e. Days of Time Off In Lieu: All balances of accrued time off in lieu will be paid. These will be paid at the ordinary rate applicable at the date of termination.
- f. An Income Protection Policy to provide specified insurance cover for loss of earnings due to illness in the 12 months immediately following retrenchment. This policy will be subject to market accessibility and in accordance with the terms outlined in the policy. This policy will be limited to a period of one (1) year.

## **12. General**

A Retrenchment Benefit is compensation for loss of employment tenure and it is not a resignation benefit.

The relevant local manager may approve leave with pay for affected employees to attend personal employment interviews.

Each affected employee will be provided with a statement showing the calculation of an estimate of the Retrenchment Payment prior to retrenchment.

Assistance will be given for employees to access relevant support providers which may include financial advisers, employee assistance counsellors, outplacement services or access to agreed training providers. Reasonable expenses as determined by *Energy Queensland* associated with these services may be reimbursed by *Energy Queensland*.

## SCHEDULE 3 CLASSIFICATION STRUCTURE

### CLASSIFICATION STRUCTURE

*Energy Queensland* acknowledges that ongoing discussions will occur between the parties to this Agreement regarding issues identified within the classification structure.

### Classifications - Transmission and Supply

The classification definitions in this *Agreement* recognise the following three (3) broad streams:

1. Administrative
2. Technical
3. Professional/Managerial

### Administrative Stream

The Administrative stream will include employees engaged in:

- Clerical; and
- Administrative tasks.

Definitions contained in this stream recognise that Administrative employees will be engaged in broad disciplines including:

- Personnel,
- Industrial Relations,
- Computing,
- Administration,
- Logistics (Materials Supply),
- Finance,
- Sales; and
- Marketing.

In the Administrative stream, adult employees not employed in formal traineeships will be given the opportunity to train to minimum Salary Level 5.1 on the basis of skills acquired and required to be used which are assessed annually.

### Technical Stream

The Technical stream incorporates two (2) broad vocational fields:

1. Power Workers; and
2. Technical Employees.

**Power Worker** includes but is not restricted to employees primarily engaged in work assisting tradespersons, store work, general labouring and cleaning duties, plant vehicle and/or equipment operation and rigging or scaffolding.

Each new employee engaged at Power Worker Level 1 will be given the opportunity to train to a minimum skill level of Power Worker Level 2 (Salary Level 2.7).

An employee will be given the opportunity to complete such training within three (3) years of appointment. Approved Training Plans may be developed to Power Worker Level 5.

**Technical Employee** includes employees who possess as a minimum qualification, a trades certificate or certificate of competency (as defined in the Electricity Act) and are engaged in the broad trade disciplines as defined;

Employees primarily engaged on, but not restricted to, work in Engineering, Science, Other Technical, and Supervisory functions.

Each tradesperson in this stream will be given the opportunity to train to a minimum skill level of Technical Employee Level 2 (Salary Point 5.2).

The tradesperson will be given the opportunity to complete such training within three (3) years of appointment.

Apprentices and trainee linespersons/jointers will be given the opportunity to complete such training within two (2) years of appointment.

Each employee engaged in the Engineering/Science/Other Technical discipline will be given the opportunity to train to a minimum skill level of Technical Employee Level 3 (Salary Point 8.0).

### **Trade Disciplines**

The definitions recognise that tradespersons will be engaged in the following five (5) broad disciplines:

1. **Electrical/Electronic:** Including the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of all electrical and electronic devices, systems equipment and controls, e.g. electric wiring, motors, generators, programmable logic controllers and other electronic controls, instruments, refrigeration, telecommunications, radio and television, communication and information processing equipment, and automotive electrics;
2. **Power Distribution:** Including the design, construction, installation, modification, testing, faultfinding commissioning, maintenance and service of underground and overhead power distribution/transmission systems, equipment and controls;
3. **Mechanical:** Including the design, assembly, manufacture, installation modification, testing, fault finding, commissioning, maintenance and service of all mechanical equipment, machinery, fluid power systems, automotive mechanics, instruments, refrigeration and the use of related computer controlled equipment, e.g. computer numeric controlled machine tools;
4. **Fabrication/Vehicle building:** Including fabrication, forging, founding, structural steel erection, electroplating, metal spinning, metal polishing, sheet metal work, and the use of related computer controlled equipment. This includes fabrication in all metals, plastic, carbon fibre, composite materials, ceramics and other material;
5. **Building Services:** Includes carpentry, plumbing, painting, and other related fields.

Tasks which an employee may perform are subject to the employee having the appropriate Trade and Post Trade Training to enable the employee to perform the particular tasks.

### **Engineering/Science/System Control Operator/Other Technical and Supervisory**

The definitions also recognise three (3) additional broad disciplines within the Technical stream.

Engineering/Science/Other Technical will include employees who possess as a minimum qualification, an appropriate Associate Diploma or equivalent and who are:

- Responsible for using their Engineering/Science/Other Technical skills and judgement in a range of engineering, scientific, occupational health or engineering surveying

functions including design, drafting, graphics, planning, research, quality process, cost estimating, construction, survey, property assessment, laboratory research and testing, manufacture, diagnostics, communications, computers, operation of complex equipment, maintenance, standards, testing, inspection, supervision, budgeting, scheduling, data recording, data analysis, reporting, calculations, project co-ordination, administrative functions, and technical management;

- Responsible for the provision of technical advice and services to domestic, commercial, rural and industrial consumers on effective utilisation of electricity.

Supervisory will include employees primarily involved in supervising, co-ordination and training activities, including employees who are:

- Responsible for the work of other employees and/or provision of on-the-job training and/or technical guidance;
- Responsible for the supervision and/or training of other supervisors or trainers;
- Responsible for the supervision and/or inspection of work projects and construction.

### **System Control Operators**

System Control Operators are employees directly engaged in the control and operation of electricity transmission and or electricity distribution systems from designated Control Centres:

- These employees will be engaged in tasks including but not limited to monitoring, operating and non-technical maintenance of plant and equipment, and training, supervising and coordinating for the above.
- Each employee in this field may progress through the acquisition of skills in accordance with an Approved Training Plan.
- The *Parties* agree to recognise internal training provided by *Energy Queensland* leading to an essential competency until such time as agreed Specific Accredited Training is available.

### **Professional/Managerial Stream**

- Positions within the Professional/Managerial stream will require a degree qualification or equivalent, in a relevant field and/or may require registration by a Professional Board.
- Professional/Managerial employees will be required to provide professional advice, services and support in specialist fields of competence, and/or undertake management or supervision of part of the organisation.

Progression will depend upon the acquisition and use of additional skills/competencies. The rate of progression will depend upon the individual acquiring and applying skills/competencies in accordance with relevant Career Path criteria.

Definitions contained in this Stream recognise that Professional/Managerial employees will be engaged in broad disciplines including Legal, Accounting, Architecture, Engineering, Computing, Chemistry, Economics, Metallurgy, Psychology, Science, Surveying, Valuing, Managerial, Marketing and Employee/Industrial Relations.

### **Competency standards**

The *Parties* to this *Agreement* are committed to the development and implementation of relevant nationally accredited training packages, or relevant Queensland training orders or other training as agreed by the *Parties* from time to time.

### **General Definitions**

Training Committee will mean the Training Committee is a group of *Energy Queensland* and *Nominated Employee Representatives* who have responsibility to provide guidelines and monitor training activities for *Energy Queensland*.

### **Modules**

For the purposes of these definitions, a “module” will mean that amount of structured training (which may comprise either on and/or off the job components) which is recognised as equivalent by the *Parties*. Unresolved grievances will be referred to the Training Committee for recommendation.

### **Progression Rules**

- Progression within the classification and/or salary structure may occur on one of the following bases:
- The acquisition of skills in accordance with an approved employee development plan;
- Reclassification on the basis of the demonstration of skills acquired and required to be used;
- Appointment to a position with a higher classification.

### **Employee Development Plans**

An employee development plan will be available to each employee. The mutual needs of *Energy Queensland* and its employees will be considered in respect of the development of employee development plans in order to provide the skills and competencies to meet work requirements.

The plan will identify the training to be completed, the agreed time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes.

The plan will be developed and agreed by the employee and the employee's supervisor. An employee's access to an employee development plan will not be unreasonably delayed or withheld. Where an employee has concerns regarding their access to an employee development plan, they can access the grievance and dispute resolution procedure outlined in Part 2 of this Agreement.

### **Recognition of Employees Skills/Qualifications**

An employee may have prior work experience and/or current knowledge recognised as being equivalent to a qualification outlined in the classification structure. Such recognition may occur by the employee requesting assessment through the Competency Recognition Procedure. This procedure forms part of the agreed Implementation Guide.

Recognition of an employee's skills may occur on one (1) of the following bases:

- Where Competency Standards exist, the assessment will be carried out by testing against the Competency Standards using a formal Recognition of Prior Learning process;
- Where Competency Standards do not exist, Recognition of Prior Learning assessment will be carried out by testing against Interim Competency Levels or Learning Outcomes from training programs/ modules, recognised by the Training Committee for agreement purposes.

### **Recognition of Other Factors**

For the purposes of this *Agreement*, other relevant factors may be deemed to have a monetary value, in addition to that provided through training.

### **Career Paths**

Where career paths applicable to definitions in the Administrative, Technical, Professional and Managerial, have already been agreed, or have already been filed with the Industrial Registrar prior to the making of this *Agreement* or, are agreed to after the making of the *Agreement*, the Career Paths are to be used in conjunction with the *Agreement* Classification definitions to resolve any dispute regarding an employee's classification. Career paths will be developed through the appropriate consultative mechanism involving representatives of *Energy Queensland*, employees and the relevant Unions.

### **Schedule Classification Stream**

**A** Administrative

**B** Technical

**C** Professional and Managerial

Career paths relate to a *nominated employee representative* stream and will outline how the Classification Structure and Definitions are to be implemented.

### **Employees with Trade or Equivalent Certificate, plus an Associate Diploma**

An employee who is required to possess a Trade Certificate or equivalent, plus an Associate Diploma will, as a minimum, be classified at Salary Point 7.0.

### **Employees Without Relevant Work Experience**

An employee who is required as a condition of employment to possess a particular level of academic qualification, but who is without relevant work experience, will as a minimum enter the classification structure at the following Salary Points:

### **Qualification Minimum Entry Point**

- Certificate IV SALARY POINT 4.0
- Associate Diploma SALARY POINT 5.0
- 3 Year Degree SALARY POINT 6.2
- 4 Year Degree SALARY POINT 8.0

Note: A Paraprofessional, trained within a Paraprofessional Traineeship, will have a minimum entry Salary Point of 5.2.

### **Definition of "Or Equivalent"**

For the purposes of this *Agreement* the term "or equivalent" means and includes, but is not limited to the following: equivalent accredited training, competencies, skills, certification, or experience and such other training or other factors as may be agreed between the *Parties* from time to time.

### **Classification Definition - Administrative Stream**

Administrative Stream Classification Structure Outline

Salary Point	Classification Level	Training Requirements
16.0		
15.0	↑	↑
14.0	Administrative Employee Level 11	Associate Diploma + additional training or equivalent
13.0	Administrative Employee Level 10	Associate Diploma + additional training or equivalent
12.0	Administrative Employee Level 9	Associate Diploma + additional training or equivalent
11.0	Administrative Employee Level 8	Associate Diploma or equivalent
10.0	*	22 modules or equivalent

9.0	Administrative Employee Level 7	Advanced Certificate or equivalent
8.0	*	12 modules or equivalent
7.0	Administrative Employee Level 6	9 modules or equivalent
6.0	*	6 modules or equivalent
5.0	Administrative Employee Level 5	3 modules or equivalent
4.0	Administrative Employee Level 4	Certificate III or equivalent
3.0	Administrative Employee Level 3	Administrative Employee Level 3
2.0	Administrative Employee Level 2	Certificate I or equivalent
1.0	Administrative Employee Level 1(b)	Undertaking structured training towards a Certificate I
0.0	Administrative Employee Level 1(a)	Induction Training

\* Reference to Salary Points 6, 8, 10 are for explanation purposes only and are not to be treated as classifications for *Agreement* purposes.

† Progression and training beyond these Classification Levels are subject to relevant career path criteria.

### **Administrative Employee - Level 1(a) (Salary Point 0.0)**

An Administrative Employee - Level 1(a) will mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with clerical functions.

Such structured training will be completed within three (3) months of appointment to this level. An employee at this level works under direct supervision, and performs routine duties.

Note: An Administrative Employee - Level 1(a) falls within the National Training Board Australian Qualifications Framework at Level 1.

### **Administrative Employee - Level 1(b) (Salary Point 1.0)**

An Administrative Employee - Level 1(b) will mean an employee who is undertaking structured training towards a Certificate I or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- Perform routine, predictable, repetitive and proceduralised tasks;
- Exercise judgement within the employee's level of skill and training;
- Work under direct supervision;
- Understand basic quality control/assurance procedures; and
- Understand and utilise basic literacy and numeracy skills, commensurate with the employee's training, experience and responsibilities.

Note: An Administrative Employee - Level 1(b) falls within the National Training Board Australian Qualifications Framework at Level 1.

### **Administrative employee - Level 2 (Salary Point 2.0)**

An Administrative Employee - Level 2 will mean an employee who has completed a Certificate I or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- Provide clerical support within Sections/Departments;
- Be responsible for the quality of the employee's own work;

- Work under routine supervision either individually or in a team environment;
- Exercise judgement within the employee's level of skills and training;
- Assist new staff and trainers by providing guidance and advice;
- Work in conformity with established rules and/or guidelines; and
- Use writing, numeracy and equipment skills, commensurate with the employee's training, experience and responsibilities.

Note: An Administrative Employee - Level 2 falls within the National Training Board Australian Qualifications Framework at Level 2.

### **Administrative Employee - Level 3 (Salary Point 3.0)**

An Administrative Employee - Level 3 will mean an employee who has completed a Certificate II, or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- Fulfil a general support function within the workplace;
- Understand relevant organisational structure, procedure and policy and exercise discretion although
- knowledge required to perform work is usually relative to precedents, guidelines, procedures,
- Regulations and instructions;
- Assist in the provision of on-the-job training to a limited degree;
- Work under general supervision;
- Exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2; and
- Be responsible for ensuring the quality of the employee's own work, commensurate with the employee's training, experience and responsibilities.

Note: An Administrative employee - Level 3 falls within the National Training Board Australian Standards Framework at Level 2.

### **Administrative Employee - Level 4 (Salary Point 4.0)**

An Administrative Employee - Level 4 will mean an employee who applies the skills acquired through the successful completion of a trade equivalent Certificate level qualification, a Certificate III or equivalent and is able to exercise the skills and knowledge of such certification and experience.

An employee at this level possesses competencies which enables the employee to:

- Understand and apply quality systems and is able to inspect products and/or materials for conformity with established operational standards;
- Exercise good interpersonal communications skills;
- Exercise discretion within the scope of this level;
- Provide training and guidance as required;
- Perform work under general direction, either individually or in a team environment;
- Undertake a range of duties requiring judgement, liaison and communication within the organisation
- and other interested parties; and
- Perform planning and co-ordination of tasks as required, commensurate with the employees training, experience and responsibilities.

Note: An Administrative Employee - Level 4 falls within the National Training Board Australian Qualifications Framework at Level 3.

#### **Administrative Employee - Level 5 (Salary Point 5.0)**

An Administrative Employee - Level 5 will mean an employee who:

In addition to the requirements of an Administrative Employee Level 4 has completed:

- Three (3) appropriate modules or equivalent; or
- An equivalent standard of structured industry specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Associate Diploma but is without relevant work experience).

An employee at this level possesses competencies which enables the employee to:

- Exercise discretion within the scope of this level;
- Work under general supervision, either individually or in a team environment;
- Understand and implement quality systems;
- Perform supervisory functions within the scope of this level and assist subordinate staff with on the-job training; and
- Exercise initiative in the application of established work procedures, commensurate with the employee's training, experience and responsibilities.

Note: An Administrative Employee Level 5 falls within the National Training Board Australian Qualifications Framework at Level 4.

#### **Administrative Employee - Level 6 (Salary Point 7.0)**

An Administrative Employee - Level 6 will mean an employee who:

In addition to the requirements of Administrative Employee Level 4 has completed:

- Nine (9) appropriate modules of training or equivalent; or
- An equivalent standard of structured Industry specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Associate Diploma and has relevant skills and experience appropriate to this level).

An employee at this level possesses competencies which enables the employee to:

- Provide guidance and assistance and undertake supervisory responsibilities as part of the function;
- Assist in the provision of training, in conjunction with supervisors and trainers;
- Understand and implement quality systems;
- Work under limited supervision; and
- Exercise discretion within the scope of this level, commensurate with the employee's training, experience and responsibilities.

Note: An Administrative Employee - Level 6 falls within the National Training Board Australian Qualifications Framework at Level 4.

**Administrative Employee - Level 7 (Salary Point 9.0)**

An Administrative Employee - Level 7 will mean an employee who:

In addition to the requirements of an Administrative Employee - Level 4 has completed:

- An Advanced Certificate or equivalent; or
- An equivalent standard of structured Industry specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Associate Diploma and has relevant skills and experience appropriate to this level). An employee at this level possesses competencies which enables the employee to:
  - Undertake work in relation to established priorities and work practices;
  - Research and prepare papers, reports, and draft complex correspondence;
  - Undertake activities of a technical/specialist or detailed nature;
  - Assist in the preparation of procedural guidelines;
  - Interpret and analyse information;
  - Oversee and co-ordinate the work of subordinate staff;
  - Has an overall knowledge and understanding of the operating principle of the systems and equipment on which the employee is required to carry out their tasks; and
  - Assist in the provision of training to employees in conjunction with supervisors/trainers, commensurate with the employee's training, experience and responsibilities.

Note: Administrative Employee - Level 7 falls within the National Training Board Australian Qualifications Framework at Level 5.

**Administrative Employee - Level 8 (Salary Point 11.0)**

An Administrative Employee - Level 8 will mean an employee who:

In addition to the requirements of Administrative Employee Level 4 has completed:

- An Associate Diploma or equivalent; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience.

An employee at this level possesses competencies which enables the employee to:

- Operate under limited direction in relation to priorities;
- Prepare detailed reports and carry out investigations on complex equipment as directed or within the scope of discretion at this level;
- Apply advanced knowledge and understanding of the principles of the range of systems and/or equipment on which the employee may be involved;
- Assist in the provision of training to employees in conjunction with supervisors/trainers;
- Prepare documentation for policy decision, complex correspondence and the like;
- Set priorities and achieve objectives, monitor work flow and manage staff resources to meet objectives; and
- Perform maintenance planning and predictive maintenance work for systems and equipment, commensurate with the employee's training, experience and responsibilities.

Note: Administrative Employee - Level 8 falls within the National Training Board Australian Qualifications Framework at Level 6.

#### **Administrative Employee - Level 9 (Salary Point 12.0)**

An Administrative Employee - Level 9 will mean an employee who in addition to the requirements of Administrative Employee Level 4 has completed:

- An Associate Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
- An equivalent standard of structured specific training comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Perform work within broad guidelines and under general direction;
- Accept responsibility for technical expertise, planning, administration or co-ordination work;
- Have substantial accountability and responsibility for output;
- Assist in the provision of training at the level required;
- Initiate investigations and produce technical reports;
- Work independently as a specialist or in a team;
- Provide specialist support in a range of programs/activities;
- Control and co-ordinate the works program within budgetary constraints;
- Set project priorities, plan and organise own work and that of subordinate staff; and
- Undertake a range of functions requiring application and development of knowledge and skills appropriate to departmental and/or enterprise goals, commensurate with the employee's training, experience and responsibilities.

Note: Administrative Employee - Level 9 falls within the National Training Board Australian Qualifications Framework at Level 6.

#### **Administrative Employee - Level 10 (Salary Point 13.0)**

An Administrative Employee - Level 10 will mean an employee who in addition to the requirements of Administrative Employee Level 4 has completed:

- An Associate Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
- An equivalent standard of structured specific training comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Accept a high degree of responsibility for technical expertise, planning, administration or coordination of work;
- Have significant accountability and responsibility for output;
- Undertake high level creative planning, design or management functions;
- Use a high level of theoretical, cognitive and applied knowledge;
- Exercise limited managerial responsibility for a work area;
- Work independently as a specialist and/or a senior member of a project team;
- Display a high level of interpersonal skills in the performance of the function; and
- Develop and implement significant works programs, commensurate with the employee's training, experience and responsibilities.

#### **Administrative Employee - Level 11 (Salary Point 14.0)**

An Administrative Employee - Level 11 will mean an employee who in addition to the requirements of Administrative Employee Level 4 has completed:

- An Associate Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
- An equivalent standard of structured specific training comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Be responsible as a technical expert or senior administrator;
- Provide a high level of creative planning, design and associated managerial functions;
- Establish and review guidelines and devise new approaches to design, operation, development or investigation;
- Be accountable and responsible for output;
- Display interpersonal skills in the performance of functions at the level required;
- Develop and implement significant work programs; and
- Exercise initiative in the production and application of Standards and Procedures, commensurate with the employee's training, experience and responsibilities.

Note: Administrative Employee - Level 11 falls within the National Training Board Australian Qualifications Framework at Level 7.

#### **Classification Definitions - Technical Stream**

##### Technical Stream Classification Structure Outline

Salary Point	Classification Level		Training Requirements
16.0			
15.0		↑	↑
14.0		Technical Employee Level 8	Associate Diploma + additional training or equivalent
13.0		Technical Employee Level 7	Associate Diploma + additional training or equivalent
12.0		Technical Employee Level 6	Associate Diploma + additional training or equivalent
11.0		Technical Employee Level 5	Associate Diploma or equivalent
10.0		*	22 modules or equivalent
9.0		Technical Employee Level 4	Advanced Certificate or Equivalent
8.0		*	12 modules or equivalent
7.0		Technical Employee Level 3	9 modules or equivalent
6.0	↑	*	6 modules or equivalent
5.0	Power Worker Level 5	Technical Employee Level 2	3 modules or equivalent
4.0	Power Worker Level 4	Technical Employee Level 1	Trade Certificate or Certificate III or equivalent
3.0	Power Worker Level 3		Certificate II or equivalent
2.0	Power Worker Level 2		Certificate I or equivalent
1.0	Power Worker Level 1(b)		Undertaking structured training towards a Certificate I
0.0	Power Worker Level 1(a)		Induction Training

\* Reference to Salary Points 6, 8, 10 are for explanation purposes only and are not to be treated as classifications for *Agreement* purposes.

† Progression and training beyond these Classification Levels are subject to relevant career path criteria.

#### **Power Worker - Level 1(a) (Salary Point 0.0)**

A Power Worker Level 1(a) will mean an employee not elsewhere defined who is undertaking structured training so as to enable the employee to perform duties associated with a Power Worker 1(b).

Such structured training will be completed within three (3) months of appointment to this level.

An employee at this level works under direct supervision, and performs routine duties essentially of a manual nature.

Note: Power Worker Level 1(a) falls within the National Training Board Australian Qualifications Framework at Level 1.

#### **Power Worker - Level 1(b) (Salary Point 1.0)**

A Power Worker Level 1(b) will mean an employee who is undertaking structured training towards a Certificate I or equivalent.

An employee at this level possesses competencies which enables the employee to:

- Perform routine, predictable, repetitive and proceduralised tasks of a manual nature;
- Exercise minimal judgement;
- Work under direct supervision;
- Understand basic quality control/assurance procedures; and
- Understand and utilise basic literacy and numeracy skills, commensurate with the employee's training, experience and responsibilities.

Note: Power Worker Level 1(b) falls within the National Training Board Australian Qualifications Framework at Level 1.

#### **Power Worker - Level 2 (Salary Point 2.0)**

A Power Worker Level 2 will mean an employee who has completed a Certificate I (8 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- Perform manual functional support duties within the enterprise;
- Be responsible for the quality of the employee's own work;
- Work under routine supervision either individually or in a team environment;
- Exercise discretion within the employee's level of skills and training; and
- Perform duties as a competent assistant, commensurate with the employee's training, experience and responsibilities.

Note: Power Worker Level 2 falls within the National Training Board Australian Qualifications Framework at Level 2.

#### **Power Worker - Level 3 (Salary Point 3.0)**

A Power Worker Level 3 will mean an employee who has completed a Certificate II (16 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- Perform a specific support function within the enterprise, or
- Undertake training as a Linesperson or Jointer;
- Work from complex instructions and procedures;
- Assist in the provision of on-the-job training to a limited degree;
- Work under general supervision;
- Exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2;
- Be responsible for assuring the quality of the employee's own work; and
- Perform work as a competent assistant, commensurate with the employee's training, experience and responsibilities.

Note: Power Worker Level 3 falls within the National Training Board Australian Qualifications Framework at Level 2.

#### **Power Worker - Level 4 (Salary Point 4.0)**

A Power Worker Level 4 will mean an employee, not being a tradesperson, who, while still being primarily engaged in a support function, applies the skills acquired through the successful completion of a Certificate level qualification (e.g. Certificate III, 24 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- Understand and apply quality systems;
- Exercise discretion within the scope of this level; and
- Perform work under general supervision, either individually or in a team environment, commensurate with the employee's training, experience and responsibilities.

Note: A Power Worker Level 4 falls within the National Training Board Australian Qualifications Framework at Level 3.

#### **Power worker - Level 5 - (Salary Point 5.0)**

A Power worker Level 5 will mean an employee who, in addition to the requirements of a Power Worker Level 4, has completed an additional 3 modules or equivalent.

An employee at this level works above and beyond a Power worker Level 4, and possess competencies which enables the employee to:

- Exercise discretion within the scope of this level;
- Work under general supervision, either individually or in a team environment;
- Understand and implement quality systems; and
- Provide guidance and assistance relevant to their skills, commensurate with the employee's training, experience and responsibilities.

Note: Power Worker Level 5 falls within the National Training Board Australian Qualifications Framework at Level 4.

#### **Technical employee - Level 1 (Salary Point 4.0)**

A Technical employee Level 1 will mean an employee who holds an appropriate Trade Certificate, Tradesperson's Rights Certificate or Certificate of Competency, as defined in the Electricity Act 1994, or equivalent, and is able to exercise the skills and knowledge of such certification.

An employee at this level possesses competencies which enables the employee to:

- Perform trade work which is generally of a routine, non-complex nature;

- Understand and implement quality systems;
- Perform work under general supervision either individually or in a team environment; and
- Perform work which involves the skills of the employee's trade and work which is incidental and facilitates the completion of the employee's work, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 1 falls within the National Training Board Australian Qualifications Framework at Level 3.

#### **Technical Employee - Level 2 (Salary Point 5.0)**

A Technical Employee Level 2 will mean an employee who in addition to the requirements of Technical Employee - Level 1 has completed:

- Three (3) appropriate modules of training or equivalent; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Associate Diploma but is without relevant work experience):
  - Who is engaged in routine technical duties; or
  - Whose function is that of Trainer/Supervisor/Co-ordinator, which is at a level higher than that of Employee-in-charge, (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees), and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

An employee at this level is an experienced employee who exercises trade and/or other skills relevant to the specific requirements of the enterprise at a higher level than a Technical Employee Level 1 and possesses competencies which enable the employee to:

- Exercise discretion within the scope of this level;
- Work under general supervision either individually or in a team environment;
- Understand and implement quality systems;
- Provide technical guidance to others in their work team; and
- Perform incidental and peripheral work, commensurate with the employee's training, experience and responsibilities.

Note: The minimum salary level for an employee whose principal function is that of Trainer/Supervisor/ Co-ordinator is Salary Point 6.0.

Technical Employee Level 2 falls within the National Training Board Australian Qualifications Framework at Level 4.

#### **Technical Employee - Level 3 (Salary Point 7.0)**

A Technical Employee Level 3 will mean an employee who:

- In addition to the requirements of Technical Employee - Level 1 has completed:
- An appropriate Post Trades Certificate (9 modules) or equivalent; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Associate Diploma and has relevant skills and experience appropriate to this level):

- Who performs technical duties; or
- Exercises cross-skilling in technical fields; or
- Whose principal function is that of Trainer/Supervisor/Co-ordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees), and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

An employee at this level possesses competencies which enables the employee to:

- Exercise discretion within the scope of this level;
- Work under limited supervision either individually or in a team environment;
- Understand and implement quality systems;
- Provide technical guidance to others in their work team;
- Assist in the provision of on-the-job training to others in their work team; and
- Perform incidental and peripheral work, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 3 falls within the National Training Board Australian Qualification Framework at Level 4.

#### **Technical Employee - Level 4 (Salary Point 9.0)**

A Technical Employee Level 4 will mean an employee who in addition to the requirements of Technical employee - Level 1 has completed:

An appropriate Advanced Certificate (15 modules) or equivalent; or

An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee;

OR

Is an employee with an equivalent level of training and/or skills and experience who:

- Performs planning and/or technical duties; or
- Exercises cross-skilling in technical fields; or
- Performs the principal function of a Trainer/Supervisor/Co-ordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees), and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

An employee at this level applies technical principles, practices, techniques and human relations skills to activities which include, for example; high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervise such activities. Such an employee possesses competencies which enables the employee to:

- Perform routine technical work on complex equipment as directed;
- Use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks;
- Prepare technical reports (as required);
- Exercise broad discretion within the scope of this level;
- Work under limited supervision either individually or in a team environment;
- Understand and implement quality systems;
- Provide technical guidance or advice within the scope of this level;
- Assist in the provision of on-the-job training to others in their work team; and performs incidental and peripheral work, performs system control operating duties, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 4 falls within the National Training Board Australian Qualifications

#### **Technical Employee - Level 5 (Salary Point 11.0)**

A Technical Employee Level 5 will mean an employee who in addition to the requirements of Technical Employee - Level 1 has completed:

- An appropriate Associate Diploma or equivalent; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee;

OR

- Is an employee with an equivalent level of training and/or skills and experience who:
  - Performs planning and/or technical duties; or
  - Exercises cross-skilling in technical fields; or
  - Performs the principal function of a Trainer/Supervisor/Co-ordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees), and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training,
  - Performs system control operating duties.
- Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work. Such an employee may possess competencies which enables the employee to:
  - Have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks;
  - Prepare detailed technical reports as required;
  - Undertake technical investigations within the scope of this level;
  - Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results;
  - Estimate, quote, tender and supervise electrical/electronic projects;
  - Exercise independent judgement and initiative within the scope of this level;
  - Work under limited supervision either individually or in a team environment;
  - Understand and implement quality systems;
  - Provide technical guidance or advice within the scope of this level;
  - Assist in the provision of on-the-job training to others in their work team; and
  - Perform incidental and peripheral work, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 5 falls within the National Training Board Australian Qualifications Framework at Level 6.

#### **Technical Employee - Level 6 (Salary Point 12.0)**

A Technical Employee Level 6 will mean an employee who in addition to the requirements of Technical Employee - Level 1 has completed:

- An appropriate Associate Diploma or equivalent; and further, has completed additional training
- As specified in the appropriate Career Path; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Perform work within broad guidelines;
- Accept responsibility for technical expertise, planning, supervising or co-ordinating works;
- Be accountable and responsible for output;
- Initiate investigations and produce resultant technical reports;
- Work independently as a specialist or in a team;
- Provide specialist support in a range of programs/activities;
- Control and co-ordinate the works program within budgetary constraints;
- Exercise a degree of autonomy, within budgetary constraints, in establishing works programs; and
- Perform duties as a Principal Trainer/Supervisor/Co-ordinator: i.e. - responsible for the supervision and/ or training of Technical Employees at lower classification levels, and or
- Performs system control operating duties, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 6 falls within the National Training Board Australian Qualifications Framework at Level 6.

#### **Technical Employee - Level 7 (Salary Point 13.0)**

A Technical Employee Level 7 will mean an employee who in addition to the requirements of Technical Employee - Level 1 has completed:

- An appropriate Associate Diploma or equivalent; and further, has completed additional training as specified in the appropriate Career Path; or
- An equivalent standard of structured specific training, comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Accept a high degree of responsibility for technical expertise, planning, supervising or coordinating works;
- Be accountable and responsible for output;
- Initiate investigations and produce resultant technical reports;
- Work independently as a specialist or in a team;
- Provide specialist support in a range of programs/activities;
- Display interpersonal skills in the performance of the employee's function;
- Develop and implement significant works programs; and
- Perform duties as a Principal Trainer/Supervisor/Co-ordinator: i.e. - responsible for the supervision and/ or training of Technical Employees at lower classification levels,
- Performs system control operating duties, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 7 falls within the National Training Board Australian Qualifications Framework at Level 6.

#### **Technical Employee - Level 8 (Salary Point 14.0)**

A Technical Employee Level 8 will mean an employee who in addition to the requirements of Technical employee - Level 1 has completed:

- An appropriate Associate Diploma or equivalent; and further, has completed additional training as specified in the appropriate Career Path; or
- An equivalent standard of structured specific training comprised of courses endorsed by the Training Committee.

An employee at this level possesses competencies which enables the employee to:

- Undertake significant responsibility as an operational expert, supervision or co-ordination;
- Provide a high level of creative planning, design and associated managerial functions;
- Establish and review guidelines and devise new approaches to design, operation, development or investigation;
- Be accountable and responsible for output;
- Work independently as a specialist, supervisor, manager within the operational workforce;
- Display interpersonal skills in the performance of the employee's function;
- Develop and implement significant works programs;
- Exercise initiative in the production and application of standards and procedures; and
- Perform duties as a Principal Trainer/Supervisor/Co-ordinator: i.e. - responsible for the supervision and/or training of Technical employees at lower classification levels,
- Performs system control operating duties, commensurate with the employee's training, experience and responsibilities.

Note: Technical Employee Level 8 falls within the National Training Board Australian Qualifications Framework at Level 7.

#### **Classification Definitions - Professional and Managerial Stream**

##### Professional & Managerial Stream Classification Structure Outline

<b>Salary Point</b>	<b>Classification Level</b>	<b>Training Requirements</b>
16.0	Professional & Managerial Employee Level 4	*
15.0	Professional & Managerial Employee Level 3	*
14.0		
13.0	Professional & Managerial Employee Level 2	
12.0		
11.0		
10.0		
9.0		
8.0	Professional & Managerial Employee Level 1 - Entry Point 4 year Degree	*
7.0		
6.2	Professional & Managerial Employee Level 1 - Entry Point 3 year Degree	*
6.0		

\* For progression purposes, training is subject to relevant career path criteria.

#### **Professional and Managerial Employee - Level 1 (3 Year Degree Entry - Salary Point 6.2; 4 Year Degree Entry - Salary Point 8.0)**

A Professional and/or Managerial Employee - Level 1 will mean an employee who holds an appropriate degree or equivalent.

- An employee at this level:
  - Operates under appropriate supervision;
  - Performs normal professional work and exercises individual judgement and initiative in the application of principles and methods applicable to the profession concerned;
  - Assists more senior professionals;

- Has work reviewed by a competent professional officer for validity, adequacy, methods and procedures;
- Assigns and checks work of support staff and others assigned to work on common projects. Work can be expected to receive less rigorous review as the employee progresses; and
- Exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

Note: Professional and/or Managerial Employee - Level 1 spans the NTB Australian Qualifications Framework Competency Level 6.

### **Professional and Managerial Employee - Level 2 (Salary Point 13.0)**

A Professional and/or Managerial Employee - Level 2 will mean an employee who holds an appropriate degree or equivalent and who has relevant experience.

- An employee at this level:
  - Performs work requiring the application of mature professional skills and knowledge;
  - Deals with problems for which it is necessary to modify established guidelines and devise new approaches or apply new professional skills or techniques;
  - Makes recommendations that are technically and commercially accurate and feasible;
  - Makes decisions on matters assigned including the establishment of professional work standards and procedures, and consults, recommends and advises in specialist areas;
  - Outlines and assigns work, reviews it for technical accuracy and adequacy, and manages the work of others; and
  - Exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

Note: Professional and/or Managerial Employee - Level 2 spans the NTB Australian Qualifications Framework Competency Level 6.

### **Professional and Managerial Employee - Level 3 (Salary Point 15.0)**

A Professional and/or Managerial Employee - Level 3 will mean an employee who holds an appropriate degree or equivalent and who has relevant experience.

- An employee at this level:
  - May be a technical expert or manage a unit of the organisation. In practice most positions at this level will contain both these elements;
  - May be a team leader having broad understanding spanning more than one professional field of work, or be a recognised authority within a particular specialised field of expertise, or both;
  - Participates in short or long range planning and translates the more general objectives and strategies of higher management into specific targets and strategies for the unit;
  - Takes initiatives, makes independent decisions and formulates policies and procedures within this overall framework to obtain the best performance and results from the organisational unit for which the officer is accountable;
  - Gives expert technical advice to management and other units;
  - Takes responsibility for development and provision of systems, facilities and functions;
  - Manages groups and work programs;
  - Directs or advises on the use of resources;

- Makes decisions not usually subject to technical review; decides courses of action necessary to expedite the successful accomplishment of assigned projects; and makes recommendations of significant impact on the organisation; and
- Has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness.

Note: Professional and/or Managerial Employee - Level 3 falls within the NTB Australian Qualifications Framework Competency Level 8.

**Professional and Managerial Employee - Level 4 (Salary Point 16.0)**

A Professional and/or Managerial Employee - Level 4 will mean an employee who holds an appropriate degree or equivalent and relevant experience.

- An employee at this level:
  - Accepts responsibility for professional work, demanding a high level of expertise, independence, originality, ingenuity and mature judgement;
  - Manages a unit of the organisation and exhibits a high level of competence in managing people and work;
  - Performs work which is of primary importance to the organisation and which will have a substantial effect on the results obtained by the employing organisation;
  - Contributes to the organisation's short and long range planning process and to the formulation of the organisation's objectives, strategies and policies;
  - Translates broader corporate objectives, strategies and policies into specific objectives, strategies and policies realisable by the organisation unit;
  - Manages large work groups; or manages a multi- discipline group engaged in interrelated work; or may be an expert leading a team of related professionals; or may be a recognised expert in a specialist field of crucial importance;
  - Takes overall responsibility for the provision and control of systems, resources, facilities, functions and major investigations;
  - Ensures that the organisation obtains maximum benefit from the application of professional expertise;
  - Gives expert technical advice and acts as organisation spokesperson in a particular field of expertise; and
  - Has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness in pursuit of corporate and major organisational objectives.

Note: Professional and/or Managerial Employee - Level 4 falls within the NTB Australian Qualifications Framework Competency Level 8.

## **SCHEDULE 4**

## **ANNUALISED ALLOWANCES (AGA)**

**Asbestos removal** - Employees engaged on asbestos removal or working in close proximity to employees removing asbestos will be provided with and will use all necessary safeguards as required by the Workplace Health and Safety Act or other relevant legislation.

**Battery work** - Employees mainly engaged in the maintenance of storage batteries, or engaged in overhauling or repairing of storage batteries or erecting second hand storage batteries that have been previously in use

**Bitumen or tar** - Employees handling bitumen or tar.

**Boiler ducting maintenance** - Employees engaged in maintenance work in the following areas of boilers:

- Furnace wall;
- Boiler rear pass;
- Air heater;
- Cross-over ducting;
- I.D. fans.

**Boiler repair work** - Employees engaged in repairs and alterations to old work only, regardless of the fact that new material may have to be used for the purpose.

**Brick repair work** - Employees engaged in repairing the brickwork of furnaces and settings in connection with boilers where such work is carried out with second-hand bricks (i.e. with bricks which have been previously set in mortar or fire-clay in any construction work)

**Building construction work** - An employee working on building construction work (as defined herein):

- Climatic conditions when working in the open on all types of work;
- The physical disadvantages of having to climb stairs or ladders;
- Dust blowing in the wind on building sites;
- Sloppy and muddy conditions associated with the initial stages of the erection of the building;
- Dirty conditions caused by the use of form oil or from green timber;
- Drippings from newly poured concrete;
- The disability of working on all types of scaffolds, other than a single plank swing scaffold or a bosun's chair; and
- The lack of the usual amenities associated with factory work (e.g. recreational facilities, sanitary conveniences, etc.)

**Building construction** - "Building construction work" will include all classes of work carried out during the construction of new buildings, the construction of additions to existing buildings, and the necessary alteration of existing buildings, to make them conform to any new additions, and the demolition of buildings.

**Concrete mixing** - Employees engaged in mixing concrete.

**Confined space** - An employee working in a confined space, i.e. a compartment, space or place the dimensions of which necessitate the employee working in a stooped or otherwise cramped position or without proper ventilation.

**Dirty work** - Employees employed on dirty or offensive work.

**Heavy machinery and/or transformers** - Employees engaged in carting and/or handling heavy machinery and/or transformers which are loaded on to vehicles by means other than cranes.

**Height allowance** - Employees, other than employees engaged in electrical line work, required to perform work at any height above fifteen (15) metres.

**Hot and cold work** - Employees who are required to work for more than one hour continuously in the shade in places where the temperature is raised by artificial means to forty five (45) degrees Celsius or more, or is below 0 degrees Celsius.

**Insulation work** - An employee employed on work which involves the handling of loose slag wool, loose insulwool, or other loose material of a like nature used in the construction, repair, or demolition of roofing, flooring, walls or partitions, for providing insulation against heat, cold or noise.

**Live sewer work** - Technical Employees and their assistants engaged on live sewer work will be paid at the rate of time and a-half for such work. For this purpose "live sewer work" will mean work carried out in situations where there is direct aerial connection with a sewer through which sewerage is flowing. The term will include mechanical and electrical equipment installed in association with any such sewer or sewerage pumping station or treatment works, but will not apply to routine maintenance which does not require the dismantling of pumps etc. The term will also include a minimum payment of one hour for work on pumps after removal from a pumping station or treatment works for cleaning or stripping. Where aerial connection with a sewer is blocked by a disc, plug, valve, water seal or other means, the live sewer rate will not apply. Employees who are on any day required to carry out work in connection with the release of blockages in sewerage lines and connections thereto (including pumps).

**Machinery floats and/or low loaders** - Drivers of machinery floats and/or low.

**Marker-off** - Employees occupying the position of marker-off.

**Noxious gas fumes** - Employees who are required to work amongst noxious gas fumes.

**Pole lifting, jack hammer work and handling cement** - Power Workers employed in the pole lifting gang and Power workers using jack hammers will be provided with aprons and gloves by *Energy Queensland* free of charge. Power workers loading or unloading a quantity of not less than six (6) bags of cement

**Precipitator allowance** - Employees working in uncleaned or hot precipitators and employees working in cleaned precipitators,

**Roof repairs** - Technical employees and their assistants engaged on repairs to roofs.

**Shot/sand blasting** - An employee working a shot blast or sand blast.

**Toxic substances** - Employees using toxic substances or materials of a like nature and employees working in close proximity to employees

Toxic substances will include epoxy based materials and all materials which include or require the addition of a catalyst hardener and reactive additives or 2 pack catalyst system will be deemed to be materials of a like nature.

**Tunnelling under roads** - Employees engaged in tunnelling under roads.

**Unpleasant conditions** - Work done under particularly hot and unpleasant conditions on or in boilers or condensers, on soot blower systems of steaming or banked boilers, or in alternator air chambers during short outages or breakdowns.

This *Allowance* will not apply after a boiler has been out of service for forty-eight hours, or an alternator or condenser out of service for twelve hours.

Furthermore, this *Allowance* will not apply to work done during overhauls or condenser brushing, or for work done on stoker motors and stoker gear box mechanisms.

**Weed control** - Power Workers engaged in spraying weeds.

**Wet work** - Employees required to work in places where water, other than rain, is continually dripping so that their clothing becomes saturated with water, or where there is water under foot to a depth exceeding fifty (50) millimetres so that their feet become wet.

This *Allowance* will not apply when protective waterproof clothing and/or footwear is supplied.

**Certificate allowance** - A Technical Employee who is the holder of a scaffolding certificate or rigging certificate issued pursuant to the Workplace Health and Safety Act or relevant legislation and is required to act on that certificate whilst engaged on work requiring a certificated person.

**Chain saw** - Employees using chain saws in the performance of their work.

**Drivers of articulated vehicles** - Employees required to drive articulated vehicles.

**Explosive powered tools** - Employees required to use explosive powered tools.

**Goods in excess of 16.764m** - Employees who are required to drive vehicles carting goods in excess of 16.764m where the vehicle is travelling in or through built-up areas.

**Handling furniture and whitegoods** - Employees engaged in carting, handling or delivering any article of household, office or whitegoods.

**Motor vehicles drawing trailers** - An employee driving a motor vehicle to which a trailer is attached

Provided that:

- When on any day an employee drives a motor vehicle drawing an empty and a loaded trailer the employee will be paid for that day the extra rate applicable for such loaded trailer;
- Not more than one trailer will be attached and drawn at any one time;
- The extra payment prescribed herein will not apply to employees driving articulated vehicles or machinery floats and/or low loaders;
- These *Allowances* will apply only in respect of the drawing of trailers having a loaded capacity in excess of .508 t;
- The term "trailer" does not include - compressors, concrete mixers, welding plants and road brooms
- For motor vehicles drawing compressors, concrete mixers or welding plants - An employee driving a motor vehicle to which any of the following is attached, viz: compressor, concrete mixer or welding plant

**Truck crane** - An employee required to operate a truck

### **Ability Allowances**

The following rates, which have been indexed to the salary increases provided by this Agreement, will apply to Ability Allowances.

Ability Allowances will not be paid to employees whose rates of pay include compensation for any of the following abilities.

#### *Goods in excess of 16.764m*

- Employees who are required to drive vehicles carting goods in excess of 16.764m will be paid the applicable Ability Allowance rate in addition to the rate prescribed herein where the vehicle is travelling in or through built-up areas.

#### *Motor vehicles drawing trailers*

- An employee driving a motor vehicle to which a trailer is attached will be paid in addition to the rates prescribed herein the applicable Ability Allowance rate when the following trailers are being towed:
  - a. When drawing a loaded single axle trailer;
  - b. When drawing an empty single axle trailer;
  - c. When drawing a loaded trailer with more than one axle; or
  - d. When drawing an empty trailer with more than one axle.

Provided that:

- a. When on any day an employee drives a motor vehicle drawing an empty and a loaded trailer the employee will be paid for that day the extra rate applicable for such loaded trailer;
- b. Not more than one trailer will be attached and drawn at any one time;
- c. The extra payment prescribed herein will not apply to employees driving articulated vehicles or machinery floats and/or low loaders;
- d. These allowances will apply only in respect of the drawing of trailers having a loaded capacity in excess of 0.508 t;
- e. The term "trailer" does not include - caravans, compressors, concrete mixers, welding plants and road brooms;
- f. For motor vehicles drawing caravans, compressors, concrete mixers or welding plants
  - An employee driving a motor vehicle to which any of the following is attached, viz caravan, compressor, concrete mixer or welding plant, will be paid at the rate of the applicable Ability Allowance or part thereof whilst so engaged, in addition to the rate of salary prescribed herein.

#### **g. Truck crane**

- An employee required to operate a truck crane will be paid the applicable Ability Allowance rate in addition to ordinary rates.

### **Disability Allowances**

The following rates, which have been indexed to the salary increases provided by this Agreement, will apply to Disability Allowances.

#### *Battery work*

- Employees mainly engaged in the maintenance of storage batteries, or engaged in overhauling or repairing of storage batteries or erecting second hand storage batteries that have been previously in use will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

#### *Building construction work*

- An employee working on building construction work (as defined herein) will be paid at the rate of the applicable Disability Allowance rate to compensate for the following disabilities:
  - a. Climatic conditions when working in the open on all types of work;
  - b. The physical disadvantages of having to climb stairs or ladders;
  - c. Dust blowing in the wind on building sites;
  - d. Slopmy and muddy conditions associated with the initial stages of the erection of the building;
  - e. Dirty conditions caused by the use of form oil or from green timber;
  - f. Drippings from newly poured concrete;
  - g. The disability of working on all types of scaffolds, other than a single plank swing scaffold or a bosun's chair; and
  - h. The lack of the usual amenities associated with factory work (e.g. recreational facilities, sanitary conveniences, etc.).

This allowance will form part of the weekly salary in the calculation of overtime payments, annual leave pay, public holiday pay, sick pay and long service leave pay.

Building construction work will include all classes of work carried out during the construction of new buildings, the construction of additions to existing buildings, and the necessary alteration of existing buildings, to make them conform to any new additions, and the demolition of buildings.

#### *Chain saw*

- Employees using chain saws in the performance of their work will be paid the additional applicable Disability Allowance rate whilst so engaged in addition to the ordinary rate.

#### *Dirty work*

- An employee will be paid the applicable Disability Allowance rate cents above the ordinary rate for the actual time employed on dirty or offensive work.

#### *Heavy machinery and/or transformers*

- Employees engaged in carting and/or handling heavy machinery and/or transformers which are loaded on to vehicles by means other than cranes, will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

#### *Height allowance*

- Employees, other than employees engaged in electrical line work, required to perform work at a height 15 metres and above from the ground or low-water level or

nearest horizontal plane will be paid the rate of the applicable Disability Allowance in addition to their ordinary rates.

#### *Toxic substances*

- Employees using toxic substances or materials of a like nature, or those working in close proximity, will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

Toxic substances will include epoxy based materials and all materials which include or require the addition of a catalyst hardener and reactive additives or two (2) pack catalyst system will be deemed to be materials of a like nature.

#### **Underground Mains Allowance**

Jointers and Power Workers undertaking underground mains work will be paid the applicable Disability Allowance rate in recognition of the disabilities incurred in relation to this work. This allowance is only paid for time worked during ordinary hours Monday to Friday and for work performed on SDO's, Saturday, Sunday and Public Holidays, with a maximum eight (8) hours payment for the day.

This allowance will be paid in lieu of the following allowances:

- a. Powerhouse/Substation Allowances;
- b. Trailer Drawing allowance;
- c. Dirt money; and
- d. Height money.

The allowance is **not** an all-purpose allowance.

Where the Building Construction Work Allowance is payable the Underground Mains Allowance is not applicable.

The allowance will be paid to eligible employees who are precluded from doing work as a result of wet, inclement weather or other similar conditions or for any other reason as directed by Energex.

## SCHEDULE 5

## CONTROL CENTRE

### GENERAL

Within 3 months of approval of this Agreement the parties to this Agreement will establish a review of the current working arrangements which will include common switching sheet preparation and controlling authorisation levels with an associated grading structure for the system operator stream. The switching sheet preparation and controlling authorisations and grading will be consistent across the Northern, Southern and South East Control Centres or any other locations within Energy Queensland Ltd, Ergon and Energex that this type of work is performed.

Any changes to the current working arrangements must be agreed to by the parties prior to their implementation. Any agreed changes to the terms and conditions of employment shall not come into force, unless there is an approved variation in accordance with the requirements of the Fair Work Act 2009

The parties also commit to review current working arrangements in relation to Distribution Contact Centres, including annualised salary and RDO's.

### 1. APPLICATION

This Schedule applies to employees located at *Ergon Energy* Operational Control Centre North (Townsville) and South (Rockhampton) and working continuous shift work in the classifications of System Operator Grade 1 to Grade 5 employed in the roles of Network Controller or Network Operations Officer.

This Schedule shall be read and interpreted wholly in conjunction with the provisions of this *Agreement*, and where there is any inconsistency, this Schedule shall take precedence. Where the Schedule is silent the provisions of the *Agreement* shall apply, where applicable.

### 2. TERMS AND CONDITIONS OF EMPLOYMENT

#### 2.1 Work Function and Flexibility

The responsibilities of the employees covered by this *Agreement* are as follows:

- The *Parties* will work towards effective implementation of standardisation of processes, rosters and work practices across the *Ergon Energy* Operational Control Centres located at Townsville and Rockhampton.
- As required in accordance with the Position Profile Network Controllers classified as System Operator Level 3 will undertake to perform coordination duties as part of their role.
- Employees may be requested to work additional hours outside normal attendances to provide support to manage contingencies or high workload situations.
- Due to short notice of availability due to illness (typically sixteen (16) hours or less) and shift staff after making every attempt are unable to find a replacement operator the following procedure will apply to the initial shift for which the employee is unavailable:
  - In these circumstances employees will be required to work up to 16 unpaid additional hours per calendar year.
  - The *Parties* accept that the short notice shift relief will be worked up to a maximum of four (4) hour blocks, unless otherwise mutually agreed, at the commencement or completion of their current rostered shift.
  - When the sixteen (16) hours of unpaid additional hours has been worked, the employee may claim overtime. Each respective control centre must keep a register

in order to track additional hours accordingly. This will be reviewed within six (6) months of certification of this *Agreement* by all *Parties*.

- Any work undertaken that is over and above normal attendances and exceeds the sixteen (16) hours of unpaid additional hours for sick relief, will be paid at penalty rates of double times the aggregate salary hourly rate or in accordance with the Agreed Time Bank (ATB) as specified in Clause 2.3 of this Schedule.
- Where an agreed roster incorporated an “on-call” requirement, it will be paid in accordance with the Availability Duty Allowance (ADA) of this *Agreement*.

## **2.2 Shift Rostering**

Employees accept that there is a requirement to maintain continuous twenty four (24) hours a day, seven (7) days per week shift coverage within *Ergon Energy* Control Centres.

Employees covered by this *Agreement* will work in accordance with a Control Centre Roster which has been agreed to by 60% of affected employees.

Roster attendances will be of 8.05 hours duration, nominally described as day, afternoon and night shift if applicable or as mutually agreed by the *Parties*.

For the purposes of this Clause the following definitions apply:

- “Day Shift” will normally mean any shift worked between the hours of 6.00am and 6.00pm
- “Afternoon Shift” will normally mean any shift finishing after 6.00pm and at or before midnight, and
- “Night Shift” will normally mean any shift finishing after midnight and at or before 8.00am

Network Operation Officers required to act as Network Controller’s for periods of one shift or greater will be paid the Network Controller classification rate including the Network Controller loadings for the duration of the higher duties.

## **2.3 Additional Hours**

Where an employee works additional hours, reimbursement may be via the following provisions at the employee’s discretion:

- Overtime payments will be paid at double times the aggregate salary hourly rate,
- Agreed Time Banking (ATB) as per the provisions described below:
  - Agreed Time Banking (ATB) is where the time worked outside the nominal normal working day duration is not paid but “banked” instead for the employee to take as paid recreation time on a later occasion.
  - Such arrangement will be initiated by the employee, with *Mutual Agreement* between the employee and their immediate supervisor on the basis of no pressure being brought to bear on either party to achieve this *Agreement*.
  - Where *Ergon Energy* requests the employee to work overtime and the employee and immediate supervisor mutually agree that the employee will use ATB, the multiplier for paid recreation time for those hours worked will be two (2).
  - Where the employee requests to work overtime (e.g. for facilitating flexible working hours) and the employee and the immediate supervisor mutually agree that the employee will have paid recreation time in lieu of those hours, then the multiplier for the ATB will be one (1).
  - Employees using the ATB provisions for *Ergon Energy* requested overtime will be entitled to all conditions relating to the working of overtime excluding payment for the hours worked, as provided for in the *Agreement*.

- The taking of time off resulting from the ATB provisions will be mutually agreed between the employee and the immediate supervisor.

## **2.4 Aggregate Rates**

Any base salary adjustments provided for in this *Agreement* will be reflected in the aggregate salary hourly rate for the purposes of all employee accruals for Annual Leave, Long Service Leave, Personal Leave, Superannuation and Redundancy.

### **Total Aggregate Salary – Network Controllers (Grade 3)**

*Base rate* level will be calculated as per the employee's classification grade and salary point based on classification structure contained in this *Agreement*.

The 41% *all purpose* loading incorporates Shift Penalty Component, Flexibility Component, Personal Leave Relief, Legacy Loading Arrangement and Coordination duties (as per the current Network Controller Position Profile).

The *All purpose* Loading will apply to Network Controllers on completion of their training and deemed to be competent to perform the duties in accordance with their position profile.

### **Total Aggregate Salary – Network Operations Officer (Grade 1 & 2)**

*Base rate* level will be calculated as per the employee's classification grade and salary point based on classification structure contained in this *Agreement*.

The 28% *All purpose* Loading incorporates Shift Penalty Component, Flexibility Component, Personal Leave Relief, off shift role mainly for switching sheet preparation, other Control Centre Duties and seasonal variance to resource storm season requirements.

The *All purpose* Loading will apply to Network Operations Officer Grade 1 & 2 on completion of their training and deemed to be competent to perform the duties in accordance with their position profile.

## **3. LEAVE**

### **3.1. Annual Leave**

Annual Leave will be paid at the employee's aggregate salary rate.

If a Statutory holiday falls on a day that an employee covered by this Schedule is rostered off an extra day leave will be added to their Annual Leave balance.

Employees covered by this Schedule are entitled to no less than one hundred and eighty four (184) hours annual leave credit per annum to their annual leave balance.

### **3.2. Personal Leave**

All Personal Leave entitlements will be paid at the employee's aggregate salary rate.

Employees covered by this Schedule who retire in accordance to the rules of Energy Super or die during service will be entitled to a payout of 50% of their individual Personal Leave accrual in the employee's credit at the time. Such a payout will not exceed twenty six (26) weeks total, calculated using the employee's aggregate salary rate of pay in force at the time.

### **3.3. Long Service Leave**

Long Service Leave will be paid at the employee's aggregate salary rate.

#### **4. SUPERANNUATION**

Superannuation payments will be calculated on the employee's aggregate salary rate in accordance with Energy Super fund guidelines.

#### **5. RETRENCHMENT**

Redundancy entitlements and calculations will be based on the employee's aggregate salary rate and in accordance with the retrenchment provisions contained in Schedule 3.

## **SCHEDULE 6 NETWORK OPERATIONS CONTROL ROOM SHIFT WORK ARRANGEMENTS**

### **1. APPLICATION**

This Schedule is applicable to specified Network Operations Officers and Network Operations Shift Managers in the Network Control team at the Energex Control Room. These positions are classified as System Operators engaged on a three (3) shift arrangement, seven (7) days per week (Brisbane).

### **2. DEFINITIONS**

“Aggregated loading” is a specific loading which is paid as a percentage of the “Agreement Wage Rate”. Details of the loading are included in clause 4 below.

“Agreement” refers to the Energex Union Collective Agreement 2015.

“Agreement Wage Rate” is the salary for the employee’s substantive classification under the Agreement’s Salary and Wages Schedule (refer Schedule A).

“Technical Employee”, for the purpose of this Schedule, is an employee engaged to perform shift work (as described above and identified in the Core Career Path Document for System Operators) in the Brisbane Control Room.

### **3. RELATIONSHIP TO AGREEMENT**

This Schedule is based on the provisions of the Agreement. This Schedule shall be read and interpreted wholly in conjunction with the provisions of this Agreement, and where there is any inconsistency, this Schedule shall take precedence. Where the Schedule is silent the provisions of the Agreement shall apply. This Schedule supersedes all previous conditions and agreements.

### **4. AGGREGATED SALARY**

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “Agreement wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
  - Shift penalty hours;
  - Shift changeover time; and
  - Work performed on Statutory Holidays.
- c. The aggregated loadings to compensate for the above-mentioned components are as follows:
  - Shift Manager: 47.29% above ordinary time
  - Network Operations Officer (Brisbane): 45.96% above ordinary time
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation contributions.

Note: The calculation sheets are detailed in Attachment CR 2.

### **5. SHIFT INCIDENCE**

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible, whilst also taking into account personal

preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 2.1 Workplace Change and Flexibility of the Agreement.

At this stage, shifts are as follows:

a. Network Operation Officers and Shift Managers

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

## 5.1 SHIFT ARRANGEMENTS

The shift rotation is a combination of eight (8) and 12 hour shifts and shift families.

## 6. FLEXIBILITY ARRANGEMENTS

This Schedule may, in accordance with clause 2.1 Workplace Change and Flexibility of the Agreement be amended during its life to reflect any agreed alterations.

The parties will continue to work towards increased flexibility in the operation of the Control Room.

The provisions in Attachment CR 1 relating to Brisbane Network Operations Officers have previously been agreed by the Roster Committee.

### 6.1 Shift Managers

The standard Shift Manager roster is based on a minimum of six (6) people. Employees may also be required to spend periods of time in other parts of the business in order to maintain their skill development / technical competency, improve their understanding of developments in the network and the views / requirements of their customers.

During these times employees will continue to maintain their aggregated salary.

### 6.2 Network Operations Officers

In order to maintain their skill development / technical competency, improve their understanding of developments in the network and the views / requirements of their customers, employees may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

## 7. OVERTIME

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the Agreement wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant overtime penalty (for example, salary x [145.96% x2 plus the applicable shift penalty (e.g. Afternoon and/or Night Shift Penalty rate)]).

## 8. ADDITIONAL PROVISIONS

- a. All time worked during an ordinary shift between midnight on Friday and midnight on Saturday shall be paid for at 1.75 times the ordinary rate plus the applicable shift penalty (e.g. Afternoon and/or Night Shift Penalty rate).
- b. Annual leave entitlements shall be recorded as 23 shifts of eight hours, i.e. 184 hours.

- c. Employees who elected in accordance with the *Energex Union Collective Agreement 2008* or the *Energex Union Collective Agreement 2011*, to be paid out 50% of their sick leave entitlement upon retirement, are entitled:
- Upon retirement, in accordance with the rules of the Electricity Supply Industry Superannuation Fund (Qld), or who die during employment, to a payout of sick leave. The entitlement shall be 50% of sick leave accrued in terms of the Agreement and standing to the employee's credit at the time, to a maximum of 26 weeks at the rate of the standard weekly hours in force at the time, and paid for at the employee's Agreement Wage Rate.

#### **9. NOTIFICATION FOR AD HOC SHIFT COVERAGE**

When an employee is required to do overtime to cover a full shift, Energex commits to providing the employee with 12 hours' notice.

Should the above notification period not be achieved, the employee will be entitled to claim an applicable meal allowance/s.

#### **10. NO FLOW-ON EFFECT**

This Schedule shall not be used to progress any claims in respect of other Energex employees.

## **Attachment CR 1**

### **Roster Committee Recommendations**

#### **Emergency Rostering / Not Previously Notified Rostering**

The Shift Manager shall have the option when a Network Officer is absent not to cover his designated shift. To ensure the safe and effective management of the Electricity Network the Shift Manager must adhere to the following key criteria:

- Pre-controls completed;
- The volume of existing work on the Network Officers desks;
- The volume of additional work for the effected Network Officers and Weather conditions;
- Any requirement of Writing/Authorising of "Planned Switching Sheets".

If these issues cannot be addressed the Network Officer shall have the option of overtime to fulfil the resources required.

If this option is not utilised the Shift Manager will take on the additional workload or call in Standby Staff.

#### **Use of SPARES**

SPARES shall be used to cover All types of leave under the following conditions/guidelines:

- At all times, six (6) people are guaranteed Annual Leave (A/L) at any one time. Where possible, SPARES are to be used to fill in for people on LSL on the proviso that six (6) people are still guaranteed A/L at any one time. If a person is on LSL, six (6) people are still able to taken A/L with the 7th position being backed filled by Day Staff where there is a clash/shortfall. Any more than one (1) person on LSL, then the shortfall is to be filled via a suitable secondment.
- Short Term Sick Leave is to be filled by SPARES or managed by the Shift Manager in relation to workloads, weather, etc. For short notice shift changes, "adequate notice" or by "mutual consent" shall be applied.
- Long Term Sick Leave is to be filled where possible using SPARES on the proviso that the above conditions in relation to "six (6) people on A/L at any one point in time" are adhered to. Where this is not possible, the shortfall is to be filled via the Day Staff.

In relation to using SPARES for "LSL" and "Long Term Sick Leave", no person shall be financially disadvantaged over a 12 month period.

## Attachment CR 2

## Calculation Sheets

*(45.96%) Shift Controllers*

## PENALTIES FOR NEW 14 WEEK ROSTER WITH NO SPARES - with STATUTORY HOLIDAYS + 1 spare week of Mid-Afternoons

(This 18man Roster is effectively an 14 week roster with no spares)

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	14 wks
Total Normal Hours for Period	507.15 hrs
Number of Shifts in a 14wk Roster:	63.0 shifts
Annual Penalty Percentage (18man / 18week cycle):	45.96%

Penalty Hours		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	6.0375	175.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Mon-Fri | Saturday | Sunday

45.11%  
0.00%*(45.96%) Shift Controllers*

## PENALTIES FOR NEW 14 WEEK ROSTER WITH NO SPARES - with STATUTORY HOLIDAYS + 1 spare week of Mid-Afternoons

(This 18man Roster is effectively an 14 week roster with no spares)

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	14 wks
Total Normal Hours for Period	507.15 hrs
Number of Shifts in a 14wk Roster:	63.0 shifts
Annual Penalty Percentage (18man / 18week cycle):	45.96%

Penalty Hours		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	6.0375	175.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

*(47.29%) Shift Managers*

## PENALTIES FOR NEW 10 WEEK ROSTER WITH NO SPARES with STATUTORY HOLIDAYS + SICK LEAVE

(This 10man Roster is effectively an 10 week roster with no spares)

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	10 wks
Total Normal Hours for Period	362.25 hrs
Number of Shifts in a 10wk Roster:	45.0 shifts
Annual Penalty Percentage (10man / 10week cycle):	47.29%

Penalty Hours		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	6.0375	175.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Mon-Fri | Saturday | Sunday

46.32%

0.97%

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5 Week Day (Spare) 0.000 hrs wk-1

5 Week Day (Spare) 0.000 hrs wk-2

3 week Afternoon / 2 Weekend Night 22.238 hrs wk-3

2 week night / 2 weekend day 17.710 hrs wk-4

1 week day / 3 week night 5.434 hrs wk-5

2 week day / 2 weekend afternoon 17.106 hrs wk-6

2 week day / 2 week afternoon 3.019 hrs wk-7

5 Week Day (Spare) 0.000 hrs wk-8

5 Week Day (Spare) 0.000 hrs wk-9

3 week Afternoon / 2 Weekend Night 22.238 hrs wk-10

2 week night / 1 week day (spare) / 2 weekend day 17.710 hrs wk-11

1 week day / 3 week night 5.434 hrs wk-12

2 week day / 2 weekend afternoon 17.106 hrs wk-13

2 week day / 2 week afternoon 3.019 hrs wk-14

Total number of Shifts: 45

Total Changeover Time for Period (45 Shifts)

11.250 hrs 0.25

Total No of Hrs: 362.25 hrs

Total Penalty Hours for Period

142.26 hrs

Penalty Percentage for Period

39.27%

## Annualised Calculation based on 10man / 10week Roster

Annual Multiplication Factor (52.0357 wks/ yr)

5.20357

Total Normal Hours/Annum

1884.993 hrs

Total Rostered Penalty Hours/Annum

740.279 hrs

Number of Statutory Holidays Worked/Annum

11

Note: 11 Stat. Holidays/Annum

Statutory Holiday Penalty Hours/Annum

151.09

132.83

Number of Statutory Holidays Day in Lieu

0.00

Days in Lieu Hours/Annum

0.00

Total Statutory Holiday Hours/Annum

151.088

Total Penalty Hours/Annum

891.368 hrs

Annual Penalty Percentage (10man / 10week cycle):

47.29%

\$ -

*(47.29%) Shift Managers*

**PENALTIES FOR NEW 10 WEEK ROSTER WITH NO SPARES with STATUTORY HOLIDAYS + SICK LEAVE**

**(This 10man Roster is effectively an 10 week roster with no spares)**

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	<u>10 wks</u>
Total Normal Hours for Period	362.25 hrs

**Number of Shifts in a 10wk Roster:** 45.0 shifts

**Annual Penalty Percentage (10man / 10week cycle): 47.29%**

<i>Penalty Hours</i>		
<b>Week Day</b>	<b>0</b>	<b>0%</b>
<b>Afternoon</b>	<b>1.5094</b>	<b>18.75%</b>
<b>Night</b>	<b>1.8113</b>	<b>22.50%</b>
<b>Sat</b>	<b>6.0375</b>	<b>175.00%</b>
<b>Sun</b>	<b>8.0500</b>	<b>200.00%</b>
<b>Holiday</b>	<b>12.0750</b>	<b>250.00%</b>

Mon-Fri		Saturday		Sunday				0.97%	
D	A	N	D	A	N	D	A	N	
									4
									5 Week Day (Spare)
									0.000 hrs wk-1
									5 Week Day (Spare)
									0.000 hrs wk-2
3			1		1				3 week Afternoon / 2 Weekend Night
									22.238 hrs wk-3
	2	1			1				2 week night / 2 weekend day
									17.710 hrs wk-4
1	3								1 week day / 3 week night
									5.434 hrs wk-5
2			1		1				2 week day / 2 weekend afternoon
									17.106 hrs wk-6
2	2								2 week day / 2 week afternoon
									3.019 hrs wk-7
									5 Week Day (Spare)
									0.000 hrs wk-8
2									5 Week Day (Spare)
									0.000 hrs wk-9
3			1		1				3 week Afternoon / 2 Weekend Night
									22.238 hrs wk-10
1	2	1			1				2 week night / 1 week day (spare) / 2 weekend day
									17.710 hrs wk-11
1	3								1 week day / 3 week night
									5.434 hrs wk-12
2			1		1				2 week day / 2 weekend afternoon
									17.106 hrs wk-13
2	2								2 week day / 2 week afternoon
									3.019 hrs wk-14
Total number of Shifts:						45		Total Changeover Time for Period (45 Shifts)	
								11.250 hrs 0.25	
Total No of Hrs:		362.25 hrs				Total Penalty Hours for Period		142.26 hrs	

No of SPARE Weeks in a Roster Cycle

Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.075 hrs	
Afternoon:	14.339 hrs	No of Public Holidays
Night:	14.792 hrs	11 Days
Average of:	13.735 hrs	
	151.1 hrs	151.1 hrs

% of 1 'D' shifts	33.33%	4.03 hrs
% of 1 'A' shifts	33.33%	4.78 hrs
% of 1 'N' shifts	33.33%	4.93 hrs
Total 3 shifts	100.00%	13.74 hrs
		151.1 hrs

<b>Penalty Percentage for Period</b>	<b>39.27%</b>
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**Annualised Calculation based on 10man / 10week Roster**

Annual Multiplication Factor (52.0357 wks/ yr)	5.20357
<b>Total Normal Hours/Annum</b>	<b><u>1884.993 hrs</u></b>
<b>Total Rostered Penalty Hours/Annum</b>	<b><u>740.279 hrs</u></b>

Number of Statutory Holidays Worked/Annum	11	Note: 11 Stat. Holidays/Annum
Satutory Holiday Penalty Hours/Annum	151.09	132.83
Number of Statutory Holidays Day in Leiu	0.00	
Days in Leiu Hours/Annum	0.00	
<b>Total Statutory Holiday Hours/Annum</b>	<b>151.088</b>	

**Total Penalty Hours/Annum** 891.368 hrs

**Annual Penalty Percentage (10man / 10week cycle):** 47.29%

Estimated cost of new equipment	\$ -
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**(37.90%) NCC Controllers**

(This 4man Roster is effectively an 4 week roster with no spares)

Penalty Hours		
Week Day	0	0%
Afternoon	1.5000	18.75%
Night	1.8000	22.50%
Sat	6.0000	175.00%
Sun	8.0000	200.00%
Holiday	12.0000	250.00%

Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.000 hrs	<div> No of Public Holidays  11 Days </div>
Afternoon:	14.250 hrs	
Night:		
Average of:	13.125 hrs	
144.4 hrs		144.4 hrs
% of 1 'D' shifts	50.00%	6.00 hrs
% of 1 'A' shifts	50.00%	7.13 hrs
	0.00%	0.00 hrs
Total 2 shifts	100.00%	13.13 hrs
		144.4 hrs

<b>Annual Penalty Percentage (4man / 4week cycle):</b>	<b>37.90%</b>
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[Meals : 10 @ \$7.50 = \$75]      [Meals : 10 @ \$9.60 = \$96]

<b>Annual Penalty Percentage (4man / 4week cycle):</b>	<b>37.90%</b>
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	\$	-
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## **SCHEDULE D – ENERGEX NETWORK OPERATIONS GROUP – EVALUATOR/LV OUTAGE OFFICERS – ANNUALISED AGREEMENT**

### **1. APPLICATION**

This Agreement is applicable to specified Evaluator/Low Voltage Outage Officers in the Network Operations Group located at the Energex Control Room. These positions are classified as Supervisors in the Technical Stream of the Energex Union Collective Agreement 2015. The employees subject to the Agreement will be engaged on a three (3) shift roster arrangement, covering a morning, afternoon and night shift roster, seven (7) days per week.

### **2. DEFINITIONS**

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCA Wage Rate”. Details of the loading are included in clause 4 below.

“EUCA” refers to the Energex Union Collective Agreement 2015.

“EUCA Wage Rate” is the salary for the employee’s substantive classification under the EUCA’s Salary and Wages Schedule

“Evaluator/Low Voltage Outage Officer” for the purpose of this Agreement, is an employee engaged to perform Evaluation/Low Voltage Outage shift work (as identified in the Evaluator/ Low Voltage Outage Officer Job Profile and relevant Core Career Path Document of the EUCA) in the Energex Network Operations Group.

### **3. RELATIONSHIP TO AGREEMENT**

This Agreement is based on the provisions of the EUCA including clause 7.4 - Shift Work and clause 7.5 - Public Holiday. This Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCA, and where there is any inconsistency, this Agreement shall take precedence. Where the Agreement is silent the provisions of the EUCA shall apply. This Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

### **4. AGGREGATED SALARY**

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCA wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
  - Shift penalty hours; and
  - Shift changeover time; and
  - Worked performed on Statutory Holidays.
- c. The aggregated loading to compensate for the above-mentioned components is:
  - Evaluator/ Low Voltage Outage Officer at 43.29% above ordinary time.
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

#### **Note:**

The calculation work sheets for the loading set out above are detailed in Attachment 1.

### **5. SHIFT INCIDENCE**

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 7.4 - Shift Work of the EUCA.

At this stage, shifts are as follows:

Evaluator/Low Voltage Outage Officers

Shift	Commence	Finish
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Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

## **6. FLEXIBILITY ARRANGEMENTS**

This Agreement may, in accordance with clause 2.1- Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

### **6.1 Evaluator/ Low Voltage Outage Officers – Development Opportunities**

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Evaluator/Low Voltage Outage Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

## **7. OVERTIME**

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 143.29%) x2].

## **8. NOTIFICATION FOR AD HOC SHIFT COVERAGE**

When an employee is required to do overtime to cover a full shift, Energex commits to providing the employee with 12 hours' notice.

Should the above notification periods not be achieved, the employee will be entitled to claim an applicable meal allowance/s.

## **9. NO FLOW-ON EFFECT**

This Schedule shall not be used to progress any claims in respect of other Energex employees.

## Attachment 1

### Calculation Sheet – Evaluator/Outage Officers Loading - 43.29%

#### PENALTIES FOR NEW 11 WEEK ROSTER WITH NO SPARES

(This 14man Roster is effectively an 11 week roster with no spares)

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	11 wks
Total Normal Hours for Period	398.48 hrs
Number of Shifts in a 11wk Roster:	49.5 shifts
Annual Penalty Percentage (14man / 11week cycle):	43.29%

Penalty Hours		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	4.0250	150.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Mon-Fri Saturday Sunday

D	A	N	D	A	N	D	A	N	Penalty Hours per Weekly Shift	
2	2								2 Week Morning/2 Week Afternoon	3.019 hrs wk-1
3			1			1			3 Week Afternoon/2 Weekend Day	16.603 hrs wk-2
1	2			1			1		1 Week Morning/2 Week Afternoon/ 2 Weekend Afternoon	18.113 hrs wk-3
4									4 Week Morning	0.000 hrs wk-4
									4 Week Day (Spare)	0.000 hrs wk-5
									5 Week Day (Spare)	0.000 hrs wk-6
									5 Week Day (Spare)	0.000 hrs wk-7
3	1							1	3 Week Afternoon/1 Week Night/2 Weekend Night	22.037 hrs wk-8
	1		1			1			1 Week Night/2 Weekend Morning	13.886 hrs wk-9
1	3								1 Week Day/ 3 Week Night	5.434 hrs wk-10
4									4 Week Morning	0.000 hrs wk-11
2			1					1	2 Week Afternoon/2 Weekend Day	15.094 hrs wk-12
3				1				1	3 Week Morning/2 Weekend Afternoon	15.094 hrs wk-13
3					1			1	3 Week Afternoon/2 Week Afternoon	19.622 hrs wk-14
										0.000 hrs
										0.000 hrs
										0.000 hrs
6.5										0.000 hrs
Total number of Shifts: 49.5										
Total No of Hrs: 398.48 hrs										
Total Changeover Time for Period (49.5 Shifts)										12.376 hrs 0.25
Total Penalty Hours for Period										141.28 hrs

49.5

Penalty Percentage for Period 35.45%

#### Annualised Calculation based on 14man / 11week Roster

Annual Multiplication Factor (52.0357 wks/yr)	4.73052 cycles
Total Normal Hours/Annum	1884.993 hrs
Total Rostered Penalty Hours/Annum	668.307 hrs

Number of Statutory Holidays Worked/Annum

11 Days

Note: 11 Stat. Holidays per Annum

Statutory Holiday Penalty Hours/Annum

147.783 hrs

Number of Statutory Holidays Day in Lieu

0.000 hrs

Days in Lieu Hours/Annum

0.000 hrs

Total Statutory Holiday Hours/Annum 147.783 hrs

Total Penalty Hours/Annum 816.090 hrs

Annualised Calculation based on 14man / 14week Roster 43.29%

Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.075 hrs	No of Public Holidays 11 Days
Afternoon:	14.339 hrs	
Night:	14.792 hrs	
Average of:	13.735 hrs	
151.1 hrs		147.8 hrs
% of 21 'D' shifts	42.86%	5.18 hrs
% of 21 'A' shifts	42.86%	6.15 hrs
% of 7 'N' shifts	14.29%	2.11 hrs
Total 49 shifts	100.00%	13.43 hrs
		147.8 hrs

## **SCHEDULE E – NETWORK OPERATIONS INFORMATION OFFICERS – ANNUALISED AGREEMENT**

### **1. APPLICATION**

This Annualised Agreement is applicable to specified Network Operations Information Officers in the Network Operations Group located at the Energex Control Room. These positions are classified as Administrative Employees in the Administrative Stream of the Energex Union Collective Agreement 2015. The employees subject to the Agreement will be engaged on a two (2) shift roster arrangement, covering a day and afternoon roster, seven (7) days per week.

### **2. DEFINITIONS**

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCA Wage Rate”. Details of the loading are included in clause 4 below.

“EUCA” refers to the Energex Union Collective Agreement 2015.

“EUCA Wage Rate” is the salary for the employee’s substantive classification under the EUCA’s Salary and Wages Schedule.

“Information Officer” for the purpose of this Agreement, is an employee engaged to perform Information Officer shift work (as identified in the Network Operations Information Officer Job Profile and relevant Core Career Path Document of the EUCA) in the Energex Network Operations Group.

### **3. RELATIONSHIP TO AGREEMENT**

This Annualised Agreement is based on the provisions of the EUCA including clause 7.4 - Shift Work and clause 7.5 - Public Holiday. The Annualised Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCA, and where there is any inconsistency, this Annualised Agreement shall take precedence. Where the Annualised Agreement is silent the provisions of the EUCA shall apply. This Annualised Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

### **4. AGGREGATED SALARY**

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCA wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
  - i. Shift penalty hours; and
  - ii. Shift changeover time; and
  - iii. Worked performed on Statutory Holidays.
- c. The aggregated loading to compensate for the above-mentioned components is:
  - i. Network Operations Information Officer at 36.5% above ordinary time.
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

#### **Note:**

The calculation work sheets for the loading set out above are detailed in Attachment 1.

### **5. SHIFT INCIDENCE**

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of ordinary shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 7.4 - Shift Work of the EUCA.

At this stage, shifts are as follows:

Information Officers

Shift	Commence	Finish
Day	06:00	14:00

Afternoon	14:00	22:00
Night	N/A	N/A

## **6. FLEXIBILITY ARRANGEMENTS**

This Annualised Agreement may, in accordance with clause 2.1 - Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

### **6.1 Information Officers – Development Opportunities**

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Information Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

## **7. OVERTIME**

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 136.5%) x2].

## **8. NOTIFICATION FOR AD HOC SHIFT COVERAGE**

When an employee is required to do overtime to cover a full shift, Energex commits to providing the employee with 12 hours' notice.

Should the above notification periods not be achieved, the employee will be entitled to claim an applicable meal allowance/s.

## **9. NO FLOW-ON EFFECT**

This Schedule shall not be used to progress any claims in respect of other Energex employees.

## Attachment 1

### Calculation Sheet – Network Operations Information Officers Loading – 36.5%

**PENALTIES for 3 Week Roster with NO SPARES - with STATUTORY HOLIDAYS + 0 Spare week of Mid-Afternoons**  
**(This 4 man Roster is effectively a 3 week roster with no spares)** Enter HRS per Day to be worked

**Standard Hours worked per Day** 8.05 hrs

**Hours per week** 36.23 hrs

**Number of Weeks** 3.4 wks

**Total Normal Hours for Period** 124.78 hrs

*Number of Shifts in a 3wk Roster:* 16.0 shifts

**Annualised Penalty Percentage:** 36.49%

*offered Percentage:* 36.50% -0.01%

**Penalty Hours - 8 hrs**

Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	4.0250	150.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Enter # of SPARE Weeks in Roster used to cover leave

Enter # of People on Roster: 4 People

**Penalty Hours per Weekly Shift** Enter # of SPARES: 0.56

**<< No of Shifts over the cycle of the Roster** 34.716 hrs

**5 Day Week (Spare)** 0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

0.000 hrs

**Total number of Shifts:** 16.0

**Total No of Hrs:** 128.80 hrs

**Total Changeover Time for Period (16 Shifts)** 1.200 hrs

**Total Penalty Hours for Period** 35.92 hrs

**Penalty Percentage for Period** 28.78%

**Annualised Calculation based on 4 man / 3wk Roster**

Annual Multiplication Factor (52.0357 wks/ yr) 15.11 cycles

**Total Normal Hours/Annum** 1884.99 hrs

**Total Rostered Penalty Hours/Annum** 542.58 hrs

Number of Statutory Holidays Worked/Annum 11 Days

Statutory Holiday Penalty Hours/Annum 145.3 hrs

Days in Leiu/Annum 88.55 hrs

**Total Statutory Holiday Hours/Annum** 145.28 hrs

Number of Planned O/T Shifts Included/Annum 0.0000

**Planned O/T Inclusion Hours/Annum** 0.00

**Total Penalty Hours/Annum** 687.86 hrs

**Annual Penalty Percentage for a 4 week cycle:** 36.49%

**Public Holiday AVG Penalty Hours (D-A-N)**

Day:	12.075 hrs	No of Public Holidays 11 Days
Afternoon:	14.339 hrs	
Night:	14.792 hrs	
Average of:	13.735 hrs	
151.1 hrs		145.3 hrs

% of 1 'D' shifts	50.00%	6.04 hrs
% of 1 'A' shifts	50.00%	7.17 hrs
% of 0 'N' shifts	0.00%	0.00 hrs
<b>Total 2 shifts</b>	<b>100.00%</b>	<b>13.21 hrs</b>
		145.3 hrs

It should be noted that this Roster is a **PROPOSED ROSTER ONLY**.  
The FINAL Roster format is to be worked out at a later stage, but the Percentage Calculated would remain the same when the SAME number of Shifts are done over the Quoted cycle. Also, Should Penalty Rates change, so should the Calculated Percentage.

Note: 11 Stat. Holidays per Annum

132.825  
Enter Number of Public Holidays per Calander Year

(If Req'd) Enter Extra % for incorporating Monthly Team Briefs or Prepaid O/T into Annualised Rate

## **SCHEDULE F – NETWORK OPERATIONS TROUBLE CALL OFFICERS – ANNUALISED AGREEMENT**

### **1. APPLICATION**

This Annualised Agreement is applicable to specified Network Trouble Call Officers in the Network Operations Group located at the Energex Control Room. These positions are classified as Administrative Employees in the Administrative Stream of the Energex Union Collective Agreement 2015. The employees subject to the Agreement will be engaged on a three shift roster arrangement, covering a morning, afternoon and night shift roster, seven (7) days per week.

### **2. DEFINITIONS**

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCA Wage Rate”. Details of the loading are included in clause 4 below.

“EUCA” refers to the Energex Union Collective Agreement 2015.

“EUCA Wage Rate” is the salary for the employee’s substantive classification under the EUCA’s Salary and Wages Schedule

“Network Operations Trouble Officer” for the purpose of this Agreement, is an employee engaged to perform trouble call shift work (as identified in the Network Operations Trouble Call Officer Job Profile and relevant Core Career Path Document of the EUCA) in the Energex Network Operations Group.

### **3. RELATIONSHIP TO AGREEMENT**

This Annualised Agreement is based on the provisions of the EUCA including clause 7.4 - Shift Work and clause 7.5 - Public Holiday. The Annualised Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCA and where there is any inconsistency, this Agreement shall take precedence. Where the Annualised Agreement is silent the provisions of the EUCA shall apply. The Annualised Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

### **4. AGGREGATED SALARY**

1. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCA wage rate” for the position.
2. The aggregated loading compensates employees for the following items:
  - i. Shift penalty hours;
  - ii. Shift changeover time; and
  - iii. Worked performed on Statutory Holidays.
3. The aggregated loading to compensate for the above-mentioned components is:
  - i. Network Trouble Call Officer at 42.3% above ordinary time.
4. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

#### **Note:**

The calculation work sheets for the loading set out above are detailed in Attachment 1.

### **5. SHIFT INCIDENCE**

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 7.4 - Shift Work of the EUCA.

At this stage, shifts are as follows:

Trouble Call Officers

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

## **6. FLEXIBILITY ARRANGEMENTS**

This Annualised Agreement may, in accordance with clause 2.1 - Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

### **6.1 Trouble Call Officer – Development Opportunities**

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Trouble Call Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

## **7. OVERTIME**

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 142.3%) x2].

## **8. NOTIFICATION FOR AD HOC SHIFT COVERAGE**

When an employee is required to do overtime to cover a full shift, Energex commits to providing the employee with 12 hours' notice.

Should the above notification periods not be achieved, the employee will be entitled to claim an applicable meal allowance/s.

## **9. NO FLOW-ON EFFECT**

This Schedule shall not be used to progress any claims in respect of other Energex employees.

# Attachment 1

## Calculation Sheet – Network Operations Trouble Call Officers Loading – 42.3%

**PENALTIES for 10 Week Roster with NO SPARES - with STATUTORY HOLIDAYS + 0 Spare week of Mid-Afternoons**  
**(This 12 man Roster is effectively a 10 week roster with no spares)** Enter HRS per Day to be worked

Just fill in the CELLS that are MARKED YELLOW

<b>Standard Hours worked per Day</b>		<b>8.05 hrs</b>
<b>Hours per week</b>		<b>36.23 hrs</b>
<b>Number of Weeks</b>		<b>10.3 wks</b>
<b>Total Normal Hours for Period</b>		<b>371.91 hrs</b>
<i>Number of Shifts in a 10wk Roster:</i>		<b>47.0 shifts</b>
<b>Annualised Penalty Percentage:</b>		<b>42.30%</b>
<i>offered Percentage:</i>		<b>42.30%</b>

Penalty Hours - 8 hrs		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	4.0250	150.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

<b>Penalty Hours per Weekly Shift</b>		<b>Enter # of SPARES: 1.7</b>
<b>&lt;&lt; No of Shifts over the cycle of the Roster</b>		<b>128.901 hrs</b>
<b>5 Day Week (Spare)</b>		<b>0.000 hrs</b>
<b>5 Day Week (Spare)</b>		<b>0.000 hrs</b>
<b>5 Day Week (Spare)</b>		<b>0.000 hrs</b>
<b>5 Day Week (Spare)</b>		<b>0.000 hrs</b>
		<b>0.000 hrs</b>
		<b>0.000 hrs</b>
		<b>0.000 hrs</b>
<b>Total number of Shifts:</b>		<b>47.0</b>
<b>Total No of Hrs:</b>		<b>378.35 hrs</b>
<b>Total Changeover Time for Period (47 Shifts)</b>		<b>0.000 hrs</b>
<b>Total Penalty Hours for Period</b>		<b>128.90 hrs</b>

<b>Penalty Percentage for Period</b>		<b>34.66%</b>
<b>Annualised Calculation based on 12 man / 10wk Roster</b>		
Annual Multiplication Factor (52.0357 wks/ yr)		5.07 cycles
<b>Total Normal Hours/Annum</b>		<b>1884.99 hrs</b>
<b>Total Rostered Penalty Hours/Annum excluding PH</b>		<b>649.51 hrs</b>

Number of Statutory Holidays Worked/Annum	<b>11 Days</b>	<b>Note: 11 Stat. Holidays per Annum</b>
Statutory Holiday Penalty Hours/Annum	<b>147.8 hrs</b>	<b>132.825</b>
Days in Lieu Hours/Annum	88.55 hrs	
<b>Total Statutory Holiday Hours/Annum</b>	<b>147.77 hrs</b>	
Number of Planned O/T Shifts Included/Annum		
<b>Planned O/T Inclusion Hours/Annum</b>	<b>0.00</b>	
<b>Total Penalty Hours/Annum</b>		<b>797.28 hrs</b>
<b>percentage per 12 week cycle excluding public holidays</b>		<b>42.30%</b>

It should be noted that this Roster is a **PROPOSED ROSTER ONLY**. The FINAL Roster format is to be worked out at a later stage, but the Percentage Calculated would remain the same when the SAME number of Shifts are done over the Quoted cycle. Also, Should Penalty Rates change, so should the Calculated Percentage.

(If Req'd) Enter Extra % for incorporating Monthly Team Briefs or Prepaid O/T into Annualised Rate

## **SCHEDULE 7                      ALTERNATIVE EMPLOYMENT ARRANGEMENTS – LEGACY ARRANGEMENTS**

It is acknowledged that existing employees may have terms and conditions subject to the following Alternative Employment Arrangements - Senior Staff Agreement and Non-Executive Employment Agreement.

These legacy Alternative Employment Arrangements will be maintained during the life of this Agreement and future Agreement/s; and employment conditions will be in accordance with the terms and conditions of these arrangements where the employee continues to be employed in their current position.

In circumstances where the employee's position is made redundant and the employee is redeployed to suitable alternative employment, these arrangements will be maintained for the redeployed position in accordance with the above.

If an employee is successful in attaining another position then the terms and conditions of the new position will apply.

All future Alternative Employment Arrangements will be in accordance with the following:

### **SCHEDULE B**

- a. Senior Staff Agreement; and
- b. Non-Executive Employment Agreement.

These alternative employment arrangements are set out in Schedule B of this Agreement. Unless specifically provided for in the alternative employment arrangement, employees are exempt from the following provisions of the Agreement:

- a. Part 6 Allowances – Payment of Ability and Disability Allowances, Emergency Work – availability duty, Work in Rain, Substation and Test Department Allowance, Construction Sites, First Aid Allowance, Tools, Locality Allowances;
- b. Part 7 Hours of Work, Public Holidays – Hours of Work, Meal Breaks, Rest Pause, Shift Work;
- c. Part 8 Overtime – Overtime, Rest Break after Overtime, Overtime Crib Break, Meal allowance; and
- d. Part 10 Transfers, Travelling and Working Away from Usual Place of Work – Travelling Outside of Ordinary Hours.

Any arrangement developed shall be read and interpreted in conjunction with the Agreement, and where any inconsistency exists, the alternative employment arrangement shall take precedence. Where silent, the Agreement shall apply.

Sick leave will be cumulative, but unless Energex and the employee otherwise agree, no employee will be entitled to receive, and Energex will not be bound to make, payment for more than 52 weeks absence from work through illness in any one year.

### **2) Non-Executive Employment Agreement (NEC)**

#### **1. Employment Agreement Parties and Scope**

This Non-Executive Employment Agreement is made between Energex and the Employee pursuant to clause 4.1.9 Alternative Employment Arrangements of the Energex Union Collective Agreement 2015 provided that the exemption provisions set out in clause 4.1.9 of the Agreement, will apply for the Employee engaged under this NEC.

This NEC will be read and interpreted in conjunction with the general provisions of the Agreement, provided that where there is any inconsistency between this NEC and the Agreement, this NEC will take precedence to the extent of the inconsistency.

This NEC supersedes any prior employment agreement between the parties including any other agreements, oral or written, made prior to the execution of this document. However this does not preclude Energex and Employee agreeing in writing to additional terms that do not conflict with the provisions contained herein.

## **2. Coverage**

Under the provisions of clause 4.1.9 of the Agreement (Alternative Employment Arrangements) it is agreed that Energex may offer the NEC to all new or existing Employees who occupy a position graded at salary point 13.0 or above.

## **3. Date and Period of Agreement**

This NEC will operate from the date of commencement and will continue whilst the Agreement remains in operation and any subsequent agreements with a clause equivalent to clause 4.1.9 of the Agreement, Alternative Employment Arrangements unless otherwise terminated in accordance with law or by the Employee and/or Energex in accordance with this NEC or the Agreement.

## **4. Employee's Position and Duties**

This NEC during its duration is referable to the position listed in Schedule NEC – A.

Energex can expand, increase or change the responsibilities or duties of the employee's position and before implementing such change Energex will consult with the employee. Any expansion, increase or change to the employee's responsibilities or duties will result in the position profile being assessed and if necessary amended, re-evaluated and if applicable adjustments to the remuneration level will be made.

The position profile is attached. Your duties may be varied from time to time. This will only occur after consultation in order to allow Energex to respond to changing business and operational needs.

## **5. Probationary Period (for new Employees only).**

The Employee will be on probation for a period of three (3) months from the commencement of the employment. This period can be extended up to an additional three (3) months through written notification to the Employee by Energex prior to the expiry of the three (3) month probationary period. During this time either Energex or the Employee may elect to terminate the employment with one (1) weeks' notice. Energex may provide an equivalent payment in lieu of such notice.

## **6. Location/Work Allocation**

The initial work location is based in Brisbane. However, during the course of employment, the Employee may be required from time to time to temporarily:

- a. Work in other operating locations within a reasonable travelling distance from the original work location; or
- b. Be assigned temporarily to work in parts of the Energex business beyond a reasonable travelling distance from the original work location or interstate.

The Employee will be consulted prior to any location change envisaged above. Work location changes of a permanent or extended nature, beyond reasonable travel times, will be by mutual agreement with the employee concerned.

No employee will suffer any material diminution in remuneration or entitlements as a result of a transfer or secondment.

## **7. Hours of Work**

The Total Fixed Remuneration package for the Employee's position nominated in Schedule NEC – A includes compensation for 160 normal work hours per each four (4) week period, as well as any reasonable out of hours work, or reasonable extended hours of work, required to meet the specific demands of the business and the responsibilities of the position.

Energex also recognises that it is important for the employee to achieve a balance between the employee's professional and personal life and will work with the employee

in an endeavour to accommodate this balance, whilst meeting expectations and needs of our customers and shareholders.

## **8. Remuneration**

Subject to the following, the Total Fixed Remuneration rate, per annum, as agreed between Energex and Employee is detailed in the NEC Remuneration Schedule and is all inclusive.

The Total Fixed Remuneration will be reviewed on an annual basis subject to the overall performance of Energex, the performance of the Employee and market factors. The annual review of the Total Fixed Remuneration rate will be effective 1 July of each year and will be backdated to this date.

The review will also ensure that the employee's remuneration is no less than the Agreement ten (10) day rate for the employee's classification.

### ***TFR Alternative 1 - Defined Benefits***

The Total Fixed Remuneration package includes:

- a. Cash Component (the amount set out as the Cash Component in the NEC Remuneration Schedule);
- b. Energex (10%) and employee's (5%) superannuation components; and
- c. Vehicle, where Energex deems that a vehicle is required to perform the role. ***(insert where appropriate)***

In addition to these items above the Employee will have the option to:

- a. Salary Sacrifice additional voluntary superannuation contributions;
- b. Lease a vehicle for private use.

### ***TFR Alternative 2 - Defined Contribution***

The Total Fixed Remuneration package includes:

- a. Cash Component (the amount set out as the Cash Component in the NEC Remuneration Schedule);
- b. Energex superannuation contribution, in accordance with Superannuation Guarantee requirements, If the Superannuation Guarantee Contribution increases there is no change to the notional cash component; and
- c. Vehicle, where Energex deems that a vehicle is required to perform the role. ***(insert as appropriate)***

In addition to these items above the Employee will have the option to:

- a. Salary Sacrifice voluntary superannuation contributions; or
- b. Lease a vehicle for private use in accordance with the Packaging of Leased Motor Vehicles clause of this Employment Agreement.

Packaging choices for these optional items will be indicated in column 2 of the Remuneration Schedule.

The cost of any Fringe Benefit Tax incurred on the Employee's choice of agreed benefits will be fully met by the Employee and costed to their Total Fixed Remuneration.

On commencement, the cash component net of tax and other authorised elections/deductions, will be paid into the Employee's nominated bank account/s in accordance with the normal Energex practice but not less than fortnightly.

## **9. Performance Pay**

In addition to the Total Fixed Remuneration offered, the Employee will also have the opportunity to earn performance payments, which recognise performance against

agreed targets, of up to 20% of Total Fixed Remuneration (per year), in accordance with the performance pay scheme (as varied from time to time) that applies to Employees covered under this Agreement.

## **10. Superannuation**

### **Alternative 1 – Defined Benefit Fund - Existing Employees**

The Employee may remain a member of the Defined Benefit Section (Part 2) of the Electricity Supply Industry Superannuation Fund. The Total Fixed Remuneration set out in the NEC Remuneration Schedule includes the contributions to be made by Energex and the Employee.

The calculation of Energex and employee contributions will be made on the following basis:

- a. The Agreement ten (10) day rate for the employees classification as a minimum; or
- b. 90.91% of the employee's TFR where this amount is greater than a) above; or
- c. 75% of the employee's TFR, provided that this is greater than a) above.

For an existing Defined Benefit Fund employee who elects to be engaged under this contract, not previously engaged on an NEC that employee will be covered by a) or b) above.

Where Energex superannuation contributions diminish in accordance with the trust deed, there will be no change to the notional Cash Component (accordingly if Energex increases the superannuation contributions there will be no change to the notional cash component).

### **Alternative 2 – Defined Contribution Fund Employees**

The Employee will be a member of a compliant Defined Contribution Superannuation Fund. The Total Fixed Remuneration set out in the NEC Remuneration Schedule is inclusive of all superannuation contributions. Payment of any additional voluntary contributions to superannuation made by the Employee may be salary packaged in accordance with packaging provisions of the Employee's Remuneration clause.

## **11. Motor Vehicle**

**Insert the appropriate motor vehicle clause based on operational requirements:**

### **Alternative 1 – Require Operational Vehicle**

The current position requires the operational use of a motor vehicle. Energex will make available to the Employee a fully maintained vehicle for business use. The vehicle is also available for unlimited private use by the Employee, including periods of annual leave. The vehicle will be fully costed to the Employee in accordance with the salary packaging provisions of the Remuneration clause.

By agreement with Energex, the Employee may personally lease a motor vehicle from an external leasing company approved by the Board. The provision of a vehicle under this arrangement will be costed to the Employee in accordance with the salary packaging provisions of the Employee's Remuneration clause of this Employment Agreement.

### **Alternative 2 – No Operational Vehicle Requirement**

At the time of executing this NEC, the position detailed in Schedule NEC – A does not require the operational use of a motor vehicle.

The Employee may personally lease a motor vehicle from an external leasing company approved by the Board. The provision of a vehicle under this arrangement will be costed to the Employee in accordance with the salary packaging provisions of the Employee's Remuneration clause of this Agreement. The Employee must meet the criteria detailed in the Salary Packaging Policy.

## **12. Leave**

All leave entitlements will be in accordance with the Agreement. All leave entitlements are paid at the Total Fixed Remuneration rate as detailed in the NEC Remuneration Schedule.

## **13. Performance Review**

The Employee will participate in an Individual Progress Review at least annually. The review, conducted by the relevant Manager, will consider their conduct and performance over the previous year and current and future development needs and opportunities for the following year.

It will also provide the Employee with an opportunity to discuss concerns and respond to any performance issues raised by their Manager during the discussion.

A written record of each review will be maintained.

## **14. Policy and Procedures**

The Employee's employment is subject to Energex's Policies and Procedures as amended from time to time, including those that are reflected in the Employee's annual leave and other leave entitlements clauses of this agreement. These Policies and Procedures will be made available through the Energex Intranet.

It is incumbent on Energex to notify the employee of any change and incumbent on the employee to be familiar with all policies and procedures.

The Employee will be required to comply with these Policies and Procedures including the Energex Code of Conduct, at all times. Any breach of Energex Policies and Procedures may render the Employee liable for disciplinary action including, where appropriate, dismissal.

## **15. Occupational Health and Safety**

Energex accepts its obligation to provide Employees with a work environment that is, as far as practicable, free from any health and safety risks.

The Employee is obligated to comply with the Energex Occupational Health and Safety Policies and Procedures, as amended from time to time. In addition, Employees must have regard for and take reasonable care of their health and safety and that of fellow team members at work. Any breach of Energex Occupational Health and Safety Policies and Procedures may render the Employee liable for disciplinary action including, where appropriate, dismissal.

## **16. Dispute Procedures**

The dispute procedures that apply under the Agreement will continue to apply.

## **17. Security of Employment**

Energex acknowledges its obligations under clause 4.3 of the Agreement.

## **18. Termination**

The Employee may terminate the employment by four (4) weeks' notice in writing or the forfeiture of four (4) weeks Total Fixed Remuneration. Energex may terminate the employee in accordance with the Agreement.

Upon termination, the Employee will return all property of Energex including any security passes, access cards and/or keys for entering Energex property or programs.

## **19. Redundancy**

For the purposes of applying the Redundancy provisions of the Agreement:

- a. Severance payments will be calculated using the notional Cash Component;

- b. Any early separation incentive payment will be calculated using the notional Cash Component; and
- c. Any annual or long service leave payments will be calculated using Total Fixed Remuneration.

## **20. Intellectual Property**

Any invention, improvement or idea developed by the Employee in connection with their employment with Energex whether during or outside working hours which relates to Energex:

- a. Products or methods of making or using such products; or
- b. General methods of operation

whether existing or in development, will be solely Energex property.

The Employee hereby appoints Energex as their attorneys to execute on their behalf all documents required to:

- a. Give Energex or the Energex nominee full legal ownership of the intellectual property rights relevant to the above clause; and
- b. Make applications for patents, registered trade marks or designs

in Australia and such other countries as we consider necessary.

The Employee undertakes to immediately disclose to Energex any matter relevant to intellectual property.

## **21. Conflict of Interest**

The Employee will carry out duties objectively in the best interests of Energex and seek at all times to avoid a Conflict of Interest.

In the event a Conflict of Interest arises, or has the potential to arise, the Employee will, at the earliest opportunity:

- a. Immediately notify their immediate supervisor; and
- b. Remove themselves from the decision making process which may place them in a position where a Conflict of Interest may arise.

The Employee undertakes not to use information obtained in the course of employment to gain for themselves or any person a direct or indirect advantage or benefit, financial or otherwise.

The Employee will not solicit or accept any benefit in respect of the exercise of their discretion, whether for themselves or any other person.

The Employee will avoid circumstances in which the acceptance of an offer by way of gift or any other consideration could result in:

- a. A Conflict of Interest; or
- b. The gift being perceived as securing, or in return for, favour or preferment.

A failure by the Employee to fulfil their duties pursuant to this clause, may constitute serious misconduct and may result in the summary termination of the Employee.

## **22. Reversion**

Subject to the Agreement, the Employee will retain the right to individually and voluntarily remain in or withdraw from this NEC. Withdrawal by the Employee will be affected by one (1) months' notice to Energex. Where Energex wishes an individual to revert, it will provide three (3) months' written notice to the Employee.

Where the Employee withdraws from this NEC, then the provisions of this Agreement will cease to be of effect and the Employee will revert to the provisions of the Agreement.

Prior to reversion to the Agreement, the salary point that the Employee will revert to, will be determined by the following:

- a. The current grading of the position; or
- b. The salary point of the Employee prior to the commencement of the Agreement (if appropriate); or
- c. The salary point of the position at the commencement of the Agreement; whichever is the higher.

Notwithstanding the above, a further salary point progression within the grade for the position may occur if it can be demonstrated that the Employee has gained additional skills and knowledge relevant to the position sufficient to warrant such progression.

**NEC Remuneration Schedule**

Date of this Agreement:

The Employer:

The Employee:

Name:

Address:

Principal Workplace:

Position:

Supervisor:

Total Fixed Remuneration Package:

Commencement Date:

**Signatories**

**Signed for Energex** by its representative in the presence of:

\_\_\_\_\_  
Representative's signature

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Signed by** < insert Employee name > in the presence of:

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**3) Senior Staff Agreement (SSA)**

Energex may offer this arrangement to new or existing employees engaged as Supervisors or Para Professionals whose position is paid at salary point 9.0 and above in the Technical stream, or employees engaged in a position that is paid at salary point 12.0 and above in the Administrative Stream.

## **1. Employment Agreement Parties and Scope**

This SSA is made between Energex and the Employee pursuant to clause 4.1.9 of the Agreement (Alternative Employment Arrangements) provided that the exemptions set out in clause 4.1.9 will apply to the Employee engaged under this Agreement.

This SSA will be read and interpreted in conjunction with the Agreement, provided that where there is any inconsistency between the SSA and the Agreement this SSA will take precedence to the extent of the inconsistency.

This SSA supersedes any prior employment agreement between the parties including any other agreements, oral or written, made prior to the execution of this document.

## **2. Date and Period of Operation**

This SSA will operate from the date of commencement (Schedule SSA – A) and will continue whilst the Agreement remains in operation and any subsequent Agreement with a clause equivalent to clause 4.1.9 of the Agreement (Alternative Employment Arrangements) unless otherwise terminated in accordance with law or by the Employee and/or Energex in accordance with this Agreement.

## **3. Dispute Resolution Procedures**

The dispute resolution procedures that apply under the Agreement will continue to apply.

## **4. Employees' Responsibilities**

### **4.1 Duties**

Perform the duties and accountabilities, relevant to each employee's position, in accordance with the job profiles determined for those positions covered by this SSA.

### **4.2 Ordinary Hours**

Work such ordinary hours (Monday to Friday), as the supervisor reasonably requires but not less than 160 hours per four (4) week period in accordance with a mutually agreed work pattern. Any agreed working arrangements will be flexible and not be more than 12 hours per day.

If by mutual agreement the employee agrees to work a regular work pattern including shift work, the employee will be entitled to the shift penalty loadings provided for in the Agreement, in addition to the provisions of the SSA.

## **5. Energex's Responsibilities**

### **5.1 Pay Rates**

Pay the employee the salary provided for in the Remuneration Schedule, as determined in accordance with the classification structure provided for in the Agreement.

The total remuneration provided for the employee includes compensation for work during ordinary hours, as well as any out-of-hours work or extended hours of work (including stand-by and emergency response activities) required to meet the specific demands of the business unless otherwise specified in this SSA. In addition, the total remuneration includes all allowances and penalties of any type provided for in the Agreement, which might otherwise apply. If the employee participates in a standby roster the employee will be entitled to the Day off in Lieu provisions for standby on a Public Holiday in accordance with the Agreement.

### 5.1.1 Additional Loading

Pay an additional loading (contained in the Remuneration Schedule) appropriate to positions in recognition of flexible working hours/arrangements and in place of all allowances/penalties of any type, including overtime, normally provided for in the Agreement which might otherwise apply.

Loadings will be determined in accordance with the following guidelines:

15%	Work flexible hours as determined in SSA clause 4.2 Ordinary Hours, including work related travel and in place of allowances/penalties of any type, including occasional overtime, but not including standby. May be required to be on storm standby.
19%	Work flexible hours as required, including work related travel, participate in a standby roster, and in place of allowances/penalties of any type where frequent overtime is normally worked and occasional out of hours contact is required.
22%	Work flexible hours as required, including work related travel, participate in a standby roster, and in place of allowances/penalties of any type where more frequent overtime is worked and frequent out of hours contact or requirement to respond.
24%	Work flexible hours as required, including work related travel outside normal business hours, participation in a standby roster, significant involvement in emergency response and other work related activities outside normal business hours, and where significant levels of overtime are worked and extensive out of hours contact or requirement to respond.

In the event of the employee changing roles, as a result of the employee successfully obtaining an alternative position, and that position is covered by this SSA, the salary loading will be reviewed and adjusted as determined appropriate by Energex in accordance with the guidelines above.

### 5.1.2 Overtime Payments

In lieu of the provisions of the overtime clause of the Agreement the following overtime payments will apply to the employee. It is recognised that the employee is required to respond to emergency events. Where an emergency event is deemed an "orange alert" or higher by Energex, the employee will be entitled to payment for all hours worked outside of the employee's ordinary hours in response to such an emergency event.

Such time worked will be paid at 1.5 times the employees combined rate, i.e. the employee's applicable base rate plus the loading as detailed in the Remuneration Schedule.

In addition, overtime payments may be made in recognition of hours worked over and above the normal requirements, including participation in special projects or breakdowns of significant duration. The determination of such overtime payments will be at the discretion the employee's Group Manager.

### 5.1.3 Higher Duties

Higher duties under this SSA will be in accord with the payments under clause 5.12 Higher Duties of the Agreement, provided that, in addition to the base salary determined under clause 5.12 of the Agreement, the employee will receive a loading applicable to the higher position in accordance with the guidelines set out in clause 5.1.1 of this SSA.

### 5.1.4 Pay Increases

The employee's base salary levels will be adjusted in accordance with the Agreement.

## 5.2 Motor Vehicles

Where Energex determines that a vehicle is required to enable the employee to carry out the duties and accountabilities of the position, Energex will provide the most

economically suitable vehicle. These vehicles may at times be recycled from the Energex fleet pool. Where a vehicle is provided, the employee will be expected to:

- Keep the vehicle available for Energex use;
- Keep the vehicle clean and tidy; and
- Arrange maintenance, as required (at Energex expense).

Where a vehicle is supplied, Energex may agree to full private use of the vehicle. A financial contribution of 20% of the lease cost of vehicle will be required for private use. A limited range of accessories, other than for work purposes, may be fitted to the vehicle at the employee's cost, subject to approval by management. External business use of the vehicle is expressly prohibited.

Where a vehicle is supplied the employee may elect either the vehicle nominated by Energex or another vehicle from the Energex vehicle list provided that:

- Energex will determine the nominal operational vehicle;
- The vehicle elected by the employee will meet the operational requirement of the vehicle required for the position as determined by Energex;
- The employee will pay, in addition to the 20% contribution of the lease cost for the Energex nominated vehicle, the monetary difference between the total lease cost of the Energex nominated vehicle and the vehicle selected by the employee; and
- The employee may only exercise this option at the time of being provided a vehicle or at the expiry of the lease of their current vehicle.

The nominal operational vehicle models which currently apply are:

- Hilux 2WD, or
- Hilux 4WD for a role where an operational requirement for a 4WD has been demonstrated.

Where Energex determines that an employee requires a 4WD to perform their operational duties, the employee will pay 20% of the 2WD vehicle price and Energex will provide the nominated operational 4WD vehicle. If the employee chooses to upgrade from the nominal operational 4WD, they will pay 100% of the difference between the nominal operational 2WD and their chosen 4WD vehicle.

Should the need arise to replace the existing nominal operational vehicle models during the life of the Agreement, Energex commits to consulting with the parties regarding the changes and will aim to maintain a nominal operational vehicle of a like standard.

Energex may review the provision of the option of alternative vehicles should the provision of alternative vehicles to employees on this Agreement results in an overall increase in the lease cost vehicles.

In accordance with Energex practices, employees may also choose to lease a vehicle for private purposes, with lease payments salary sacrificed.

Other conditions governing use of motor vehicles are contained in the Energex Motor Vehicle Policy.

### **5.3 Mobile Telephones**

Energex will supply a mobile phone where it has been determined that it is necessary to efficiently and effectively perform the duties of the position. In addition, the employee is entitled to reasonable personal use in accordance with the Energex policy. Where the employee has their own private business(s) or conduct/participate in private commercial operations, use of the phone for such purposes is strictly prohibited.

## **5.4 Computers**

Energex will provide an appropriate computer and related equipment, along with dial-in access to the Energex computer network, as determined necessary by the requirements of the position in accordance with Energex policy. Internet access will also be available in approved cases.

## **5.5 Sick Leave**

The employee will be entitled to unlimited sick leave in the event of personal illness or injury, subject to the provision of supporting evidence as required in accordance with the sick leave provisions of the Agreement. Where medical evidence confirms that an employee is unable to return to work due to total and permanent disability, unlimited sick leave entitlements will cease to apply and the calculation of sick leave entitlements will be undertaken in accordance with the process set out in the paragraph below. In addition where an employee is unable to return to work as outlined earlier the disability management process set out in the Agreement will apply.

If the employee reverts to the Agreement from this SSA, a calculation of notional accrual offset by the employee's actual usage whilst engaged under this SSA will be made, and the employee's pre SSA sick leave balance would be adjusted accordingly. On reversion to the Agreement the employee will not have a negative sick leave balance.

## **5.6 Travel and Accommodation**

Travel and accommodation arrangements when required to work/live away from home will be in accordance with the Working Away From Home clause of the Agreement.

## **6. Other Matters**

### **6.1 Preservation of Existing Entitlements**

Employees will retain their entitlement to any accrued leave to which they were entitled at commencement of this SSA, as if such leave were accrued in accordance with the SSA.

### **6.2 Change of Position and/or Position Title**

Where employees cease to be engaged in positions covered by this SSA either, by accepting a position outside the coverage clause detailed in the SSA, or a position that Energex determines will not be offered under this SSA then the employee will no longer be entitled to the benefits and entitlements of this SSA and will revert to the Agreement.

### **6.3 Reversion**

In addition to the provisions of the reversion provisions of clause 4.1.9 of the Agreement (Alternative Employment Arrangements) the following will apply:

**6.3.1** Employees who accept an SSA may elect to revert to the Agreement by providing Energex with one (1) month's written notice.

**6.3.2** Where Energex requires an individual to revert to the Agreement it will provide the employee three (3) months' notice in writing of the employee's reversion.

**SCHEDULE SSA – A****SALARY SCHEDULE***To be finalised to reflect vehicle option.*

<b>NAME</b>			
<b>EMPLOYEE NO</b>		<b>Dept/Group</b>	
<b>POSITION</b>			
<b>Commencement Date</b>			
<b>REMUNERATION</b>			
<b>Base Salary</b>	\$	(SSA Clause 5.1.1)	
<b>Loading %</b>	\$		
<b>TOTAL REMUNERATION</b>	\$		
<b>MOTOR VEHICLE (IF APPLICABLE)</b>			
<b>Type</b>	(allocated to position)		
<b>Private Use Options</b>  (appropriate box to be marked X)	<i>Nil</i>  <input type="checkbox"/>		<i>Full Private Use</i>  <input type="checkbox"/>
<b>Contribution</b>	N/A		\$ per fortnight sal sac
<b>Effective Date</b>			
<b>Acceptance of terms and conditions</b>  I acknowledge and accept that the Senior Staff Agreement – Schedule thereto covers the terms and conditions of my employment with Energex in the position listed in the Schedule.  Signature:   Date:			

## **SCHEDULE 8                      USE OF CONTRACTORS – CORE WORK**

### **1.1 General**

- (a) *Energy Queensland* will require and continue to use contractors when carrying out core work activities (as defined in this schedule) on *Energy Queensland's* network assets.
- (b) The *Parties* recognise and accept that circumstances arise where the use of contractors is both desirable and/or essential.
- (c) This clause does not apply to, or require *Energy Queensland* to cease the use of contractors from whom services were already in place prior to the commencement of this *Agreement*.
- (d) *Consultation* in relation to use of contractors will take place in accordance with clause 1.7 of this schedule.
- (e) For the avoidance of doubt the term contractors includes Labour Hire employees and Group Training Scheme employees

### **1.2 Guidelines**

The use of contractors will continue subject to the following guidelines:

- (a) The work volume is beyond the capacity of the resources or staff of *Energy Queensland*:  
or
- (b) The type of work or specialisation required is beyond the capacity of the resources or staff of *Energy Queensland* :or
- (c) It is in the public interest to undertake such work. Public interest includes issues of cost effectiveness: *Energy Queensland* will provide all relevant information and cost factors to ensure an accurate cost comparison is utilised
- (d) The security and tenure of employment of additional staff required to meet work peaks cannot be guaranteed.

*Energy Queensland* does not intend to utilise contractors to reduce its commitment to training of permanent employees, or merely to avoid increases in, the permanent workforce (subject to 1.2 (d) of this schedule).

### **1.3 Prior notice of Contractor use**

- (a) *Energy Queensland* will consult with the relevant unions if it decides to enter into any new contracts in relation to core work and where requested will provide appropriate details about the proposed use of such contractors.
- (b) Every effort will be made to give prior notice when urgent contract work is required.
- (c) Wherever practicable, *consultation* will occur at the preliminary stage of the tender process i.e. prior to going to public tender.

### **1.4 Training**

Where the use of contractors is the result of an ongoing need for a particular skill, which employees could be reasonably expected to acquire and use, *Energy Queensland* will provide training to develop a level of in house capacity.

## 1.5 Contractor Documents and Requirements

- (a) Standard contract provisions will require all contractors and their employees to comply with:
  - (i) All relevant safety, workers' compensation, superannuation and workplace relations legislation and applicable statutory instruments (i.e.: statutory agreements or award(s));
  - (ii) Safe working practices and associated PPE and test equipment equivalent to that used by (*Energy Queensland*) employees;
  - (iii) Relevant training requirements;
  - (iv) All relevant licensing and registration requirements;
  - (v) All relevant Codes of Practice and Standards established or promulgated by the appropriate industry regulator or standard setting entity including those prescribed under relevant legislation; and
  - (vi) All occupational health and safety, workers' compensation and applicable quality assurance standards, including reporting on compliance at intervals prescribed in the contract and not less than 3 monthly or as mutually agreed by the *Parties*.
- (b) The terms and conditions of employment for employees of Contractors shall be those contained in the relevant Federal or Certified Agreement.
- (c) When employees of contractors perform work as defined in the core work provisions of this schedule, they shall be entitled to the rates of pay and *allowances* which in aggregate shall be no less favourable than those that apply to the same or similar classifications of employees engaged under this *Agreement*.

## 1.6 Core Work Definitions

- (a) **Generation activities** means operation, construction and routine maintenance work (other than major overhauls) currently performed by employees on the following power station plant, directly associated with the generation of electricity:
  - (i) Boilers;
  - (ii) Turbo Generations;
  - (iii) Renewable Energy;
  - (iv) Unit Auxiliary Plant; and
  - (v) Chemical Plant.
- (b) **Transmission activities** means work which is directly associated with the operation, construction and routine maintenance work (other than major overhauls) of substation plant, control systems and associated in house communications and electronics, lines and cables and trimming and removal of trees within minimum approach distances to energised conductors currently performed by employees.
- (c) **Distribution activities** means work which is directly associated with the operation, construction and routine maintenance (other than major overhauls) of substation plant, overhead mains, underground cabling and jointing, pole inspection and street lighting, customer emergency services (eg loss of supply, voltage complaints) and trimming and removal of trees within minimum approach distances to energised conductors currently performed by employees.

The definition of core work does not apply to work that is ancillary to the contract or work of a specialist nature.

## **1.7 Consultation Process**

- (a) Contractors will continue to be a normal part of *Energy Queensland* operations.
- (b) As *Energy Queensland* responds to the competitive electricity market, the need to operate in a commercially sound and economically sustainable manner will continue to determine the way *Energy Queensland* conducts its business.
- (c) *Energy Queensland* will consult on the use of contractors and outsourcing arrangements with the relevant unions as part of a work planning process.
- (d) *Consultation* will occur prior to the calling of tenders and will provide the relevant union with a formal mechanism in which they can discuss matters arising from the engagement of a contractor or the awarding of a contract defined under core work definitions
- (e) Ongoing *consultation* on the use of contractors will occur on a quarterly basis, or as otherwise agreed by the *Parties* involved.

## **1.8 Contract Compliance and Supervision**

- (a) *Energy Queensland* will continue to maintain internal contract management functions to ensure contractors comply with the relevant standards including safety, statutory and contractual requirements.
- (b) A similar management approach will be taken in relation to the standards specified for developers and others involved in either extensions of the current network, major projects or asset enhancements in accordance with relevant legislation or *Energy Queensland* policy in place at the time.

## **1.9 Contract Compliance and Supervision**

The parties agree that a suitable qualified nominated Union Delegate shall conduct joint audits on Energex's contractors on an agreed basis, but no less than quarterly. Such audits shall be in accordance with Energex's current contractor auditing processes.

The intent of these audits is to ensure Energex continues to maintain existing internal contract management functions to ensure contractors comply with the relevant standards including safety, statutory and contractual requirements.

**INTRODUCTION TO THE ADMINISTRATIVE STREAM****CAREER PATH FRAMEWORK**

This Energex Enterprise Administrative Career Path is based on the Transmission and Supply Administrative Stream Career Path Framework dated 12 September 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI).

Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- Administrative - clerical and administrative
- Technical - power workers and technical employees
- Managerial & Professional - degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed an Administrative Stream Career Path Framework for Transmission & Supply. Typical clerical and administrative jobs were selected from each Enterprise for comparison across the Industry. Information was collated to describe current work practices and also identify opportunities for broad-banding and multi-skilling. This information also identified situations where required knowledge and skills and subsequent work value are not reflected in present pay practices.

This Career Path document has been written to generally encompass most employees likely to be covered by the Administrative Stream, and this is included in the attached document.

In developing the Career Path, Joint Workplace Consultative Committees (JWCCs) were established in each Enterprise and used the Industry Administrative Stream Framework as the foundation for the development of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. The Career Paths in the attached documents reflected Energy Queensland's circumstances.

Finalised Enterprise Career Paths received endorsement from the Combined Restructuring Committee on 18 November 1994 and were subsequently lodged with the Queensland Industrial Relations Commission as a Schedule to the then Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay. Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient - workforce utilisation. Job redesign is facilitated through a more flexible classification process.

In the Administrative Stream, it is proposed that only one Career Path be developed, which encompasses employees engaged in areas including Personnel Administration, Computing Support, Branch Administration, Materials Supply, Finance, Sales and Marketing.

An Enterprise Career Path must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

#### **ALTERATIONS TO CAREER PATH**

Where job redesign identifies the need for additional grade(s) in a career path or where other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

#### **STEPS TO TRANSLATION AND PROGRESSION**

##### **A. Translation in 1995**

When employees translated to the then new Award (Electricity, Transmission & Supply Award - State) in 1995, the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realised. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

- **Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between employer and employee, provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Administrative Stream draft document proposes one Career Path covering all functional clerical and administrative groups.
- **Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components will be Award salary level and Industry Payment.
- **Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
  - i. the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched against them to accurately place the position. For Grades 1(a) to Grade 4, Grade Descriptors themselves should provide adequate distinction to enable a match. This is due to the specific, clearly defined tasks and competencies which exist at these levels and where results and responsibilities are defined largely in terms of tasks undertaken.
  - ii. a job evaluation methodology will usually be used from Grade 5 to Grade 11, as jobs become more difficult to define. This occurs where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable.

##### **B. Recognition of Prior Learning procedure and Progression Arrangements**

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will also continue to have application as part of the ongoing Award Restructuring arrangements:

- **Recognition of Prior Learning procedure:** RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry *and/or* education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL exercise will establish the most appropriate Salary Point within the Grade on the basis of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

- **Progression:** Any salary progression beyond translation will require one of the following:
  - gaining new skills in accordance with an Approved Training Plan
  - reclassification to a higher grade
  - appointment to an advertised position with a higher Agreement classification
  - Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

### **Training Outcomes**

Not all training will qualify for pay progression purposes. Subject to the provisions of the Backfilling (Training) Agreement, the following range of training types is envisaged:

1. **Training for future performance (Career Development):** Employees may undertake training for their personal development and to better position themselves for future career opportunities. For example, an employee working as an Administrative Employee may study for a Bachelor of Business and ultimately move into a position as an Accountant. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. **Training to maintain current competencies:** Employees may be required to undertake training to keep their skill levels current with technology, work practices and safety needs; eg. new software releases, annual resuscitation training. This training may not result in pay progression.
3. **Training to meet requirements of current pay level:** Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point and thus training may not result in pay progression. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. **Training to extend competency to meet expanded job requirements:** Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile Requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

### **Approved Training Plan Guidelines**

*An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.*

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be developed and agreed by the employee and the person nominated by management as the employee's 'Supervisor' for this purpose.

As specifically agreed between the Industrial Parties with respect to nominated administrative/clerical positions, such positions may be identified as not requiring development of skills equivalent to payment at Salary Point 5.1, and progression through an Approved Training Plan may not be available in these cases.

The Career Path Framework is based on the following training guidelines:

1. Approved Training Plans only enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job (i.e. job size)
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then job evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in changes/redesign of the job/work performed.

## EXPLANATION OF DOCUMENT FORMAT

### CAREER PATH TITLE

#### Career Path Grade

GRADE 1 Salary Points	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
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#### ENTRY REQUIREMENTS:

An explanation of how entry into this Grade is achieved. This may be for example, through appointment to a vacant position or progression into the Grade via an Approved Training Plan.

Where an increase in work/job value is identified and reclassification of an existing occupied position(s) is approved, then selection may be made from eligible employees within a work group or work location for progression through an Approved Training Plan to the higher classification.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Award.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade.

#### MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent, that would be required for entry into this Grade.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in' developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

## SKILLS DEVELOPMENT OPPORTUNITIES

### ADMINISTRATIVE EMPLOYEE

<u>STREAM</u>	<u>/AGREEMENT</u>	<u>Career Path/Level</u>	<u>DESCRIPTION</u>
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>11</b>	<b>GRADE 11</b>	Technical expert or senior administrator who exercises responsibility, initiative & creativity in managing work.
<b>Salary Points 14.0 - 14.3</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>10</b>	<b>GRADE 10</b>	High level of accountability, advanced knowledge & understanding, substantial responsibility for the output of others.
<b>Salary Points 13.0 - 13.3</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>9</b>	<b>GRADE 9</b>	Accept responsibility for technical expertise, planning & supervision, & is substantially accountable for output.
<b>Salary Points 12.0 - 12.5</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>8</b>	<b>GRADE 8</b>	Work with limited direction, prepare policy, set priorities & supervise staff & display advanced behavioural skills.
<b>Salary Points 11.0 - 11.5</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>7</b>	<b>GRADE 7</b>	Apply technical principles, prepare procedures, analyse info., oversee the work of others & display appropriate behavioural skills.
<b>Salary Points 9.0 - 10.3</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b>	<b>6</b>	<b>GRADE 6</b>	Work with limited supervision, exercise discretion, supervise others, plan & organise the work of a team or of self.
<b>Salary Points 7.0 - 8.2</b>			
<b>ADMINISTRATIVE EMPLOYEE LEVEL 5</b>		<b>GRADE 5</b>	Work with general supervision, exercise discretion, supervise others & provide guidance/assistance with relevant skills.
<b>Salary Points 6.0 - 6.2</b>			
<b>ADMINISTRATIVE</b>		<b>GRADE 4</b>	Work under general direction, exercise

<b>EMPLOYEE LEVELS</b> Salary Points 4.0 - 5.2	415		discretion, working effectively as an individual or as a team member.
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b> Salary Points 3.0 - 3.7	3	<b>GRADE 3</b>	Provide specific support under general supervision whilst exercising some discretion.
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b> Salary Points 2.0 - 2.7	2	<b>GRADE 2</b>	Perform general clerical support under routine supervision & within established guidelines.
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b> Salary Points 1.0 - 1.7	1(b)	<b>GRADE 1 (b)</b>	Perform routine, predictable, repetitive & proceduralised tasks with close supervision.
<b>ADMINISTRATIVE EMPLOYEE LEVEL</b> Salary Point 0.0	1(a)	<b>GRADE 1 (a)</b>	Complete structured induction training within 3 months of appointment.

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## ADMINISTRATIVE EMPLOYEE

### Grade 1 (a)

<b>GRADE 1 (a) Salary Point 0.0</b>	<b>GRADE 1 (B)</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADE 4</b>	<b>GRADE 5</b>	<b>GRADE 6</b>	<b>GRADE 7</b>	<b>GRADE 8</b>	<b>GRADE 9</b>	<b>GRADE 10</b>	<b>GRADE 11</b>
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#### ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in the Enterprise and selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An Administrative Employee Level 1 (a) shall mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with clerical functions. An employee at this level works under direct supervision and performs routine duties.*

The structured training may consist of on-the-job and off-the-job components. An employee at this level will be expected to have basic literacy and numeracy skills. They will have the ability to perform routine, predictable and proceduralised tasks with minimum error and within established timeframes. The employee may be expected to work as a member of a team.

#### MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

The employee shall undertake enterprise specific induction training. *Structured training shall be completed within 3 months of appointment to this level*, as required and agreed. and may include instruction in the following areas:

- \* Corporate induction program
- \* Work scheduling and time management
- \* Basic computer operation
- \* Keyboard techniques
- \* Emergency procedures
- \* Introduction to Workplace Health & Safety
- \* Administration; eg. Timesheets; Conditions of work

## ADMINISTRATIVE EMPLOYEE

### Grade 1 (b)

GRADE 1 (a)	<b>GRADE 1 (b) Salary Point 1.0-1.7</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Award provides for progression from Grade 1(a) to Grade 1(b) through approved structured training, without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: perform routine, predictable, repetitive and proceduralised tasks and work under direct supervision. The employee will exercise judgement within the employee's level of skill and training and understand basic quality control/assurance procedures. The employee will understand and utilise basic literacy and numeracy skills; commensurate with the employee's training, experience and responsibilities.*

An employee at this level must be competent in the use of simple office equipment and the application of simple work practices relevant to the work undertaken. The employee may work in a variety of roles performing basic clerical tasks, which may include routine data entry and keyboarding, mail and records processing/distribution, filing, basic accounting, photocopying and document production, introductory computing and routine purchasing. Whilst there is little scope for deviating from established routine procedures, tasks may be mixed to provide a variety of work experiences. The employee would normally become competent in individual tasks after a limited period of training, either on or off-the-job.

#### MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent plus enterprise specific induction training.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 1.0 to Salary Point 1.7 will require the successful completion of 8 modules via an ATP.

Structured training may include instruction in the following skill areas:

- \* Work scheduling & time management
- \* Basic computer operation
- \* Keyboard techniques
- \* Introduction to Workplace Health & Safety
- \* Mail handling
- \* Records handling
- \* Routine office equipment use and operation
- \* Office role and functions
- \* Cash control

- \* Workplace communications - telephone, face to face, proformas
- \* Basic finance including finance source documentation
- \* Work environment
- \* Introduction to quality practices

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 2

GRADE 1 (a)	GRADE 1 (b)	GRADE 2 Salary Point 2.0-2.	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11

#### ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1(b) to Grade 2, through annually approved structured training, without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: provide clerical support within Sections/Departments. The employee is responsible for the quality of the employee's own work and works under routine supervision either individually or in a team environment. The employee will exercise judgment within the employee's level of skills and training and work in conformity with established rules, and/or guidelines. The employee may assist new staff and trainers by providing guidance and advice and use, numeracy and equipment skills: commensurate with the employee's training, experience and responsibilities.*

An employee at this level will be competent in the use of a range of simple office equipment and technologies and will be able to competently apply relevant rules, regulations, guidelines and work practices. An employee at this level will be capable of adapting to a variety of clerical roles. These may include data entry and keyboarding, mail and records processing/distribution, filing, receipting, basic accounting, photocopying and document production, computing applications (database, spreadsheet, work processing), routine purchasing, property services, payments, payroll and customer services.

#### MINIMUM QUALIFICATIONS/TRAINING:

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative Employee Grade 1.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade, from Salary Point 2.0 to Salary Point 2.7 will require the successful completion of 8 modules via an ATP.

- \* Draft simple business correspondence
- \* Reception protocol
- \* Records processing

- \* Workplace Health & Safety
- \* Non-routine office equipment use & operation
- \* Keyboard speed & accuracy
- \* Basic word processing
- \* Database fundamentals
- \* Spreadsheet fundamentals
- \* Bookkeeping - accounts receivable & accounts payable
- \* Bookkeeping - general ledger
- \* Team communications
- \* Implementing quality practices

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 3

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	<b>GRADE 3 Salary Point 3.0-3.7</b>	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Award provides for progression from Grade 2 to Grade 3 through annually approved structured training without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: fulfil a general support function within the workplace. The employee will be responsible for ensuring the quality of the employee's own work and will work under general supervision. The employee will assist in the provision of on-the-job training to a limited degree and exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2. The employee understands relevant organisational structure, procedure and policy and exercises discretion although knowledge required to perform work is usually relative to precedents, guidelines, procedures, regulations and instruction; commensurate with the employee's training, experience and responsibilities.*

An employee at this level will be competent in the use of a range of office equipment and technologies and will competently apply relevant work practices, with detailed instruction not always necessary. This level encompasses a range or combination of operational and administrative activities which require the application of skills and competencies in office work and a general knowledge of the work to be performed. Duties at this level may include data entry and keyboarding, mail and records processing/distribution, filing, receipting, accounting, production copying and printing, computing, applications (database, spreadsheet, work processing), basic warehousing and supply.

**MINIMUM QUALIFICATIONS/TRAINING:**

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative Employee Grade 2.

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

Progression through this Grade from Salary Point 3.0 to Salary Point 3.7 will require the successful completion of 8 modules via an ATP.

- \* Draft simple business correspondence
- \* Reception protocol
- \* Records processing & maintenance
- \* Non-routine office equipment use & operation
- \* Keyboard speed & accuracy
- \* Basic word processing
- \* Database fundamentals
- \* Spreadsheet fundamentals
- \* Bookkeeping
- \* Basic warehousing and supply

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 4

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	<b>GRADE 4 Salary Point 4.0-5.2</b>	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 3 to Grade 4, Salary Point 5.1, through annually approved structured training, without undertaking selection procedures. Progression from Salary Point 5.1 to 5.2 would be by an Approved Training Plan. Progression beyond Grade 4 will be by appointment subject to the Energex selection procedures and the position's evaluated salary range.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: perform work under general direction, either individually or in a team environment. The employee will undertake a range of duties requiring judgement, liaison and communication within the organisation and other interested parties and perform planning and co-ordination tasks as required. The employee will provide training and guidance as required and understand and apply quality systems and be able to inspect products and/or materials for conformity with established operational standards. The employee will be required to exercise discretion within the scope of this level and exercise good interpersonal and communications skills; commensurate with the employee's training, experience and responsibilities.*

As an employee develops further competencies in progression past Salary Point 4.2, more complex tasks and responsibilities would be allocated, which may be described as:

*An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision, either individually or in a team environment. The employee will understand and implement quality systems and exercise initiative in the application of established work procedures. The employee will perform supervisory functions within the scope of this level and assist subordinate staff with on-the-job training; commensurate with the employee's training, experience and responsibilities.*

An employee at this level will be working under general supervision with checking related to overall progress but may take the form of broad guidance and autonomy where working in teams is required. Responsibility for the work of others may be involved and team co-ordination may be required. Work at this level involves the applications of knowledge with some depth in some areas and a broad range of skills. There may be a range of tasks and roles in a variety of contexts, with some complexity in the extent and choice of actions required. Whilst tasks are normally within routines, methods and procedures, some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. Solutions to complex problems generally can be found in documented precedents. There is scope for exercising initiative in the application of established work practices and procedures.

As the employee develops further competencies, more complex tasks covering a broader range may be undertaken. Work is likely to be without supervision with general guidance on progress and outcomes sought.

## ADMINISTRATIVE EMPLOYEE

### Grade 4

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4 Sal ary Poi nt 4.0-5.2	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### MINIMUM QUALIFICATIONS/TRAINING:

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative Employee Grade 3.

An employee with a relevant Certificate IV but without relevant work experience enters at Salary Point 4.0.

An employee, trained within Transmission & Supply on an Administrative Certificate traineeship (trade apprentice equivalent), shall have a minimum entry of Salary Point 4.0 (if appointed permanently after completion of their Traineeship); the employee will be given the opportunity to complete further training to Salary Point 5.1 within 2 years of appointment.

An employee, trained within another Industry on an Administrative Certificate traineeship (trade apprentice equivalent), shall have a minimum entry of Salary Point 4.0; the employee will be given the opportunity to complete further training to Salary Point 5.1 within 3 years of appointment.

An employee with a relevant Advanced Diploma but without relevant work experience may enter at Salary Point 5.0.

A para-professional employee, trained within a para-professional traineeship, shall have a minimum entry Salary Point of 5.2 (if appointed permanently after completion of the traineeship).

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 4.0 to Salary Point 5.2 will require the successful completion of 6 modules via an ATP.

- \* Business correspondence preparation
- \* Records and archival management
- \* Client interaction
- \* Negotiation skills
- \* Complex office equipment
- \* Working effectively with teams
- \* Computerised accounts payable and receivable and general ledger
- \* Spreadsheet operations
- \* Database operations.
- \* Desktop publishing
- \* Integrated software packages

- \* Computerised payroll
- \* Advanced word processing
- \* Warehousing and supply
- \* Travel
- \* Library organisation
- \* Instructional skills

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 5

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	<b>GRADE 5 Sal ary Poi nt  6.0-6.2</b>	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in the Enterprise, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision, either individually or in a team environment. The employee will understand and implement quality systems and exercise initiative in the application of established work procedures. The employee will perform supervisory functions within the scope of this level and assist subordinate staff with on-the-job training; commensurate with the employee's training, experience and responsibilities.*

An employee at this level usually works under general direction within clear guidelines and established work practices and priorities, in functions which require the application of knowledge, skills and techniques appropriate to the work area. Competency at this level involves the application of knowledge with depth in some areas and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.

The employee may supervise and train subordinate staff in the use of a range of office equipment, technologies and the application of relevant work practices. Areas of activity at this level may include customer relations, maintenance of office equipment maintaining a records management system, complex word processing, receipting of goods and services, accounting services, production copying and printing, computing applications (database, spreadsheet), human resource support, administer accounting schemes, project management software.

This Grade equates to a Hay evaluation within the range of 138-183 points.

#### MINIMUM QUALIFICATIONS/TRAINING:

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 4.

Note: The employee may be on an Approved Training Plan leading to the completion of a relevant Advanced Diploma.

## ADMINISTRATIVE EMPLOYEE

### Grade 5

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Sal ary Poi nt 6.0-6.2	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

Progression through this Grade from Salary Point 6.0 to Salary Point 6.2 will require the successful completion of 3 modules via an ATP.

- \* Compose complex business correspondence
- \* Conduct meetings and workshops
- \* Client interaction
- \* Office supervision
- \* Basic accounting reports
- \* Computer graphics
- \* Advanced desktop publishing
- \* Electronic office procedures
- \* Financial spreadsheets
- \* Complex word processing
- \* Advanced warehousing and supply
- \* Library organisation
- \* Coaching

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 6

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	<b>GRADE 6 Sal ary Poi nt  7.0-8.2</b>	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Appointment to Grade 6 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: provide guidance and assistance and undertake supervisory responsibilities as part of the function and assist in the provision of training, in conjunction with supervisors and trainers. The employee will work under limited supervision, exercise discretion within the scope of this level and understand and implement quality systems; commensurate with the employee's training, experience and responsibilities.*

An employee is required to have a sound knowledge of program, activity, policy or service aspects of work performed within a functional element or a number of work areas. The work may cover a range of tasks associated with program, activity or service delivery to clients or other interested parties or administrative support to senior employees. This may include collecting and analysing data and information and preparing reports, publications, papers and submissions including findings and recommendations.

This Grade equates to a Hay evaluation within the range of 184-232 points.

#### MINIMUM QUALIFICATIONS/TRAINING:

3 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 5.

Note: The employee may be on an Approved Training Plan leading to the completion of a relevant Advanced Diploma.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 7.0 to Salary Point 8.2 will require the successful completion of 6 modules via an ATP. Advanced communication

- \* Marketing techniques
- \* Presentation techniques
- \* Team leadership
- \* Interpersonal leadership
- \* Advanced negotiations
- \* Management principles
- \* Organisation and planning
- \* Problem solving and decision making

Training will also include modules directly relevant to the individual's chosen career, eg.

Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management. etc. Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 7

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7 Sal ary Poi nt  9.0- 10. 3	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Appointment to Grade 7 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: undertake work in relation to established priorities and work practices and undertake activities of a technical/specialist or detailed nature. The employee has an overall knowledge and understanding of the operating principle of the systems and equipment on which the employee is required to carry out their tasks and assists in the preparation of procedural guidelines, the employee can research and prepare papers, reports, and draft complex correspondence and interpret and analyse information. The employee oversees and co-ordinates the work of subordinate staff and assists in the provision of training to employees in conjunction with supervisors/trainers; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is an advanced skilled autonomous worker with the knowledge, skills and capacity for self-directed application using a high degree of technical competence with substantial depth in some areas. The employee will also apply a range of administrative and other skills to tasks, roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both routinely and non-routinely. Judgement is required in planning and selecting appropriate equipment, services, techniques and work organisation for self and others.

The employee will be expected to research and prepare papers, reports and other forms of complex correspondence, assist in the preparation of procedural guidelines, and interpret and analyse information relevant to the work in hand. The employee will oversee and co-ordinate the work of subordinate staff and possess overall knowledge of equipment and relevant work practices necessary to achieve their work goals. Assist in the provision of on-the-job Training of others. More complex tasks and further independence in decision making will be allocated as competency increases.

This Grade equates to a Hay evaluation within the range of 233-281 points.

#### MINIMUM QUALIFICATIONS/TRANING:

6 modules of relevant training, or equivalent in addition to the requirements for entry to Administrative Employee Grade 6.

Note: The employee may be on an Approved Training Plan leading to the completion of an relevant Advanced Diploma.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN;

Progression through this Grade from Salary Point 9.0 to Salary Point 10.7 will require the

successful completion of 15 modules via an ATP.

- \* Project management
- \* Quality assurance
- \* Risk management
- \* Effective management principles
- \* Relevant legislation eg. Freedom Of Information; Anti-Discrimination
- \* Business and strategic planning

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management. etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 8

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8 Sal ary Poi nt  11.0- 11.5	GRADE 9	GRADE 10	GRADE 11
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#### ENTRY REQUIREMENTS:

Appointment to Grade 8 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: operate under limited direction in relation to priorities and prepare detailed reports and carry out investigations on complex equipment as directed or within the scope of discretion at this level. The employee can apply advanced knowledge and understanding of the principles of the range of systems and/or equipment on which the employee may be involved, and perform maintenance planning and predictive maintenance work for systems and equipment. The employee will prepare documentation for policy decision, complex correspondence and the like and set priorities and achieve objectives, monitor work flow and manage staff resources to meet objectives. The employee will assist in the provision of training to employees in conjunction with supervisors/trainers, commensurate with the employee's training, experience and responsibilities.*

An employee at this level is a skilled autonomous worker able to make use of a high level of theoretical and applied knowledge. The employee will undertake a range of highly responsible duties which may include: planning/design functions, analysis/solving identified problems, implementing innovative work practices, evaluating feasibility of proposals, implementing plans, programming section/department works, making technically and economically sound decisions to required standards, negotiating with clients, suppliers, consultants and contractors, and supervision of contracted services.

An employee at this level will be expected to prepare detailed reports and complex correspondence, and carry out investigations as directed. They will prepare documents for policy decision, perform maintenance planning, monitor work flow and manage staff and other resources.

The employee will possess advanced knowledge of the principles of the range of systems and/or equipment necessary to achieve their work goals. Assist in the provision of on-the-job training of others.

This Grade equates to a Hay evaluation within the range of 282-331 points.

#### MINIMUM QUALIFICATIONS/TRAINING:

A relevant Advanced Diploma or equivalent standard of Industry specific training qualification supported by work-based competencies.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 11.0 to Salary Point 11.5 will require the successful completion of 6 modules via an ATP.

- \* Project management
- \* Strategic planning
- \* Group or team dynamics
- \* Effective management principles
- \* Integrated software applications

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource

Management, Financial Management, Information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 9

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9  Salary Point  12.0- 12.5	GRADE 10	GRADE 11

### ENTRY REQUIREMENTS:

Appointment to Grade 9 will be subject to availability of positions in Energex, advertisement and open selection procedures.

### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to- perform work within broad guidelines and under general direction, accept responsibility for technical expertise, planning, administration or co-ordination work and have substantial accountability and responsibility for output. The employee will initiate investigations and produce technical reports and work independently as a specialist or in a team. The employee will provide specialist support in a range of programs, activities and control and co-ordinate the works program within budgetary constraints. The employee will set project priorities, plan and organise own work and that of subordinate staff and undertake a range of functions requiring application and development of knowledge and skills appropriate to departmental and/or enterprise goals; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is a skilled autonomous worker able to make use of a high level of theoretical and applied knowledge. The employee will significantly plan, develop and design functions and independently analyse and creatively solve problems relevant to their area of responsibility. The employee may therefore create and implement innovative work practices, evaluate proposals and implement plans, make technically and economically sound decisions, negotiate with a range of clients/suppliers, manage the supply of contracted services, manage technical and human resources, and manage and programme works to achieve set targets.

An employee at this level will be expected to initiate investigations, produce detailed technical reports and relevant complex correspondence. The employee will co-ordinate works within budgetary constraints and assist in the provision of training at the level required.

This Grade equates to a Hay evaluation within the range of 332-371 points.

### MINIMUM QUALIFICATIONS/TRAINING:

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to

Administrative Employee Grade 8.

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

Progression through this Grade from Salary Point 12.0 to Salary Point 12.5 will require the successful completion of 6 modules via an ATP.

- \* Training administration
- \* Quality management systems
- \* Financial management
- \* Strategic marketing
- \* Advanced selection techniques
- \* Microcomputer systems applications and administration
- \* Public relations
- \* Operations management
- \* Applied decision making

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

**ADMINISTRATIVE EMPLOYEE**

**Grade 10**

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10 Salary Point 13.0-13.3	GRADE 11
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**ENTRY REQUIREMENTS:**

Appointment to Grade 10 will be subject to availability of positions in Energex, advertisement and open selection procedures.

**MAIN FUNCTIONS/BROAD COMPETENCIES:**

*An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, administration or co-ordination of work and have significant accountability and responsibility for output. The employee will undertake high level creative planning, design or management functions and use a high level of theoretical, cognitive and applied knowledge. The employee will exercise limited managerial responsibility for a work area and work independently as a specialist and/or a senior member of a project team. The employee will display a high level of interpersonal skills in the performance of the function and develop and implement significant works programs; commensurate with the employee's training, experience and responsibilities.*

An employee at this level will exercise advanced theoretical, cognitive and applied knowledge. They will display advanced interpersonal skills and develop and implement significant works programs. They will be responsible for technical expertise, planning, administration or co-ordination of work of a highly advanced technical and/or administrative nature.

An employee at this level is a skilled autonomous worker able to make use of advanced knowledge

and understanding across a range of areas. They will have significant accountability and responsibility for the output of others. They will also develop and implement procedures and processes to obtain required performance and output and formulate policy for approval. Work at this level requires knowledge of operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

This Grade equates to a Hay evaluation within the range of 372-420 points.

**MINIMUM**

**QUALIFICATIONS/TRAINING:**

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 9.

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

Progression through this Grade from Salary Point 13.0 to Salary Point 13.3 will require the successful completion of 4 modules via an ATP.

- \* Performance evaluation and work review
- \* Quality management systems
- \* Financial management
- \* Statistical analysis
- \* Business management
- \* Creative leadership and coaching
- \* Professional practice management
- \* Commercialisation practices

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

## ADMINISTRATIVE EMPLOYEE

### Grade 11

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	<b>GRADE 11 SalaryPoint 14.0-14.3</b>
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#### ENTRY REQUIREMENTS:

Appointment to Grade 11 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: be responsible as a technical expert or senior administrator and be accountable and responsible for output. The employee will establish and review guidelines and devise new approaches to design, operation, development or investigation, develop and implement significant work programs and exercise initiative in the production and application of Standards and Procedures. The employee will provide a high level of creative planning, design and associated managerial functions and display interpersonal skills in the performance of functions at the level required; commensurate with the employee's training, experience and responsibilities.*

An employee at this level will establish and review guidelines and new approaches to design, operation, development or investigation functions. They will display advanced interpersonal skills and develop and implement significant works programs. The employee will exercise initiative in the production and application of standards and procedures and in the formulation of policy for approval.

An employee at this level is a highly skilled worker able to make autonomous use of advanced knowledge and understanding to exercise significant managerial ability and be able to interpret and apply legislation, regulations, standards and other relevant guideline material. Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.

Employees at this level may manage the operation of an organisation element, undertake a management function or provide administrative or technical support to a particular program, activity or service encompassing a major area of operations. Employees may have independence of action including the use and allocation of resources within known constraints.

This Grade equates to a Hay evaluation of 421 points and above.

#### MINIMUM QUALIFICATIONS/TRAINING:

4 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 10.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 14.0 to Salary Point 14.3 will require the successful completion of 4 modules via an ATP.

- \* Asset management
- \* Industrial relations policy
- \* Facilitative processes

- \* Community education and communication processes
- \* Creative leadership management
- \* Research development and management

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## **SCHEDULE 10 PROFESSIONAL & MANAGERIAL STREAM CAREER PATH**

### **INTRODUCTION TO THE PROFESSIONAL/MANAGERIAL STREAM**

#### **CAREER PATH FRAMEWORK**

This ENERGEX Professional Managerial Stream Career Path is based on the Transmission and Supply Professional Managerial Stream Career Framework dated 10 October 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI). Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- \* Administrative -- clerical and administrative
- \* Technical -- power workers and technical employees
- \* Managerial & Professional -- degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed a Professional/Managerial Stream Career Path Framework for Transmission & Supply.

This Career Path document was written to generally encompass most employees likely to be covered by the Professional/Managerial Stream, and this is included in the attached document.

In developing the Career Path, Joint Workplace Consultative Committees (JWCCs) in each Enterprise were asked to use the Industry Professional/Managerial Stream Framework as the foundation of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. Finalised Enterprise Career Paths required agreement at the Enterprise level and then submission to the Combined Restructuring Committee prior to registration with the Queensland Industrial Relations Commission as a Schedule to the Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay. Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient - workforce utilisation. Job redesign is facilitated through a more flexible classification process.

Positions described within the Professional/Managerial Stream shall require a degree qualification or equivalent (other qualifications including demonstrated management competencies may be accepted by the employer), in a relevant field and may require registration by a Professional Body or Government Authority. Membership or eligibility for membership of a Professional Association which accredits qualifications for the professional may also be required. Professional/Managerial employees will be required to provide professional advice, services and support in specialist fields of

competence, and/or undertake management or supervision of part of the organisation.

This Stream encompasses work of increasing complexity with tasks becoming increasingly broad and diverse, more difficult to define and requiring greater initiative as the professional develops. Increasing classification level would be expected to correlate with increasing professional maturity, competence, independence, accountability and increasing impact on the organisation.

In the Professional/Managerial Stream, only one Career Path was developed, which encompassed employees engaged in broad disciplines including Accounting, Architecture, Chemistry, Economics, Engineering, Human Resource Management, Information Technology, Journalism, Law, Management, Marketing, Metallurgy, Nursing, Psychology, Science, Surveying, Valuing.

Salary Progression will depend on the attainment and use of additional knowledge and skills and/or demonstration of enhanced competence and the achievement of agreed performance outcomes. Appendix One outlines the way salary progression is achieved in this Stream. Salary progression within Grades 1 & 2 will occur when the number of modules of training or equivalent successfully completed is equal to the number required to progress a Salary Step as outlined in Appendix One. Salary progression within Grades 3 & 4 shall be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by the position requirements. This principle of salary progression embodies the concept that professionals make increasing work value contributions by nature of skills and knowledge acquisition and application. The attainment of additional knowledge and skills/competencies may occur through training courses conducted by internal or external providers. Alternatively, this may occur via specific projects, research studies or similar structured training activities where completion demonstrates the acquisition of additional competencies required in the performance of the job are required to meet job demands.

An Enterprise Career Path must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

Where agreement cannot be reached on an issue, the Dispute Resolution Process is available to be used.

### **ALTERATIONS TO CAREER PATHS**

Where job redesign identifies the need for additional grades in a career path or when other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

### **STEPS TO TRANSLATION & PROGRESSION**

#### **A. Translation in 1995**

When employees translated to the then new Award (Electricity, Generation, Transmission & Supply Award State) in 1995 the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realized. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

1. **Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between employer and employee, provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Professional/Managerial Stream draft document proposes one Career Path covering all functional Professional and Managerial job groups.
2. **Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components will be an award salary level and Industry Payment. To ensure employees receiving Degree Allowance prior to translation are not disadvantaged, this Allowance will be taken into account when translation occurs.
3. **Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
  - i. the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched to accurately place the position.
  - ii. a job evaluation methodology may be used where jobs are more difficult to define. This may occur where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable. Points methods, however, shall not be used to define job value or salary points within a grade.
  - iii. Following translation/implementation of the relevant Energex career path, employees shall have a 3 month period during which they may make application for Job re-evaluation to determine the appropriateness of their translated grade compared to the Career Path Grade Descriptors.

Applications, on the appropriate form, shall be submitted via the employees supervisor, who shall normally within 2 weeks, of receipt of the form, agree or reject the application and notify the employee accordingly.

All the agreed applications will then be evaluated and all successful applications will have as their operative date for any salary increase, the date of their application.

If the supervisor rejects the application, unduly delays consideration of the application or the evaluation is unsuccessful the employee may have recourse to the Award grievance procedures.

After the conclusion of the 3 month period normal Energex arrangements in relation to position evaluation/grading will apply.

#### **B. Recognition of Prior Learning procedure and Progression Arrangements**

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will continue to have application as part of the ongoing Award Restructuring arrangements.

**Recognition of Prior Learning procedure:** RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry and/or education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL

exercise will establish the most appropriate Salary Point within the Grade on the basis of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

**Progression:** Any salary progression beyond translation will require one of the following:

- gaining new skills in accordance with an Approved Training Plan
- within Grades 3 & 4 only, demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by job requirements
- reclassification to a higher grade
- appointment to an advertised position with a higher Agreement classification
- Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

### **Training Outcomes**

Not all training will qualify for pay progression purposes. Subject to the provisions of the Backfilling (Training) Agreement, the following range of training types is envisaged:

1. Training for future performance (Career Development): Employees may undertake training for their personal development, and to better position themselves for future career opportunities. For example, an employee working as a professional in a specialist field may study for a Master of Business Administration and ultimately move into a position as a Department Head. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. Training to maintain current competencies: Employees may be required to undertake training to keep their skill levels current with technology and work practices; eg. updated software releases. This training may not result in pay progression.
3. Training to meet requirements of current pay level: Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point and thus training may not result in pay progression. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. Training to extend competency to meet expanded job requirements: Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

### **Approved Training Plan Guidelines**

*An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the Industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.*

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be developed and agreed by the employee and the person nominated by management as the employee's "Supervisor" for this purpose.

The Career Path Framework is based on the following guidelines:

1. Approved Training Plans enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job.
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then work evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in redesign of the job/work performed.
4. All Professional/Managerial Employees in Grades 1 and 2 shall be provided with the opportunity to participate in a Progress Review with their supervisor on at least an annual basis. This should include an appropriate Approved Training Plan where opportunity exists for the application of additional competencies.
5. Where a professional employee who has attained the maximum pay point within Grade 1 undertakes expanded duties which provide benefits from highly extended competencies, the job profile for that position shall be reviewed and the position re-evaluated. Where the position is re-evaluated as a Grade 2 position, the incumbent shall be moved into Grade 2 and become eligible for an Approved Training Plan to allow progression within Grade 2 upon demonstration of such highly developed competencies.
6. Professional employees in Grades 3 and 4 may be provided with ATP's where the development of additional skills and knowledge is required to achieve enhanced competence.

#### **Performance Agreement**

A Performance Agreement and/or ATP should be available to Professional/Managerial Employees in Grades 3 and 4 where benefits can be obtained through the acquisition and demonstration of enhanced competencies. The Performance Agreement shall specify the results to be achieved over the period of the agreement and if appropriate the competency areas to be enhanced over this period. Indicators of achievement should be agreed in advance between the parties and progress towards achievement shall be monitored at regular intervals. The following guidelines shall apply:

1. Professional/Managerial Employees in Grades 3 and 4 should be provided with the opportunity to participate in a Progress Review with their supervisor on at least an annual basis. This should include a mutually agreed Performance Agreement which may provide the opportunity for acquisition and demonstration of enhanced competency for the purpose of salary progression.
2. Performance Agreements enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job.
3. If a job changes over time to the extent that its total value/size warrants re-assessment then work evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
4. An alternative to a Performance Agreement as a basis for salary progression, in particular cases within Grades 3 and 4 may be the completion of an Approved Training Plan. One training module or equivalent shall be required for each progression step.
5. The progress review will include discussion and planning of mutually agreed training. This training shall include relevant learning opportunities to facilitate the gaining of enhanced competencies for the achievement of agreed performance.

#### **Training Modules**

1. Where appropriate, modular learning outcomes should meet national accreditation standards.
2. Other training may be made available to employees to enhance future career prospects and/or maintain competence and registration.

## EXPLANATION OF DOCUMENT FORMAT

### CAREER PATH TITLE

#### Career Path Grade

GRADE 1	GRADE 2	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

An explanation of how entry into a Grade is achieved.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Agreement.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade.

#### MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent that would be required for entry into this Grade.

Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade. Where an existing position is re-evaluated, the incumbent would be deemed to have the modules required for entry to the grade for pay purposes only.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

or

#### TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:

Within Grades 3 & 4, Salary Progression should be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes. This will be managed through a formal process of performance and development review, and the application of Performance Agreements and/or Approved Training Plans where appropriate.

## APPENDIX 1

### SALARY PROGRESSION FOR PROFESSIONAL / MANAGERIAL EMPLOYEES

Professional / Managerial Grade / Step	Agreement Point	Salary	Progression Arrangements
			<p>For all Grades within Professional/Managerial Career Path, Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade.</p> <p>All employees in the Professional/Managerial Stream should participate in an Individual Progress Review on at least an annual basis at which time an Approved Training Plan or Performance Agreement will be considered as a basis for progression.</p>
Grade 4      4.6 4.5 4.4 4.3 4.2 4.1  Grade 3      3.6 3.5 3.4 3.3 3.2 3.1  Grade 2      2.8 2.7 2.6 2.5 2.4 2.3 2.2	16.5 16.4 16.3 16.2 16.1 16.0  15.5 15.4 15.3 15.2 15.1 15.0  14.3 14.2 14.1 14.0 13.3 13.2 13.1		<p>Progression within each of Grades 3 &amp; 4 will be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by the position requirements. This will be managed through a formal process of performance and development review, and relevant learning opportunities, and the application of approved Training Plans where appropriate.</p> <p>Progression within Grade 2 where available with an Approved Training</p>

2.1		13.0	Plan shall be based on completion of one training module or equivalent for each progression step.
Grade 1	1.7	12.5	
1.6		12.0	
1.5		11.0	
1.4		10.2	
1.3		9.3	
1.2		8.0 4yr entry	
1.1		6.2 3yr entry	
			<p>Modules of training or equivalent to be completed before progression to next Step within Grade 1 as follows:</p> <ul style="list-style-type: none"> <li>* 4 Modules to move from 1.1 to 1.2</li> <li>* 6 Modules for each Step from 1.2 to 1.6</li> <li>* 5 Modules for move from 1.6 to 1.7</li> </ul> <p>For a Professional/Managerial Employee within Grade 1 who is in a training &amp; development mode, the individual will be given the opportunity for at least annually Approved Training Plans.</p>

For a Professional/Managerial Employee, the attainment and use of competencies may occur through a range of structured activities, such as:

- \* Continuing professional education, including training courses conducted by internal or external providers, professional development seminars, etc.
- \* Specific projects and research studies which expand an individual's knowledge and skills
- \* Gaining additional competence via the application of theoretical knowledge and constructs in the work environment, and through on-the-job coaching.

For an employee gaining post-graduate experience in a professional role in Grade 1, it is accepted that substantial gains in competency occur through the learning associated with applying, in the work role, the theoretical skills and knowledge acquired through academic study; e.g. it may be expected that approximately 50 per cent of competency acquisition during Grade 1 would occur through work application in an environment where coaching and monitoring is available.

#### SKILLS DEVELOPMENT OPPORTUNITIES

#### PROFESSIONAL & MANAGERIAL

<u>STREAM</u>	<u>/</u>	<u>CAREER PATH/</u>	<u>DESCRIPTION</u>
<u>AGREEMENT LEVEL</u>		<u>GRADE</u>	
<b>LEVEL</b>	<b>4</b>	<b>PROFESSIONAL &amp; MANAGERIAL EMPLOYEE GRADE 4</b>	Principal Expert and/or Senior Manager

**Salary Point 16.0-16.5**

**LEVEL**

**3**

**PROFESSIONAL &  
MANAGERIAL EMPLOYEE  
GRADE 3  
Salary Point 15.0-15.5**

Expert Professional or  
Manager

**LEVEL 2**

**PROFESSIONAL &  
MANAGERIAL EMPLOYEE  
GRADE 2  
Salary Point 13.0-14.3**

Independent fully  
functional  
professional/managerial  
employee

**LEVEL**

**1**

**PROFESSIONAL &  
MANAGERIAL EMPLOYEE  
GRADE 1  
Salary Point 6.2-12.5**

Development phase for  
professional/managerial  
employee

## PROFESSIONAL & MANAGERIAL EMPLOYEE

### GRADE 1

<b>GRADE 1</b> <b>Salary Point</b> <b>6.2-12.5</b>	GRADE 2	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level: operates under appropriate supervision and performs normal professional work and exercises individual judgements and initiative in the application of principles and methods applicable to the profession concerned. The employee assists more senior professionals and has work reviewed by a competent professional officer for validity, adequacy, methods and procedures. The employee assigns and checks work of support staff and others assigned to work on common projects. Work can be expected to receive less rigorous review as the employee progresses. The employee exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.*

An employee at this level requires competency in a technical, scientific or specialised field based on an understanding and application of concepts and principles normally associated with a professional or academic qualification. An employee will be specifically assigned to complete complex tasks and combinations of duties, with an understanding of how the work undertaken relates to work of others in the same or related functions. An employee at this level will use interpersonal skills to interact with fellow workers, supervisors, etc.

Thinking at this level is within substantially diversified, established organisational procedures and standards and general supervision. Because of changing priorities or differing situations encountered in the work environment, the employee has latitude to consider which among diversified procedures should be followed in what sequence to achieve required job results. Decisions may be made rather rapidly based on prior knowledge or expertise.

The employee may apply standard practices and procedures of work under general work instructions or be supervised on progress and results. Responsibilities contain a variety of tasks and duties, and the employee clearly understands what results are expected by the supervisor. The employee may set their own work priorities. Practices and procedures have clear precedents or are covered by defined policies, managerial control or review of results.

As the employee develops further competencies, more complex tasks would be allocated with more independence in decision-making. The employee may perform complex tasks without supervision or engage in some supervision of the work of others. Tasks involve independent use of a high degree of technical or applied theoretical knowledge and undertake limited creative, planning, design or supervisory functions. The employee may be required to develop innovative work practices, evaluate feasibility of proposals and implement plans. The employee will be able to undertake significant planning, development and design functions and provide independent analysis and creative solutions to problems identified by the employee through their skills and knowledge.

A professional employee is expected to maintain professional ethics, both generally accepted ethical behaviour for all professionals and the specific ethical requirements

of the profession(s) to which the employee belongs.  
This Grade equates to a Hay evaluation up to 371 points.

## PROFESSIONAL & MANAGERIAL EMPLOYEE

### GRADE 1

<b>GRADE 1</b> <b>Salary Point</b> <b>6.2-12.5</b>	GRADE 2	GRADE 3	GRADE 4
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#### MINIMUM QUALIFICATIONS/TRAINING:

- \* 3 year Degree or equivalent qualification, relevant to the specialist field of the position.
- \* Entry for 3 year Degree minimum Salary Point 6.2.
- \* Entry for 4 year Degree minimum Salary Point 8.0.
- \* Performance of the work may require registration by a Professional Body and/or membership or eligibility for membership of a Professional Association.
- \* For nominated managerial positions, other qualifications and/or demonstrated management competencies satisfactory to the employer.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |  |   |
|--|---|
| * Team Leadership                            | * Time Organisations                            |
| * Advanced Report Writing                    | * Computer Software Applications                |
| * Contract Supervision                       | * Power Systems Analysis                        |
| * Risk Management                            | * Statistics for Professionals                  |
| * Fault Management                           | * Protection and Meeting                        |
| * Power System Earthing                      | * Electromagnetic Transients                    |
| * Multiple Regression Analysis               | * Circuit Breakers and Switching                |
| * Supply Quality                             | * Computer Technology                           |
| * Easement Surveys                           | * Geographic Information Systems & Applications |
| * Property Negotiation                       | * Acquisition and Disposal of Property          |
| * Hazardous Material Management              | * Industrial Negotiation                        |
| * Enterprise Accounting Policies/ Procedures | * Project Management                            |
| * EEO Policy and Practices                   | * Investigating Discrimination in the Workplace |
| * Occupational Testing                       | * Benchmarking & Best Practices                 |

- \* Information Technology
- \* Interpersonal Conflict Resolution
- \* Capital Evaluation Decision Making
- \* Interpersonal Problem Solving
- \* Quality Management Principles

The attainment of learning outcomes may be demonstrated through training courses or alternatively, via specific projects, research studies or similar structured training activities. In this development phase for a professional, it would be expected that some priority would be given to developing the ability to apply professional knowledge and skills within the work environment.

## PROFESSIONAL & MANAGERIAL EMPLOYEE

### GRADE 2

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>13.0-14.3</b>	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level: performs work requiring the application of mature professional skills and knowledge and makes recommendations that are technically and commercially accurate and feasible. The employee deals with problems for which it is necessary to modify established guidelines and devise new approaches or apply new professional skills or techniques. The employee makes decisions on matters assigned including the establishment of professional work standards and procedures, and consults, recommends and advises in specialist areas. The employee outlines and assigns work, reviews it for technical accuracy and adequacy, and manages the work of others. The employee exercises initiative in the application of professional practices whether as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.*

An employee at this level is a competent professional who undertakes tasks requiring proficiency in a technical, scientific or specialised field based on concepts and principles, with wide exposure to complex practices and precedents. The employee is a seasoned professional whose basic professional skills and knowledge has been acquired through undertaking specialised tasks and a range of work roles. The employee may be required to utilise management processes to advise functional managers, influence behaviour or change opinion in support of a proposal. If the employee is a supervisor, the focus will be on assignment of work, scheduling work, monitoring work as it is being done, and reviewing results for timeliness, quality and cost effectiveness.

Problem solving at this level gives the employee latitude to consider whether new procedures may have to be developed, consistent with current policies, or existing principles, in order to achieve required end results. The problem to be solved may be stated, but the processes to be used are largely determined by the employee's own judgement. When confronted with situations which require judgement or decisions, the employee is able to access appropriate information and processes to determine methods to achieve a solution.

An employee at this level functions with considerable independence, and will determine their own priorities. This may require deviating from or modifying established procedures and practices as long as the end results meet standards of acceptability for quality and timeliness. Supervision is usually indirect and review of work results usually occurs after the fact. The employee may be accountable for rendering significant advice and counsel to management in addition to information and analysis. As a professional, the employee is accountable for the quality of the advice or the directions the employee gives others or implements themselves.

The employee at this level has a highly developed capacity to make autonomous use of a high level of theoretical and applied knowledge. The employee 'may undertake significant high level creative planning, design or management functions and may have substantial accountability and responsibility for the output of others.

This Grade equates to a Hay evaluation within the range of 372 - 483 points.

**MINIMUM QUALIFICATIONS/TRAINING:**

- \* 3 year Degree or equivalent qualification, plus 34 modules of relevant training or equivalent, or
- \* 4 year Degree or equivalent qualification, plus 30 modules of relevant training or equivalent, or
- \* Other qualifications as per Grade 1, plus 34 modules of relevant training or equivalent.

Note: Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade.

**PROFESSIONAL & MANAGERIAL EMPLOYEE****GRADE 2**

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>13.0-14.3</b>	GRADE 3	GRADE 4
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**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Selection Skills
- \* Advanced Selection Skills
- \* Negotiation Skills
- \* Interpersonal Leadership Skills
- \* Managing Quality Improvement
- \* Mains Transmission System Planning
- \* Transmission & Supply Environmental Impact Studies
- \* Accounting Standards & Practices
- \* Asset Management
- \* Information Technology Project Management
- \* Information Technology Specialised Support
- \* Industrial Advocacy
- \* Financial Management Practice Manual
- \* Return On Investment Analysis
- \* Managing People At Work
- \* Organisational Behaviour
- \* Managerial Work
- \* Introduction to Strategic Management

The attainment of learning outcomes may be demonstrated through training courses or alternatively, via specific projects, research studies or similar structured training activities. As an independent, fully functional professional, it would be expected that some priority would be given to expanding the professional's ability to operate with

latitude and independence in dealing with complex professional issues.

## PROFESSIONAL & MANAGERIAL EMPLOYEE

### GRADE 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Point</b> <b>15.0-15.5</b>	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level: may be a technical expert or manage a unit of the organisation. In practice most positions at this level will contain both these elements. The employee may be a team leader having broad understanding spanning more than one professional field of work, or be a recognised authority within a particular specialised field of expertise, or both. The employee participates in short or long range planning and translates the more general objectives and strategies of higher management into specific targets and strategies for the unit. The employee takes initiatives, makes independent decisions and formulates policies and procedures within this overall framework to obtain the best performance and results from the organisational unit for which the officer is accountable. The employee gives expert technical advice to management and other units and takes responsibility for development and provision of systems, facilities and functions. The employee manages groups and work programs and directs or advises on the use of resources. The employee makes decisions not usually subject to technical review; decides courses of action necessary to expedite the successful accomplishment of assigned projects; and makes recommendations of significant impact on the organisation. The employee has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness.*

An employee at this level may oversee the work of professionals whose work activities do not require day to day supervision, including assignment scheduling and monitoring and is required to focus on longer term matters, such as operational plans, budgets and other resource needs. The employee will be required to have a well developed understanding of human behaviour and those factors which influence or cause behavioural change. Jobs which require significant negotiating skills are often found at this level.

Thinking at this level will be within broad policies and objectives under limited direction. Specific objectives establish what general objectives must be accomplished within the framework of the organisation's operating policies. The employee may establish the plan, determine the priorities and prescribe the processes needed to achieve objectives. The employee is accountable for broad practice and procedure covered by functional precedents and policies or achievement of circumscribed operational activity or managerial direction. The employee may undertake complex and major high level creative planning, design or managerial functions.

This Grade equates to a Hay evaluation within the range of 484 - 617 points.

#### MINIMUM QUALIFICATIONS/TRAINING:

In addition to the requirements of Grade 2 entry, 8 modules of relevant training or equivalent.

Note: Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade.

**PROFESSIONAL & MANAGERIAL EMPLOYEE****GRADE 3**

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Point</b> <b>15.0-15.5</b>	GRADE 4
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<b>TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:</b>
Leadership
* Persuasion
* Judgement
* Team building
* Networking
* Analysis
* Organisation awareness
* Creativity
* Decisiveness
* Delegation
* Planning and organising
* Productivity
* Empowering
* Quality assurance
* Innovation
* Flexibility
* Innovation
* Commercial Negotiation
* Budget Management
* Resource Allocation
* Managing Performance
* Financial Management
* Marketing Management
* Operations Management

## PROFESSIONAL & MANAGERIAL EMPLOYEE

### GRADE 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Point</b> <b>16.0-16.5</b>
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#### ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in Energex, advertisement and open 'selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level: accepts responsibility for professional work, demanding a high level of expertise, independence, originality, ingenuity and mature judgement. The employee manages a unit of the organisation and exhibits a high level of competence in managing people and work and performs work which is of primary importance to the organisation and which will have a substantial effect on the results obtained by the employing organisation. The employee contributes to the organisation's short and long range planning process and to the formulation of the organisation's objectives, strategies and policies. The employee translates broader corporate objectives, strategies and policies into specific objectives, strategies and policies realisable by the organisation unit. The employee manages large work groups; or manages a multi-discipline group engaged in interrelated work; or may be an expert leading a team of related professionals; or may be a recognised expert in a specialist field of crucial importance. The employee takes overall responsibility for the provision and control of systems, resources, facilities, functions and major investigations and ensures that the organisation obtains maximum benefit from the application of professional expertise. The employee gives expert technical advice and acts as organisation spokesperson in a particular field of expertise and has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness in pursuit of corporate and major organisational objectives.*

An employee at this level manages functions or sub-functions through subordinate supervisors. The employee provides for the integration of activities which have a common function, purpose or objective, and assures external co-ordination with other functional areas. At this level, the employee would be a manager of a functional area or very senior individual contributor. The employee is given the degree of independence needed to achieve operating objectives, provided that activities are consistent with operating budgets, approved operating plans and objectives and functional policies and precedents. The management direction given to the employee establishes what results are expected. The employee determines how and when the results will be achieved. The employee may have sole controlling impact on end results at a particular level in the organisation. The position may have line accountability for a key end result area, with full accountability and responsibility for the output of others.

This Grade equates to a Hay evaluation within the range of 618 - 735 points.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* 3 year or 4 year Degree or equivalent qualification, and demonstrated competence appropriate to the position, or
- \* For nominated managerial positions, other qualifications and/or demonstrated management competencies satisfactory to the employer.

#### TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:

- \* Process Management

- \* Professional Innovation
- \* Leadership Management
- \* Managing Competitive Strategy
- \* Market Awareness and Analysis
- \* Managing Strategic Change
- \* Team Management
- \* Business Acumen
- \* Managing the External Environment
- \* Entrepreneurial Vision

**INTRODUCTION TO THE TECHNICAL STREAM CAREER PATH FRAMEWORK****Final Combined Restructuring Committee endorsement - 18 November 2004**

This Energex Technical Stream Career Path is based on the Transmission and Supply Technical Stream Career Path Framework dated 22 July 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI).

Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- Administrative - clerical and administrative
- Technical - power workers and technical employees
- Managerial & Professional - degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each Enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed a Career Path Framework for Transmission & Supply. Typical technical jobs were selected from each Enterprise for comparison across the Industry. Information was collated to describe current work practices and also identify opportunities for broad-banding and multi-skilling. This information also identified situations where required knowledge and skills and subsequent work value were not reflected in present pay practices.

A number of typical Career Paths have been written which encompass most employees likely to be covered by the Technical Stream, and these are included in the attached document.

In developing the Career Paths, Joint Workplace Consultative Committees (JWCCs) were established in each Enterprise and used the Industry Technical Stream Framework as the foundation for the development of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. The Career Paths in the attached documents reflected the agreed Energex outcomes.

Finalised Enterprise Career Paths received endorsement from the Combined Restructuring Committee on 18 November 1994 and were subsequently lodged with the Queensland Industrial Relations Commission as a Schedule to the then Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay. Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient workforce utilisation. Job redesign is facilitated through a more flexible classification process.

At this stage, 6 Model Career Paths have been proposed within the Technical Stream:

- **Power Worker:** eg. trades assistants, storework, labouring, plant/vehicle operation and cleaning.

- **Technical Serviceperson:** eg. linework, cable jointing, customer services, inspections, trade and advanced trade technical field and workshop roles (eg. electrical/electronic, mechanical, fabrication/vehicle building or building services).
- **Electricity System Designer/Adviser:** eg. layout/mains design work, marketing advice.
- **Supervisor:** eg. employees whose primary function is that of trainer/supervisor/co-ordinator
  - **Para-professional:** eg. technical roles requiring competencies obtained through paraprofessional (Advanced Diploma or equivalent) qualifications such as installation and repair of technical equipment, technical investigations and design.
  - **System Operator:** eg. operators within designated control rooms within distribution/transmission, ie. Energex Control. This Career Path conforms with the career path developed for System Operators in the Production Stream and by agreement between the Industrial Parties has been included in the Technical Stream Enterprises' Career Paths document.

Enterprise Career Paths must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

#### **ALTERATIONS TO CAREER PATHS**

Where job redesign identifies the need for additional grade(s) in a career path or where other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

#### **Technical Stream – Career Governance Process (Parity)**

The parties have developed, through an agreed process, a Career Governance Process for specific identified sub-streams of the Technical Stream. This process has been developed to enable the application of the Technical Stream Career Path set out in this Agreement. These application arrangements are referred to as Skills/Competency Matrixes and set out salary/training progression arrangements relating to the specific sub-streams. These matrices are held separately and are subject to addition/ deletion and or change in accordance with the agreed arrangements.

#### **STEPS TO TRANSLATION AND PROGRESSION**

##### **A. Translation in 1995**

When employees translated to the then new Award (Electricity, Generation, Transmission & Supply Award State) in 1995, the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realised. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

- **Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between the employer and employee provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Career Path within the Stream that the position most closely aligns with in relation to work role and tasks undertaken would be selected for the position.

- **Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components may be an Award salary level, an industry payment or a tradesperson's allowance.
- **Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
  - i. **Primary evaluation method:** the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched against them to accurately place the position. At the lower levels of the new Award, Grade Descriptors themselves should provide adequate distinction to enable a match. This is due to the specific, clearly defined tasks and competencies which exist at these levels and where results and responsibilities are defined largely in terms of tasks undertaken.
  - ii. **Secondary evaluation method:** a job evaluation methodology may be used where jobs are more difficult to define. This may occur where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable. Points methods, however, shall not be used to define job value or salary points within the grade.
  - iii. **Following translation/implementation of the relevant Energex career path,** employees shall have a 3 month period during which they may make application for Job re-evaluation to determine the appropriateness of their translated grade compared to the Career Path Grade Descriptors. Applications, on the appropriate form, shall be submitted via the employee's supervisor, who shall normally within 2 weeks of receipt of the form, agree or reject the application and notify the employee accordingly. All the agreed applications will then be evaluated and all successful applications will have as their operative date for any salary increase, the date of their application, if the supervisor rejects the application, unduly delays consideration of the application or the evaluation is unsuccessful the employee may have recourse to the Award grievance procedures. After the conclusion of the 3 month period normal Energex arrangements in relation to position evaluation/grading will apply.

Note: Where a position is graded lower than the level to which the employee has translated, the application of this step (step 3) is subject to the provisions of the Backfilling (Training) Agreement.

#### **B. Recognition of Prior Learning procedure and Progression Arrangements**

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will also continue to have application as part of the ongoing Award Restructuring arrangements:

##### **Recognition of Prior Learning procedure:**

RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry and/or education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL exercise will establish the most appropriate Salary Point within the Grade on the basis

of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

### **Progression:**

Any salary progression beyond translation will require one of the following:

- gaining new skills in accordance with an Approved Training Plan
- reclassification to a higher grade
- appointment to an advertised position with a higher Agreement classification.
- Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

If any employee believes that the additional skills acquired and required to be used in their position has expanded the "Job" beyond that appropriate to their current grading the employee may request an evaluation of the position to determine the appropriateness of the grading, in accordance with the normal Energex procedures for Job evaluation.

### **Training Outcomes**

Not all training will qualify for pay progression purposes. Subject to the provisions of the Back filling (Training) Agreement, the following range of training types is envisaged:

1. **Training for future performance (Career Development):** Employees may undertake training for their personal development, and to better position themselves for future career opportunities. For example, an employee working as an Electrical Fitter/Mechanic may study for an Advanced Diploma in Electrical Engineering and ultimately move into a technical design role. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. **Training to maintain current competencies:** Employees may be required to undertake training to keep their skill levels current with technology, work practices and safety needs; eg. new software releases, annual resuscitation training. This training may not result in pay progression.
3. **Training to meet requirements of current pay level:** Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. **Training to extend competency to meet expanded job requirements:** Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile Requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

### **Approved Training Plan Guidelines**

*An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the Industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.*

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be

developed and agreed by the employee and the person nominated by management as the employee's "Supervisor" for this purpose. Where agreement cannot be reached, the Problem Solving & Dispute Resolution Process is available to be used.

Subject to the provisions of the Training Outcomes above, following translation or appointment to a position, any employee who is provided with an Approved Training Plan shall be paid accordingly for the additional skills acquired and required to be used in their position.

### **Training Modules**

One training module or equivalent shall be required for each progression step within a Grade e.g. to progress from 5.1 to 5.2 will require 40 hours of training or equivalent which constitutes one module.

Energex shall consult relevant affected staff within Energex when developing module content and accreditation.

The Career Path Framework is based on the following training guidelines:

1. Approved Training Plans only enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job (i.e. job size)
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then job evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in changes/redesign of the job/work performed.
4. Where appropriate, modular learning outcomes should meet national accreditation standards.
5. All Technical Stream Employees shall be provided with the opportunity to participate in a review of the skills and competencies required in their Job with their supervisor on at least an annual basis. This should include an appropriate Approved Training Plan where opportunity exists for additional skills/competencies to be acquired and required to be used in the Job.

### **Selection Criteria**

Where an existing employee has previously acted in a position for a minimum of 8 weeks and, that prior to restructuring the position did not require an Advanced Diploma, that employee shall for the purposes of this document be deemed to have the "or equivalent qualifications" and shall therefore be eligible to apply for that position should it become available and not be ruled out of contention for that position on the grounds of qualifications.

When an employee applies for a position it shall be clearly stated in the Position Vacancy Circular/Job Advertisement, the minimum starting salary for the position and the maximum salary. At the Job interview (so there can be no false expectations) the applicant shall be informed of any additional payment *above* the starting minimum salary that will be made to compensate for skills the applicant brings to the position, and if there is any scope for further advancement within the grade of the position, to the extent that this is known at that time.

## EXPLANATION OF DOCUMENT FORMAT

### CAREER PATH TITLE

#### Career Path Grade

GRADE 1 Salary Points	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6

#### ENTRY REQUIREMENTS:

An explanation of how entry into this Grade is achieved. This may be, for example, through appointment to a vacant position or progression into the Grade via an Approved Training Plan.

Where an increase in work/job value is identified and reclassification of an existing occupied position(s) is approved, then selection may be made from eligible employees within a work group or work location for progression through an Approved Training Plan to the higher classification.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Agreement.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

#### MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent, that would be required for entry into this Grade. Where an existing position is re-evaluated, the incumbent would be deemed to have the number of modules required for entry to the grade.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

## TECHNICAL STREAM CAREER PATHS

		Career Path					
Salary P oi nt	Training Requirem ents (Modules)	Power Wo rke r	Technical Serviceper son	Electricity System Design/Adv iser	Supervisor	Para- Professi onal	System Oper ator
16.5							
16.4							
16.3							
16.2							
16.1							
16.0							
15.5							
15.4							
15.3							
15.2							
15.1							
15.0							
14.3							
14.2							5
14.1							
14.0							
13.3							
13.2						5	4
13.1							
13.0							
12.5							
12.4					4	4	3
12.3							

12.2							
12.1							
12.0							
11.5							
11.4							
11.3					3	3	2
11.2							
11.1							
11.0							
10.3	8M						1
10.2							
10.1							
10.0					2	2	System Oper ator
9.3	7M						(Training)
9.2			5	3			
9.1							
9.0							
8.2							
8.1	3M						
8.0			4	2			
7.2							
7.1	3M				1		
7.0						1	
6.2							
6.1	3M		3				
6.0				1			
5.2		5	2				

5.1	3M						
5.0							
4.2		4	1				
4.1	3M						
4.0	Trainee						
3.7	Certificate						
3.6							
3.5							
3.4	8M	3					
3.3							
3.2							
3.1							
3.0							
2.7							
2.6							
2.5							
2.4	8M	2	Vocational			Trainee	
2.3			Trainee			Para- Professi onal	
2.2							
2.1							
2.0							
1.7							
1.6							
1.5							
1.4	8M	1					
1.3							
1.2							

1.1							
1.0							
0.0							

# TECHNICAL STREAM

## SKILLS DEVELOPMENT OPPORTUNITIES

### POWER WORKER

<u>STREAM</u>	<u>/</u>	<u>CAREER</u>	<u>PATH/</u>	<u>DESCRIPTION</u>
<u>AGREEMENT LEVEL</u>		<u>GRADE</u>		
<b>POWER LEVEL Salary Points 5.0-5.2</b>	<b>WORKER 5</b>	<b>GRADE 5</b>		Work under general supervision. Provide guidance and assistance relevant to skills.
<b>POWER LEVEL Salary Points 4.0-4.2</b>	<b>WORKER 4</b>	<b>GRADE 4</b>		Perform work under general supervision. Hold and use some plant licences. On-the-job training to others and supervise work.
<b>POWER LEVEL Salary Points 3.0-3.7</b>	<b>WORKER 3</b>	<b>GRADE 3</b>		Perform specific support function. May hold and use various plant licences. Work from complex instructions and procedures under general supervision.
<b>POWER LEVEL Salary Points 2.0-2.7</b>	<b>WORKER 2</b>	<b>GRADE 2</b>		Perform manual functional support duties such as competent assistant and work under routine supervision.
<b>POWER LEVEL Salary Points 1.0-1.7</b>	<b>WORKER 1(b)</b>	<b>GRADE 1 (b)</b>		Perform routine, predictable, repetitive and proceduralised tasks of a manual nature under direct supervision.
<b>POWER LEVEL Salary Point 0.0</b>	<b>WORKER 1(a)</b>	<b>GRADE 1 (a)</b>		Undertake structured induction training within 3 months of appointment

## POWER WORKER

### Grade 1 (a)

GRADE 1 (a) Salary Points 0.0	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

**ENTRY LEVEL.** Appointment will be subject to availability of positions in the Enterprise and selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*A Power Worker Level 1(a) shall mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with a Power Worker Level 1(b). An employee at this level works under direct supervision, and performs routine duties essentially of a manual nature.*

The structured training for an employee may consist of on-the-job and off-the-job training. Depending on the type of work to be undertaken, the employee may need the ability to work at heights and in confined spaces, have manual dexterity and mechanical aptitude. The employee is expected to be able to work as a member of a team.

#### MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

The employee shall undertake enterprise specific induction training. *Such structured training shall be completed within 3 months of appointment to this level, as required, which may include:*

- \* Division, Group, Department and Team induction training
- \* Corporate induction programme
- \* Introduction to Workplace Health and Safety requirements
- \* Emergency procedures
- \* Personal protective equipment issue and use
- \* Manual handling
- \* Vehicle familiarisation/checks
- \* Administration eg. Timesheets; Conditions of work

## POWER WORKER

### Grade 1 (b)

GRADE 1 (a)	<b>GRADE 1 (b)</b> <b>Salary Points</b> <b>1.0 – 1.7</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1(a) to Grade 1(b) through approved training, without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: perform routine, predictable, repetitive and proceduralised tasks of a manual nature under direct supervision. Exercise minimal judgement and understand basic quality control/assurance procedures. Understand and utilise basic literacy and numeracy skills; commensurate with the employee's training, experience and responsibilities.*

The employee at this level must be competent in the use of appropriate hand tools and basic load shifting equipment relevant to the work undertaken. An employee at this level may work in one of a range of work roles, including labouring, stores, cleaning and assisting tradespersons, commensurate with the employee's training, experience and responsibilities. The employee may be undertaking structured training to enable the employee to operate as a Powerworker Grade 2 and such training may include training for specialisation within one area of operation or a mix of competencies which may be used across several areas.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* Grade 10 level of education or equivalent plus enterprise specific induction training.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |   |   |
|---|---|
| * First aid techniques                          | * Communicate orally                        |
| * Rigging Introduction EPC 152 (1m)             | * Communicate in writing                    |
| * Chainsaw operation                            | * Read and comprehend texts                 |
| * Roadway warning signs                         | * Provide customer service                  |
| * Cable and conductor identification            | * Report workplace hazards                  |
| * Tree trimming                                 | * Apply principles of OH&S in the work      |
| * Work practices for cranes, hoists and winches |   |
| * Mobile plant safety                           | * Comply with quality systems and practices |

* Pole inspection A, B, C	* Apply quality systems to work
* Safety induction for trades assistants	* Apply quality procedures
* Ladders, hauling lines and pole platforms	* Comply with ENERGEX Environmental Policy
* Power winch usage	* Operate machine
* Wood pole treatment	- operate pallet wrapping machine
* Tree growth regulator	- operate heat shrinking machine
* Restricted shot firer	* Operate hand and power tools
* Basic Computer Literacy	- use electric tools
* Basic keyboard skills	- use hand tools
* Construction site induction	* Operate a computer terminal for routine tasks
* Hazard Management	- operate relevant subsystems
* "C" class licence	* Use warehouse techniques e.g. receipting, storing, despatching, security
* Rescue from an EPV	
* Use and care of lifting equipment EPC 18 (1 m)	
* Workplace communication NCS02	

Selection of modules for progression within this Grade may also include other appropriate modules.

## POWER WORKER

### Grade 2

GRADE 1(a)	GRADE 1(b)	<b>GRADE 2</b> <b>Salary Point</b> <b>2.0 – 2.7</b>	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Agreement provides for progression from *Grade 1(b) to Grade 2, Salary Point 2.0, through approved training, within 3 years of initial appointment* without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

An *employee* at this level possesses competencies which enables the *employee* to: *perform manual functional support duties within the enterprise and perform work such as competent assistant. The employee will be responsible for the quality of the employee's own work, and work under routine supervision either individually or in a team environment. Exercise discretion within the employee's*

*level of skills and training; commensurate with the employee's training, experience and responsibilities.*

An employee at this level must be competent with appropriate hand tools and the safe handling of equipment and chemicals, safe operation of mobile and other equipment, load shifting equipment, vehicles, the operation of machinery or be undertaking training for certification as a scaffolder, dogman, crane or hoist operator, pressure equipment operator, load shifting equipment operator or welder. The competencies required to perform the tasks may include those which offer specialisation in a specific area or a mix which will offer broad competencies which may be used in several fields. The employee may be expected to work within a team environment under general guidance and with some autonomy. The employee may assist tradespersons, perform stores functions, field functions, workshop functions and have basic keyboard skills, or undertake civil work. The employee must have an understanding of quality techniques. Duties will be undertaken which are commensurate with the employee's training, experience and responsibilities.

**MINIMUM QUALIFICATIONS/TRAINING:**

\* Grade 10 level of education or equivalent plus 8 *modules* of relevant training, or equivalent

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- |   |  |
|---|--|
| • Welding and Thermal Cutting NBB09 (1m)  | • Quality Concepts NBB05 (1/2m)            |
| • Graphics Communication NCS08  | • Computing in Engineering NBB04 (1m)      |
| • Map reading   | • Forklift - Safety & Operation EPC88 (1m) |
| • Stores techniques   | • Electrical Fundamentals NBB08 (1m)       |
| • Fell/recover a pole   | • Equipment Maintenance EPC71 (1/2m)       |
| • Fit cross-arms to a pole  | • Tool Sharpening - Off Hand NNM19 (1/2hm) |
| • Use of portable generators  | • Pendant Overhead Crane EPC83 (1m)        |
| • Pole safety   | • Scaffolding (Limited Height) EPC15 (1m)  |
| • Systems and system voltages   | • Communication & IR NBB01 (1m)            |
| • Basic electrical principles   | • Engineering Calculations NNM05 (1m)      |
| • Cable and conductor current rating<br>Methods of line clearing and regrowth control | • Hand & Power Tools NBB07 (1m)            |
| • Erect poles with mobile crane/"A" frame   | • Mechanical Components NBB11 (1m)         |
|   | • Lubrication EPC73 (1/2hm)                |

## POWER WORKER

### Grade 2

GRADE 1(a)	GRADE 1(b)	<b>GRADE 2</b> <b>Salary Point</b> <b>2.0 – 2.7</b>	GRADE 3	GRADE 4	GRADE 5
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#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN: (Continued)**

- Fit a transformer
- EPV operation
- Vehicle loading crane
- Trenching and excavation
- Identify personal contribution to team
- Process customer enquiries
- Work safely with industrial chemicals/materials
- Safely handle waste
- Apply quality techniques to teams
- Comply with ENERGEX Environmental Policy
- Identify solutions
- Manage own time
- Operate a computer terminal for routine tasks
- Use warehouse techniques
- inspecting procedures
- stocktaking procedures
- Operate PC applications
- Engineering Science NBB13 (1m )
- Overhead gantry crane
- Scaffolding
- Work with others in a team
- Communicate effectively at work
- Identify safety hazards
- Safely handle materials
- Understand Quality Improvement Process
- Define problems
- Resolve problems
- Operate load shifting equipment
- operate fuel forklift
- operate electric reach truck
- operate order picking forklift
- operate electric pallet jack

Selection of modules for progression within this Grade may also include other appropriate modules.

## POWER WORKER

### Grade 3

GRADE 1(a)	GRADE 1(b)	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>3.0 – 3.7</b>	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Progression to Grade 3 will be subject to availability of positions in Energex. Progression may occur without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enable the employee to either: perform a specific support function within the enterprise, or undertake training as a Linesperson or Jointer. Work from complex instructions and procedures and work under general supervision. Responsible for assuring the quality of the employee's own work. Perform work as a competent assistant and assist in the provision of on-the-job training to a limited degree; commensurate with the employee's training, experience and responsibilities.*

An employee at this level may have attained various licences and/or have certification as a scaffolder, dogman, forklift, crane or hoist operator, pressure equipment operator, load shifting equipment operator or may be undertaking training leading to certification as a welder, linesperson, jointer or printing machine operator. The employee may exercise appropriate keyboard skills (where relevant). The employee can handle all tools required and may undertake labouring and other manual tasks in a team environment under general guidance and considerable autonomy. The employee may be required to maintain accurate recording of such details as stock control. Duties performed shall be commensurate with the employee's training, experience and responsibilities.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* Grade 10 level of education or equivalent, plus 16 modules of relevant training, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |   |                                     |
|---|-------------------------------------|
| * Requirements for connecting and operating a single phase mobile generator |                                     |
| * Workshop skills   | * Moving and stabilising a load     |
| * Inventory and stock control   | * Use of relevant computer packages |
| * Leading self managed work teams   | * Working effectively with people   |
| * Spoken communication  | * Test Equipment NNE20 (i/a M)      |
| * Machining NBB06 (1M)  | * Materials Handling NBB03 (2 M)    |
| * Work Team Communication NCS10   | * Fabrication Techniques NBB10 (IM) |
| * Engineering Materials NNMO8 (I M)   | * Substations NNE47 (1 M)           |

* Cells and Batteries NNE139 (1/2 M)	* Engineering Drawing Interpretation NDB12 (1MM)
* Comprehensive teamwork	* Safely handle and stack material
* Process written information	* Dispose of waste
* Carry out interactive workplace	* Interpret Quality Manuals
* Identify personal contribution to enterprise goals and objectives	* Apply ENERGEX systems
* Apply quality techniques to team activities	* Plan to undertake a routine task
	* Plan and organise own work

Selection of modules for progression within this Grade may also include other appropriate modules.

## POWER WORKER

### Grade 4

GRADE 1(a)	GRADE 1(b)	GRADE 2	GRADE 3	GRADE 4 Salary Point 4.0 – 4.2	GRADE 5
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### ENTRY REQUIREMENTS:

Progression to Grade 4 will be subject to availability of positions in Energex. Progression may occur without undertaking selection procedures.

### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: perform work under general supervision, either individually or in a team environment. The employee would understand and apply quality techniques. Exercise discretion within the scope of this level; commensurate with the employee's training, experience and responsibilities.*

An employee at this level should have attained various certifications and some plant licences and use these in the performance of stores functions, manual tasks, field work, workshop functions or printing room functions. The employee will exercise appropriate keyboard skills as required to perform a relevant task and may be required to supervise and assist in on-the-job training to other workers in a range of tasks within the area of expertise of this employee. The employee may work under broad guidance and autonomy and may accept responsibility for the work of others or team co-ordination when working in a team environment.

### MINIMUM QUALIFICATIONS/TRAINING:

- Grade 10 level of education or equivalent, plus 24 modules of relevant training, or equivalent.

### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- Team leadership
- Time organisation
- Writing Workplace Documents NCS02
- Meetings NCS 12
- Dealing with Conflict NCS05

Selection of modules for progression within this Grade may also include other

appropriate modules.

## POWER WORKER

### Grade 5

GRADE 1(a)	GRADE 1(b)	GRADE 2	GRADE 3	GRADE 4	<b>GRADE 5</b> <b>Salary Point</b> <b>5.0 – 5.2</b>
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#### ENTRY REQUIREMENTS:

Progression to Grade 5 will be subject to availability of positions in Energex. Progression may occur without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level works above and beyond a Power Worker Level 4, and possesses competencies which enables the employee to: work under general supervision, either individually or in a team environment and exercise discretion within the scope of this level. Provide guidance and assistance relevant to their skills; commensurate with the employee's training, experience and responsibilities.*

An employee at this level may have an extensive range of plant/vehicle certification and licences and may provide on-the-job training in relevant areas. The employee may provide leadership to work teams and may act as team leader within a team environment. The employee may be required to have input into the selection of equipment, planning for work organisation, services, actions, and achieving outcomes within time constraints. The employee should display customer relation skills; the ability to identify training needs; instructional skills and have a sound knowledge of Workplace Health and Safety issues. The employee may provide on-the-job training and supervision to work teams. Duties undertaken would be in line with the employee's training, experience and responsibilities.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* Grade 10 level of education or equivalent plus 27 modules of relevant training, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Customer relation skills
- \* Instruction skills - Group TND04 (1 M)
- \* Occupational Health and Safety NBB02 (1/2M)
- \* Computer Aided Drafting
- \* Client Interaction NCS12
- \* Identifying Training Needs TND01 (1/2 M)
- \* On-the-job training
- \* Desk Top Publishing

Selection of modules for progression within this Grade may also include other appropriate modules.

# **TECHNICAL STREAM**

## **SKILLS DEVELOPMENT OPPORTUNITIES**

### **TECHNICAL SERVICEPERSON**

<u>STREAM</u>	<u>/</u>	<u>CAREER</u>	<u>PATH/</u>	<u>DESCRIPTION</u>
<u>AGREEMENT LEVEL</u>		<u>GRADE</u>		
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 9.0-9.3</b>	<b>EMPLOYEE</b> <b>4</b>	<b>GRADE 5</b>		<p>Highly skilled specialist independent worker in one of the following: possesses necessary training, skills and experience and is authorised to inspect and test specialist installations, including HV high rise building installations; multi-skilled overhead and underground line construction accountable for operational unit; skilled-on variety of complex tasks and applies maintenance standards and quality control. Including mobile plant and manufacturing services.</p>
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 7.0-8.2</b>	<b>EMPLOYEE</b> <b>3</b>	<b>GRADE 4</b>		<p>Extensive range of competencies in 1 or more of :multi-skilled overhead and underground construction and maintenance including switching, inspections and routine design; Live line, including Glove and Barrier; 110/132kV cable jointing and terminating; authorised to test and inspect complex installations; generalist worker on wide range of complex equipment types. Including mobile plant and manufacturing services.</p>
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 6.0-6.2</b>	<b>EMPLOYEE</b> <b>2</b>	<b>GRADE 3</b>		<p>Highly skilled worker with demonstrated competence in all aspects of 1 or more of: multi-skilled overhead and underground construction and maintenance; Live line; Jointing and terminating cables; Electrical installations and maintenance including testing; generalist worker on complex equipment types or specialist worker on limited range of equipment types. Including mobile plant and manufacturing services.</p>

**TECHNICAL  
LEVEL  
Salary Points 5.0-5.2**

**EMPLOYEE  
2**

**GRADE 2**

Skilled worker with demonstrated competence in a range of aspects. May be multi-skilled in a variety of tasks.

**TECHNICAL  
LEVEL  
Salary Points 4.0- 4.2**

**EMPLOYEE  
1**

**GRADE 1  
Entry Point**

Employee holds appropriate Trade Certificate or Certificate of Competency. Performs trade work of routine, non-complex nature under general supervision.

## **TECHNICAL SERVICEPERSON**

### **Grade 1**

<b>GRADE 1 Salary Point 4.0 – 4.2</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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### **ENTRY REQUIREMENTS:**

Entry level with appropriate certificate of competency or trade certificate. Appointment will be subject to availability of positions in Energex, and selection procedures **or** completion of an Approved Training Plan, i.e. from Power Worker Grade 3.

### **MAIN FUNCTIONS/BROAD COMPETENCIES:**

*A Technical Employee Level 1 shall mean an employee who holds an appropriate Trade Certificate, Tradesperson's Rights Certificate or Certificate of Competency, as defined in the Electricity Act, or equivalent, and who is able to exercise the skills and knowledge of such certification. An employee at this level possesses competencies which enables the employee to: perform trade work which is generally of a routine, non-complex nature. The employee performs work under general supervision either individually or in a team environment and understands and implements quality systems. The employee performs work which involves the skills of the employee's trade and work which is incidental and facilitates the completion of the employee's work; commensurate with the employee's training, experience and responsibilities.*

An employee at this level shall be a Technical Serviceperson, who has completed the training required for minimum entry, who has competence in one of the following areas:

- \* Overhead line construction and maintenance and basic street lighting and control systems
- \* Underground low voltage polymeric installation and maintenance
- \* Customer service activities including reconnects/disconnects work.
- \* An employee at this level would undertake a range of tasks using trade and other skills gained through trade certification. The employee would have gained certification in a broad discipline such as: Electrical/Electronic, Mechanical, Fabrication/Vehicle Building or Building Services. Using appropriate trade skills, the employee would assist to manufacture, modify, install, test, repair, maintain and service various equipment and plant. Such electrical/electronic equipment and plant might include electric motors, generators, electronic controls, instruments, telecommunications and automotive electrics. Mechanical plant and equipment may include machinery, fluid power systems and automotive mechanics. Other

tasks in manufacturing and maintenance services may include fabrication, forging, boilermaking, welding, fitting and turning, metal polishing, sheet metal work, carpentry, painting and other building services.

## TECHNICAL SERVICEPERSON

### Grade 1

<b>GRADE 1</b> <b>Salary Point</b> <b>4.0 – 4.2</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### MINIMUM QUALIFICATIONS/TRAINING:

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate, as appropriate to the work undertaken.

This Grade would apply to either:

- \* tradespersons recently trained within the Electricity Supply industry who are commencing further training to allow progression to Salary Point 5.1 within 2 years of appointment or
- \* tradesperson trained in another Industry without the relevant competencies required by the Electricity Supply Industry who are commencing training to allow progression to Salary Point 5.1 within 3 years of appointment.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Wood pole treatment
- \* High voltage ABC installation, jointing and termination
- \* Shot firer's Certificate (restricted to Supply Industry)
- \* Pole inspection level 1.5 (hand held computer)
- \* Restricted LV polymeric cable joints and terminations
- \* Install and connect domestic installations
- \* Tree growth regulator
- \* PST service polarity for Enterprise
- \* Lifter borer operator
- \* Overhead Management Systems P.C. program
- \* Switching authorisation – LV Operator
- \* Switching authorisation – Recipient
- \* EPV Basket operation
- \* Overhead switching operator
- \* GP truck operator
- \* Tension stringing of conductor
- \* Steel tower erection and maintenance
- \* Heavy Rigid (HR) Licence
- \* Explosive power tool operation
- \* Substation Operators Level 1

* Cable and pipe location/Cable Testing – 11kV	* Rescue from a pit
* Work organization	* Construction Standard Drawings
* Maintenance policies and procedures	* Record keeping and data updating
* Field practices	* Customer relations skills
* Customer related skills	* Quality awareness
* Statutory Training	* Tension stringing of conductor
* Workshop Practices (Fabrication) EA 740 (1 M)	* Distribution Plant Repair
* Basic Statistics EA00 (1/2 M)	* Protection
* Safety	* EPV Basket Operation
* Quality Systems	* High voltage isolation and access
* Machinery Repair and Installation NNM22 (1 M)	* High tension conductors
* Fault finding and Diagnostic Skills EA90 (1/2 M)	

## TECHNICAL SERVICEPERSON

### Grade 2

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>5.0 – 5.2</b>	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1 to Grade 2 through approved training, without undertaking selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level is an experienced employee who exercises trade and/or other skills who is engaged in routine technical duties and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and works under general supervision either individually or in a team environment. The employee provides technical guidance to others in their work team, understands and implements quality systems and performs incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

An employee at this level shall be a skilled Technical Serviceperson with demonstrated competence in a range of aspects and shall be authorised in all necessary statutory requirements. This worker may be multi-skilled in a variety of tasks to enable more efficient completion of the whole job. Depending on qualifications and training, these may include such tasks from one of the following:

- \* Overhead line construction and maintenance. This may include the maintenance and repair of distribution substation plant and equipment, and/or installation and repair of low voltage polymeric underground cables. Perform switching.
- \* Joint and terminate paper/lead cables up to 33kV and polymeric cables. Joint and terminate polymeric and paper/lead pilot cables. Perform LV switching. Assist in testing and commissioning LV URD installations by installing cables and pillars and terminating, testing and phasing cables. Understand LV schematics.
- \* Basic voltage complaints and supply problem investigations. Reconnects, disconnects and other associated revenue work. Repair streetlight control circuits. Undertake meter queries. Maintain and repair distribution substation plant and associated equipment.

An employee at this level is a competent skilled autonomous worker who performs a variety of tasks under general supervision using trade and other skills gained through trade certification and enterprise training. Using established procedures, manufacture, modify, test, repair and maintain various equipment in a workshop or field environment. Such electrical/electronic equipment and plant might include electric motors, generators, electronic controls, instruments, telecommunications and automotive electrics. Mechanical plant and equipment may include machinery, lithographic offset press, mobile plant, and ancillary equipment, industry specific hydraulic equipment and components, fluid power systems and automotive mechanics. Other tasks in manufacturing and maintenance services may include fabrication, forging, boilermaking, welding, fitting and turning, metal polishing, sheet metal work, carpentry, painting and other building services.

## TECHNICAL SERVICEPERSON

### Grade 2

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>5.0 – 5.2</b>	GRADE 3	GRADE 4	GRADE 5
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Such an employee is a generalist tradesperson working safely under general supervision. As the employee develops and broadens their skills and knowledge base, the employee would work on a wider range of complex equipment types.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate as appropriate to the work undertaken, plus 3 *modules* of relevant training, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Ring main unit operation
- \* Branch trainer activities (e.g. resus, pole top, etc.)
- \* Work place assessor
- \* Substation operator authorization
- \* Individual Enterprise/Authority requirements for
- \* Customer service, team leader, Staff Consultative
- \* Committee Chairperson
- \* Mapping
- \* Basic layout
- \* Customer Switching – HV
- \* Job planning
- \* Substation Operator – Level 1
- \* Working effectively with people
- \* Workshop administration
- \* Workshop safety
- \* Overhaul transformers and switchgear
- \* Substation Orientation
- \* Overhead mains design
- \* Switching preparation
- \* Switching authorization – HV Operator
- \* Equipment safety testing
- \* Spoken communication
- \* Access and switching procedures
- \* Maintenance Management EA761 (1

	M)
* Team work	* Licences – vehicle, plant, equipment
* Distribution plant repair and testing	* Machining
* Hydraulics	* Pneumatics
* Engraving	* Coil winding
* Advanced welding and metal work	* Workshop machine maintenance
* Material estimating	* Safety equipment and ladder manufacture
* Current transformer metering	* Supply and Storage Management EA72 (1M)
* Demand metering	* Engineering Mathematics EA01 (1 M)
* Meter queries 1 – Technical	* Engineering Graphics EA61 (1 M)
* Programmable Controllers NNE130 (1/2 M)	* Industrial Control NNE123 (1 1/2 M)
* Planning, Estimating and Costing EA71 (1/2 M)	
* Basic protection/control/communication systems	
* Advanced Test Equipment NNE105 (1/2 M)	
* Microprocessing Applications NNE103 (1 M)	
* Rotor Winding NNE157 (1 M)	
* Stator Winding NNE150 (1 M)	
Selection of modules for progression within this Grade may also include other appropriate modules.	
# Footnote: A number of these modules are common to other Career Paths.	

## TECHNICAL SERVICEPERSON

### Grade 3

GRADE 1	GRADE 2	GRADE 3 Salary Points 6.0 – 6.2	GRADE 4	GRADE 5
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### ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in Energex, advertisement and open selection procedures or through an Approved Training Plan where the work to be performed has been assessed as meeting the requirements of this grade.

## MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level is an experienced employee who exercises trade and/or other skills who is engaged in routine technical duties and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision either individually or in a team environment. The employee provides technical guidance to others in their work team, understands and implements quality systems and performs incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

An employee at this level shall be a highly skilled Technical Serviceperson with demonstrated competence in all aspects of one or more of the following areas:

- \* An employee at this level will be competent in a selection of skills (but not necessarily all of the skills) from a "basket of skills" appropriate to the work to be performed at the particular work location. The employee will be able to perform a substantial range of activities in overhead and underground construction and maintenance, as well as street lighting and control systems and shall be multi-skilled in a variety of tasks to enable more efficient completion of the whole job. These may include such tasks as switching, maintaining and repairing distribution substation plant and equipment, installing and repairing low and high voltage underground cables, connecting new installations (ie. non-complex commercial, domestic & rural installations) including installing and maintaining energy meters and associated equipment.
- \* An employee at this level shall be a skilled serviceperson with competence in all aspects of overhead live line construction and maintenance, and work on overhead lines at all voltages. Work will be conducted on wood, steel and concrete poles using live line techniques and principles.
- \* An employee at this level is a skilled Electrical Jointer who joints/terminates polymeric cables up to 132kV and pressure cable up to 66kV. Investigates, locates and rectifies leaks in oil and gas filled pressure type cables. Cable route identification under general direction. Repairs and maintains standard plant, tools and equipment. As required, develop skills associated with emerging jointing technologies and maintain knowledge and skills associated with older technologies.

**or**

- \* An employee at this level may be competent in a selection of skills (but not necessarily all of the skills) from a "basket of skills" appropriate to the work to be performed at a particular work location. The employee will be able to perform a substantial range of activities as a multi-skilled tradesperson working on a range of complex equipment types. Work undertaken would be within a workshop or substation environment.
- \* An employee at this level may be a highly skilled tradesperson competent in working on all aspects of a limited range of equipment types. This equipment will be complex and involve non-routine repair, testing, modification and maintenance.

## TECHNICAL SERVICEPERSON

### Grade 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>6.0 – 6.2</b>	GRADE 4	GRADE 5

Depending on skills attained, the employee may manufacture and/or modify specialised plant and equipment in accordance with design specifications with reference to

documented quality standards and work practices. Fabricate, repair, modify, test and maintain electrical/mechanical equipment and mobile plant, install overhaul and maintain industry specific hydraulic and pneumatic controls and systems. Perform advanced welding to Certificate levels. Perform installation, testing and repair to component level of substation equipment and plant, e.g. radios, instruments, protection equipment. Undertake high voltage plant testing. Test items of plant and equipment to Australian Standard and Workplace Health and Safety Act. Assist in providing on-the-job training. The employee may also be required to exercise a range of clerical skills in the provision of technical services.

#### **MINIMUM QUALIFICATIONS/TRAINING:**

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate as appropriate to the work undertaken, plus 6 *modules* of relevant training, or equivalent.
  - If working in live line operations:
    - \* Appropriate statutory authorization to perform high voltage live line work.
  - If working in installation inspections:
    - \* Authorisation to perform inspection work.

#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVE TRAINING PLAN:**

- |  |   |
|--|---|
| * Inspection courses, including AS 3000, Electricity Act and Regulations, Conditions of Supply, Tariff Manual. |   |
| * Installation and connect domestic installations  |   |
| * Restricted Low voltage polymeric cable joints and terminations   |   |
| * 11kV/XLPE polymeric cable joints & terminations  |   |
| * Switching sheet writing  | * Supervision of work groups                |
| * Interpretation of works plans  | * Keyboard skills                           |
| * Works programming  | * Mig welding                               |
| * Cable testing and commissioning  | * Gas/oil pressure charging                 |
| * Oil degasification of cables   | * Cable location                            |
| * Overhead crane operation   | * Hydraulic equipment operation             |
| * Roles of the supervisor  | * Basic metering                            |
| * URD and Streetlight inspections/audits   | * 11kV operator                             |
| * Cardio-Pulmonary Resuscitation (Advanced)  | * Statutory trainer – polarity, resus, WH&S |
| * Contract supervision   | * Marketing                                 |

* CNC Machines	* Advanced hydraulics, pneumatics
* LV and HV test equipment	* Alternator maintenance and repair
* High reliability soldering	* Specialist workshop machines
* Team leader training	* Quality Management EB31 (1 M)
* Advanced Quality Concepts EB30 (1/2 M)	* Role of the supervisor
* One-to-one instruction	* Report writing
* Operator 3 phase mobile generator sets	* Overhaul SF6 switchgear
* Plant specific	* Computing Packages
* Digital Fault Finding EA789 (1/2 M)	* Power Systems Analysis
* Advanced PLC EA160 (1 M)	* Evaluate Training TND05 (1/2 M)
* Develop & Organise Training Plan TND02	* Electronic Soldering Technology NNE29 (1M)
* Basic calibration	

Selection of modules for progression within this Grade may also include other appropriate modules.

## TECHNICAL SERVICEPERSON

### Grade 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 7.0 – 8.2	GRADE 5
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### ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in Energex, advertisement and open selection procedures.

### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level may perform technical duties or exercise cross-skilling in technical fields, and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate*

*with the employee's training, experience and responsibilities.*

An employee at this level has an extensive range of competencies in one or more of the following:

- \* An employee at this level shall be a specialist Serviceperson with demonstrated competence in all aspects of overhead and underground line construction and maintenance at all voltages and be competent in a selection of skills appropriate to the work performed at the particular work location. The employee shall be multi-skilled in a variety of tasks such as switching, maintaining and repairing substation plant and equipment, conducting installation inspections, consumer liaison and performing routine distribution design and layout work.
- \* An employee at this level shall be a specialist Serviceperson with demonstrated competence in all aspects of overhead live line construction and maintenance, and works on overhead lines at all voltages. Work will be conducted on wood, steel and concrete poles and steel towers using live line techniques and principles. This worker will be a specialist who performs comprehensive live line work up to 132kV for distribution and 275kV for transmission. Techniques such as Glove and Barrier for up to 33kV would be utilised, and the worker performs other multi-skilled functions as required.
- \* An employee at this level is a specialist Cable Jointer who installs and maintains a wide range of cable accessories and auxiliary equipment including gas charging equipment and joints/terminates cables up to 110/132kV. Repairs and maintains specialist plant, tools and equipment such as oil degasifier, residual gas pressure test equipment, vacuum pumps, and oil pressure pumps. Investigates, locates and rectifies as appropriate leaks in oil and gas filled pressure cable systems using test equipment. Cable route identification. Completion of accurate construction details during progress of work. Mig welding. Lead team training and co-ordinate Specialist Cable Jointers and Power Workers. As required, develop skills associated with emerging jointing technologies and maintain knowledge and skills associated with older technologies.
- \* An employee at this level is a generalist worker on a wide range of equipment types, or a specialist on a limited range of complex equipment types and who works under limited supervision. Basic design, manufacture, modify, maintain, test, repair and calibrate complex plant, equipment, mobile plant and industry specific hydraulic and pneumatic controls and systems. Working knowledge of appropriate Australian standards, Quality Assurance techniques and relevant legislation. Provide on-the-job training and supervision to employees engaged at a similar or lower classification level. An employee at this level will be a skilled self-directed worker performing a variety of complex tasks. Able to select techniques used for repair and calibration and can apply maintenance standards and quality control. The employee may have an understanding of applied electrical, electronic or mechanical theory relating to an area of substation or communication plant or equipment of equivalent complexity used in Energex. The employee will be able to apply existing skills and knowledge to non-routine situations. An employee at this level may also be required to exercise cross-skilling of technical and clerical skills in the provision of technical services.
- \* The employee may be expected to work in a team environment and may be employed in a Mechanical Engineering environment associated with design, specification, procurement, and the provision of technical advice on mechanical equipment.

## **TECHNICAL SERVICEPERSON**

### **Grade 4**

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Point</b> <b>7.0 – 8.2</b>	GRADE 5
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**MINIMUM QUALIFICATIONS/TRAINING:**

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Joiner or other trade certificate as appropriate to the work undertaken, plus *9 modules of relevant training*, or equivalent.
  - If working in live line operations:
- \* Appropriate statutory authorisation to perform high voltage live line work.
  - If working in installation inspections:
- \* Authorisation to perform inspection work.

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Glove and Barrier live line techniques for wood pole and steel tower
- \* One-to-one instruction
- \* Time organization
- \* Coaching
- \* Marketing
- \* Switching sheet preparation
- \* Check complaints
- \* Advanced tariff knowledge
- \* Complex metering
- \* Hazardous locations
- \* Supervision
- \* Computer applications
- \* Resource management EB74 (1 M)
- \* Mobile Radio repair
- \* HV testing
- \* Circuit Development NNE32 (1 M)
- \* Industrial Software NNE69 (1 M)
- \* Thyristor Applications NNE75 (1 M)
- \* Substation operations – 110/132 kV
- \* Team leadership
- \* Major customer/consultant liaison
- \* Report writing
- \* Working effectively with people
- \* Domestic/rural auditing
- \* Shock complaints
- \* High voltage inspections/audits
- \* Theft of electricity
- \* Team leadership
- \* Writing reports
- \* Protection Relay Testing
- \* Austel cabling
- \* Industrial Electronics Fault Finding NNE35 (1 M)
- \* Self Management EA44 (1 M)
- \* Writing Technical Reports NCS17
- \* Switching Power Supplies NNE78

(11/2 M)

- \* AC Motor Control NNE76 (1 1/2 M)
- \* Check inspections
- \* Managing & Implementation Change EB77 (1 M)
- \* Advanced metering including – demand, high voltage, complex
- \* Electrical accident investigation (fatal and non-fatal)
- \* Initial connection of commercial, industrial, multi-domestic, etc.
- \* Distribution equipment maintenance, testing and fault finding
- \* Analysis and modification of electronic circuits
- \* Fault finding, testing, analysis and modification of complex hydraulics
- \* PLC and Electronics Theory
- \* Advanced calibration

Selection of modules for progression within this Grade may also include other appropriate modules.

## TECHNICAL SERVICEPERSON

### Grade 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	<b>GRADE 5</b> <b>Salary Point</b> <b>9.0 – 9.3</b>
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#### ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.*

*Such an employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Perform routine technical work on complex equipment as directed and prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team: commensurate with the employee's training, experience and responsibilities.*

An employee at this level shall be a highly skilled specialist Technical Serviceperson with demonstrated competence in all aspects of one of the following areas:

- \* An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in all aspects of inspection and testing of specialist/complex installations, including high voltage high rise building installations, and hazardous areas. Complex metering, investigation of electrical accidents. Major customer/consultant liaison, voltage complaint and quality of supply investigations.
- \* An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in all aspects of overhead and underground line construction at all voltages and may be responsible and accountable for the performance of an area/district operational unit and in support of management and administration. The employee will be multi-skilled in a variety of tasks which may include switching authorisation, maintaining and repairing substation plant and equipment, conducting installation inspections, consumer liaisons, works programming and plant scheduling, auditing of contract services and performing routine distribution design work, CAD and computer data entry, use of computer applications and layout work and in leading and/or supervising a team.
- \* An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in performing installation, repair (to component level), precision calibration and fault diagnosis of complex equipment, plant or systems, e.g. instrument repairs, complex protection systems, complex communication systems, HV plant testing, hydraulics and mechanical systems. Multi-skilled independent worker performing a variety of complex tasks. A specialist able to select and use techniques for repair and non routine testing of equipment and can apply maintenance standards and quality control. Understanding of applied engineering theory and design relating to a specific area of Energex activity e.g. manufacturing, installation or

servicing. May be required to produce service manuals for equipment being repaired.

## TECHNICAL SERVICEPERSON

### Grade 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 9.0 – 9.3
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#### MINIMUM QUALIFICATIONS/ TRAINING:

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Electrical Fitter Mechanic, Electrical Linesperson, Electrical Jointer or other trade certificate as appropriate to the work undertaken, *plus 15 modules* of relevant training, or equivalent
- \* Authorisation to perform inspection work if performing installation inspections.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |  |   |
|--|---|
| * Team leadership                          | * Time Management                           |
| * Coaching                                 | * Report Writing                            |
| * Works Programming and Scheduling         | * Branch Trainer                            |
| * Design and Construction Manuals          | * Supervision                               |
| * Computer Application and Keyboard Skills | * Preparation of material schedules         |
| * Computer Aided Drafting                  | * Industrial Computer Interface EA911 (1 M) |
| * Fault diagnosis                          | * PLC theory and practice                   |
| * Programmable controller operation        | * Microwave application                     |
| * Project management EB71 (1M)             | * Control Computer Systems EA903 (1 M)      |
| * Roles of the supervisor                  | * Turbo PLC Control EB 160 (2 M)            |
| * Selection skills                         | * Project Planning EB73 (1/2 M)             |
| * Time organisation                        | * Data Link Fundamentals EA309 (1 1/2 M)    |
| * Control Interfacing EA906 (1 M)          | * Precision Calibration                     |

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM**  
**SKILLS DEVELOPMENT OPPORTUNITIES**  
**ELECTRICITY SYSTEM**  
**DESIGNER/ADVISER**

<u>STREAM/</u> <u>AGREEMENT LEVEL</u>	<u>CAREER</u> <u>GRADE</u>	<u>PATH/</u>	<u>DESCRIPTION</u>
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 10.0-10.3</b>	<b>EMPLOYEE</b> <b>4</b>	<b>GRADE 4</b>	Technical decisions on complex design work; technical advice; advanced knowledge and understanding of distribution design negotiation supply arrangements. Supervise work activities and training. Assist in preparation of training plans.
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 9.0-9.3</b>	<b>EMPLOYEE</b> <b>4</b>	<b>GRADE 3</b>	Technical decisions on complex layout work; technical reports; advanced knowledge of distribution systems; supervise and train staff or detailed investigations of appropriate equipment, alternative processes and various energy efficiency techniques for commercial and industrial consumers.
<b>TECHNICAL</b> <b>LEVEL</b> <b>Salary Points 7.0-8.2</b>	<b>EMPLOYEE</b> <b>3</b>	<b>GRADE 2</b>	Multi-functional layout work on underground, overhead, and street lighting reticulation; indoor and padmount substation; routine technical work or detailed investigations of appropriate electrical equipment, commercial and industrial energy utilisation.

**TECHNICAL EMPLOYEE**  
**LEVEL 2**  
**Salary Points 5.0 – 6.2**

**GRADE 1**

Entry level. Work under general supervision.

Routine layout work on underground and overhead systems or advice to customers on utilisation of appliances and tariffs.

**ELECTRICITY SYSTEM DESIGNER/ADVISER**

**GRADE 1**

<b>GRADE 1</b> <b>Salary Point</b> <b>5.0 – 6.2</b>	GRADE 2	GRADE 3	GRADE 4
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**ENTRY REQUIREMENTS:**

**ENTRY LEVEL:** Appointment to Grade I will be subject to availability of positions in Energex, advertisement and open selection procedures.

**MAIN FUNCTIONS/BROAD COMPETENCIES:**

*An employee at this level is an experienced employee who exercises trade and/or other skills relevant to the specific requirements of the enterprise. The employee possesses competencies which enables the employee to exercise discretion within the scope of this level and work under general supervision either individually or in a team environment. Understand and implement quality systems, provide technical guidance to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

It is anticipated an employee entering this Career Path would have knowledge and skills of overhead, underground, streetlighting and/or substation construction procedures and standards. It is expected the employee would bring to the position skills gained through work undertaken in another Career Path (normally achieved with at least 3 years on the job experience or equivalent).

An employee at this level would be able to perform competently in one of the following areas:

- \* An employee would have basic knowledge of routine distribution design and perform layout work of a routine nature. Pole replacement work plans for LV and 11kV mains. Overhead extensions for existing transformer networks and design of underground service from overhead networks requiring no voltage drop or detailed structural calculations. Service checks for other utility assets. Estimation and preparation of approval documentation of works plans. Use of survey tools such as clinometers, theodolites and other surveying equipment. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.
- \* An employee would have a basic knowledge of electricity systems and consumer appliances and be able to give advice to consumers on the utilisation of appliances, applicable tariffs and electrical safety. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

**MINIMUM QUALIFICATIONS/TRAINING:**

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety

Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 3 *modules* of industry/enterprise specific training, or equivalent.

**ELECTRICITY SYSTEM DESIGNER/ADVISER****GRADE 1**

<b>GRADE 1</b> <b>Salary Point</b> <b>5.0 – 6.2</b>	GRADE 2	GRADE 3	GRADE 4
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**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Map reading
- \* Enterprise Construction Manuals
- \* Electricity Act and Regulations
- \* Basic computing and keyboard skills
- \* Preparing points of entry
- \* Basic surveying theory
- \* Enterprise clearing and environmental requirements
- \* Estimating
- \* CAD
- \* Conditions of supply and tariffs
- \* Prepare routine LV and 11kV drawings
- \* Basic field surveys and pole position pegging
- \* Stores procedures
- \* LV schematics and HV phasing and schematics
- \* Mapping
- \* Basic Layout
- \* Drawing and lettering
- \* Mains design theory and practice
- \* information sources for mains design
- \* Overhead mains design
- \* Theodolite Usage
- \* AS3000 wiring.

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grade.

## ELECTRICITY SYSTEM DESIGNER/ADVISER

### GRADE 2

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>7.0 – 8.2</b>	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment to Grade 2 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs technical duties or exercises cross-skilling in technical fields. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is able to perform competently in one of the following areas:

- \* An employee at this level is a skilled Electricity Designer with a wide knowledge of multi-functional layout work, or who undertakes specialist work in one field. Investigate ENERGEX and customer requirements and produce working drawings, cost estimates and construction schedules to facilitate construction up to 66kV overhead reticulation, 11kV and LV underground reticulation, padmount substation construction, indoor substation construction and streetlighting reticulation.
- \* LV voltage complaints investigations and voltage drop calculations. Reconductoring LV and 11kV overhead mains. Electrical design of streetlights both underground and overhead in accordance with streetlight design parameters. Design of underground LV extension from existing transformer network. Design of overhead extensions and transformer siting without voltage drop or detailed structural calculations. Augment existing transformer sites. Survey and peg constructions using survey instruments. Establish clearing needs and costs associated with overhead and underground construction work. Consult with Authorities to ensure statutory requirements for new designs are met. Perform routine technical work and routine reports under direction. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

**or**

- \* An employee at this level is an adviser with a wide knowledge of consumer appliances and commercial and industrial energy utilisation matters. Would be able to provide investigations of the appropriate electrical equipment and best methods of installation and use for a wide range of applications. An employee would have a knowledge of electricity systems, consumer appliances, commercial and industrial energy utilisation and be able to give advice to consumers on the utilisation of appliances and electrical equipment, applicable tariffs and electrical safety. Duties undertaken would be commensurate with the employees training, experience and training.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety

Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 9 modules of relevant training, or equivalent.

## **ELECTRICITY SYSTEM DESIGNER/ADVISER**

### **GRADE 2**

GRADE 1	<b>GRADE 2</b> <b>Salary Point</b> <b>7.0 – 8.2</b>	GRADE 3	GRADE 4
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#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Advanced survey practices
- \* Prepare job layout drawings
- \* Prepare material schedules
- \* Prepare way leaves
- \* Cable locations enquiries and equipment
- \* Interviewing customers
- \* Report writing
- \* Time organisation
- \* Spoken communication
- \* Working effectively with people

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## ELECTRICITY SYSTEM DESIGNER/ADVISER

### GRADE 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Point</b> <b>9.0 – 9.3</b>	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities. The employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is able to perform competently in one of the following areas:

- \* The employee is a highly skilled specialist who is able to make technical decisions on complex layout work. The employee prepares technical reports and has advanced knowledge and understanding of distribution system design. Negotiate supply arrangements with consulting engineers and developers for commercial and industrial customers including HV and LV extensions, and siting of pole mounted, padmount or indoor transformers using standard substation drawings. Negotiate guarantee extensions and prepare Guarantee Agreements. Maintain a variety of systems and records to a high degree of accuracy. Supervise and train other staff, including the submission of works for approval. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

or

- \* An employee at this level is a skilled adviser with a wide knowledge of consumer appliances and commercial and industrial energy utilisation matters. Would be able to investigate and report on the appropriate electrical equipment, alternative processes and equipment for commercial and industrial applications and best methods of installation and tariffs. Would also be able to investigate the latest developments in products, plant and equipment for consumer applications. An employee would have a knowledge of electricity systems, consumer appliances, commercial and industrial energy utilisation and be able to give advice to consumers on the utilisation of appliances and electrical equipment, applicable tariffs and electrical safety. Would be able to investigate alternative processes and development in application of electrical plant and appropriate energy efficiency techniques for commercial and industrial consumers. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 15 modules of relevant training, or equivalent.

**ELECTRICITY SYSTEM DESIGNER/ADVISER****GRADE 3**

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Point</b> <b>9.0 – 9.3</b>	GRADE 4
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**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Future planning requirements
- \* Investigation of supply problems and voltage complaints
- \* Writing reports
- \* One-to-one instruction
- \* Coaching

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## ELECTRICITY SYSTEM DESIGNER/ADVISER

### Grade 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Point</b> <b>10.0-10.3</b>
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#### ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs supervision of work activities. The employee applies technical principles, practices, techniques and human relations skills to activities. The employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Exercise broad discretion within the scope of this level and work under minimal supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical training and advise within the scope of this level. Assists the co-ordinator in the preparation and monitoring of Training Plans. Provide on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is able to perform competency in the following area:

- The employee is a highly skilled specialist who is able to make technical decisions on complex design work and basic concept plans. The employee provides technical advice and has advanced knowledge and understanding of distribution system design. Negotiate supply arrangements with consulting engineers and developers for commercial and industrial customers including HV and LV extensions, and siting of pole mounted, padmounted or outdoor transformers using standard substation drawings. Negotiate electricity supply extensions and prepare Agreements. Maintain a variety of systems and records to a high degree of accuracy. Supervise work activities and train other staff, including the submission of works for approval. Assist in the preparation of training plans. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

#### MINIMUM QUALIFICATIONS/TRAINING:

- Certificate IV ESI Power Systems or equivalent competency and experience.
- An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Joiner.

## **ELECTRICITY SYSTEM DESIGNER/ADVISER**

### **Grade 4**

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Point</b> <b>10.0 – 10.3</b>
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#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- Project management fundamentals
- Effective Decision Making
- Performance Planning – reviewing progress
- Managing performance problems
- Performance Planning – setting goals and expectations
- Negotiation skills for professionals
- The IPR & Performance Management
- Workplace Health & Safety rehabilitation

Selection of modules for progression within Grade may also include appropriate modules not yet achieved from previous Grades.

**TECHNICAL STREAM**  
**SKILLS DEVELOPMENT OPPORTUNITIES**  
**SUPERVISOR**

<u><b>STREAM/</b></u>	<u><b>CAREER PATH/</b></u>	<u><b>DESCRIPTION</b></u>
<u><b>AGREEMENT LEVEL</b></u>		
<b>TECHNICAL EMPLOYEE</b> <b>LEVEL 6</b> <b>Salary Points 12.0-12.5</b>	<b>GRADE 4</b>	Accepts responsibility for technical expertise, planning, supervising or co-ordinating works and is accountable and responsible for output.
<b>TECHNICAL EMPLOYEE</b> <b>LEVEL 5</b> <b>Salary Points 11.0-11.5</b>	<b>GRADE 3</b>	Applies practical techniques of analysis and technical principles, standards and practices and human relations, to new and existing technologies and supervises and manages such work.
<b>TECHNICAL EMPLOYEE</b> <b>LEVEL 4</b> <b>Salary Points 9.0-10.3</b>	<b>GRADE 2</b>	Applies technical principles, practices, techniques and human relations skills to such activities as high level manual skills and fault diagnosis and supervises such activities.
<b>TECHNICAL EMPLOYEE</b> <b>LEVEL 2/3</b> <b>Salary Points 6.0-8.2</b>	<b>GRADE 1</b>	Plans and organises the work of a team to meet schedules and completion times.

## SUPERVISOR

### GRADE 1

<b>GRADE 1</b> <b>Salary Points</b> <b>6.0 – 8.2</b>	GRADE 2	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment to Grade 1 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level whose principal function is that of Trainer/Supervisor/Co-ordinator, is responsible for the work of other employees engaged at a similar or lower classification level and/or for the provision of structured on-the-job training to such employees. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. Assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

The employee plans and organises the work of a team to meet schedules and completion times. May have expertise in overhead, underground and mains construction and maintenance.

The employee, where principally engaged as a trainer, may be involved in developing, delivering and administering structured technical training. May also deliver safety and first aid training. May supervise learners in learning environment. May have expertise in Electrical, Mechanical and Fabrication roles.

#### MINIMUM QUALIFICATIONS/TRAINING:

Appropriate trade qualification or equivalent, *plus 6 modules* of industry/enterprise specific training, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Roles of the supervisor
- \* Team leadership
- \* Leading self managed work teams
- \* Time organisation
- \* Risk assessment and control techniques
- \* Manual handling (for supervisors)
- \* Accident investigation
- \* Safety auditing
- \* Control of hazardous substances
- \* Workplace ergonomics
- \* Selection skills
- \* Works scheduler training

## SUPERVISOR

### GRADE 2

GRADE 1	<b>GRADE 2</b> <b>Salary Points</b> <b>9.0-10.3</b>	GRADE 3	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment to Grade 2 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs the principal function of a Trainer/Supervisor/Co-ordinator, that is, is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees.*

*An employee at this level applies technical principles, practices, techniques and human relations skills to activities which may include, for example, high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities. An employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks and exercises broad discretion within the scope of this level. Work under limited supervision. Provide technical guidance or advice within the scope of the level; commensurate with the employee's training, experience and responsibilities.*

The employee may be required to organise and control the duties of staff relating to power system construction and maintenance. Alternatively, the employee may be responsible for such tasks as supervising contracts and auditing contract services within a local environment, including programming of contractors workload, field supervision of internal and external staff and the auditing of contract services. The employee may monitor and control material issued and returned to stock.

An employee at this level would be required to supervise more complex projects than a Supervisor Grade 1, and limit wastage by adequate supervision, programming and investigation and implementation of new and more efficient methods and procedures and attend promptly to customer problems.

Alternatively, the employee may be responsible for such tasks as supervising contracts and auditing contract services within a local environment, including programming of contractors workload, field supervision of internal and external staff and the auditing of contract services. The employee may monitor and control material issued and returned to stock. The employee may manage the provision of installation inspection services within the area of responsibility.

## SUPERVISOR

### GRADE 2

GRADE 1	<b>GRADE 2</b> <b>Salary Points</b> <b>9.0-10.3</b>	GRADE 3	GRADE 4
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#### **MAIN FUNCTIONS/BROAD COMPETENCIES:** (continued)

The employee, where principally engaged as a trainer, may be required to analyse and determine technical training requirements and develop and implement training systems in addition to those requirements listed for Supervisor Grade 1.

#### **MINIMUM QUALIFICATIONS/TRAINING:**

- \* Appropriate trade qualification or equivalent plus *15 modules of* relevant training, or equivalent.

#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Works co-ordinator training
- \* Contract requirements
- \* Interpersonal leadership skills
- \* Quality assurance
- \* Construction manuals requirements
- \* Electricity Act and Regulations
- \* CNL 88 First Line Management modules

Selection of modules for progression within this Grade may also include other appropriate modules.

## SUPERVISOR

### GRADE 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>11.0 - 11.5</b>	GRADE 4
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#### ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs the principal function of Trainer/Supervisor/Co-ordinator, and is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees. Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.*

*Such an employee may possess competencies which enable the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Prepare detailed technical reports as required and undertake technical investigations. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. Work under limited supervision. Provide technical guidance or advice; commensurate with the employee's training, experience and responsibilities.*

The employee at this level may be responsible for monitoring and controlling the operation of the electrical network during normal and emergency conditions in accordance with established operating procedures. Construction and commissioning of, and the maintenance to, substation plant and associated equipment and the repair to substation buildings to the required standard by both internal and external resources in an efficient, effective and timely manner. Responsible for supervising the construction, maintenance and repair of overhead or underground electrical network including associated plant and equipment.

The employee may also be required to use interviewing skills and selection skills in staff selection and in the recognition of prior learning process, develop and implement quality systems and work instructions, research and develop in-house manuals for equipment operations and maintenance and training and recommend variation to current policies.

The employee may also be responsible for managing system contingencies and evaluation of the condition of equipment to be returned to service.

The employee, where principally engaged as a trainer, may be responsible for the establishment and co-ordination of broad training projects in addition to those requirements listed for Supervisor Grade 2. Maintaining training management system. Interpreting and recommending training policy and procedures. Investigating and recommending innovative training systems. May provide training consultation service.

**SUPERVISOR****GRADE 3**

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>11.0 – 11.5</b>	GRADE 4
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**MINIMUM QUALIFICATIONS/TRAINING:**

- \* Relevant trade qualification or equivalent plus an Advanced Diploma, or equivalent qualification.

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Advanced selection skills
- \* Award and manage a contract

Selection of modules for progression within this Grade may also include other appropriate modules.

## SUPERVISOR

### GRADE 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Points</b> <b>12.0-12.5</b>
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#### **ENTRY REQUIREMENTS:**

Appointment to Grade 4 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### **MAIN FUNCTIONS/BROAD COMPETENCIES:**

*An employee at this level performs duties as a Principal Trainer/Supervisor/Co-ordinator, that is, is responsible for the supervision and/or training of Technical Employees at lower classification levels. The employee possesses competencies which enables the employee to: perform work within broad guidelines, accept responsibility for technical expertise, planning, supervising or co-ordinating works and be accountable and responsible for output. Initiate investigations and produce resultant technical reports and provide specialist support in a range of programmed/activities. Control and co-ordinate the works programmed within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmed; commensurate with the employee's training, experience and responsibilities.*

The employee may be required to maintain and monitor a Works Scheduling System, provide budget input, and be responsible for controlling expenditure. The employee also may be responsible for the application of policies and establishment of administrative procedures.

The employee may prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. Provide technical guidance or advice. Assist in the provision of on-the-job training to others in the work group. The employee is responsible for controlling expenditure.

The employee may be responsible for the effective planning, design, construction, operation and maintenance of the distribution system within a defined area by providing technical direction within time and budget constraints. The employee may provide accurate information on conditions of supply and assist in co-ordinating and negotiating supply agreements.

## SUPERVISOR

### GRADE 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Points</b> <b>12.0-12.5</b>
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#### **MAIN FUNCTIONS/BROAD COMPETENCIES: (Continued)**

In addition the employee may be responsible for the monitoring and control of system operation procedures, investigation into system security, load control and contingency plans for major and/or priority customers.

The employee may be responsible for the supervision and training of clerical and non - technical employees. The employee should also possess competencies which enable the employee to accept responsibility for administration and specialist support in all areas of customer service and customer accounts including billing, field services, meter reading, tariff application, cash receipting, credit control, installation inspections, simple and complex metering and quality of supply. The provision of this specialist support may be to staff and the wider "field of consultants, architects, contractors, community leaders and the general public.

The employee may also provide a lecturing service or advise to customers, staff and community groups in an area of expertise. The employee may be responsible for the regulatory investigation of both fatal and non-fatal electrical accidents.

The employee may be responsible for the administration, supervision, control and audit of non-routine contracts in sensitive areas of credit control. The employee may also be responsible for ensuring adequate systems are in place to maintain public safety.

#### **MINIMUM QUALIFICATIONS/TRAINING:**

- \* Relevant trade qualification or equivalent plus an Advanced Diploma, or equivalent qualification, plus 6 modules of relevant training, or equivalent.

#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Curriculum development
- \* Financial management
- \* Managing quality improvement

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM**  
**SKILLS DEVELOPMENT OPPORTUNITIES**  
**PARA-PROFESSIONALS**

<u><b>STREAM /</b></u> <u><b>AGREEMENT LEVEL</b></u>	<u><b>CAREER PATH/</b></u>	<u><b>DESCRIPTION</b></u>
<b>TECHNICAL LEVEL</b> Salary Points 13.0-13.3	<b>EMPLOYEE 7</b> <b>GRADE 5</b>	Highly developed capacity to make autonomous use of advanced knowledge and understanding. Substantial accountability and responsibility for the output of others.
<b>TECHNICAL LEVEL</b> Salary Points 12.0-12.5	<b>EMPLOYEE 6</b> <b>GRADE 4</b>	Accepts responsibility for technical expertise, planning, supervising or coordinating works and is accountable and responsible for output.
<b>TECHNICAL LEVEL</b> Salary Points 11.0-11.5	<b>EMPLOYEE 5</b> <b>GRADE 3</b>	Skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. Provides technical advice and guidance.
<b>TECHNICAL LEVEL</b> Salary Points 9.0-10.3	<b>EMPLOYEE 4</b> <b>GRADE 2</b>	Advanced skilled autonomous worker under limited supervision. Performs tasks involving use of high degree of technical or applied theoretical knowledge.
<b>TECHNICAL LEVEL</b> Salary Points 5.0-8.2	<b>EMPLOYEE 2/3</b> <b>GRADE 1</b>	Performs routine technical work on complex equipment. Assist in or undertake technical investigations under



limited supervision.

This career path currently includes the disciplines of: electrical, electronic, computing, civil, mechanical, surveying, marketing and training design. It does not prevent the inclusion of other para-professional disciplines in the future.

## PARA-PROFESSIONALS

### GRADE 1

<b>GRADE 1</b> <b>Salary Points</b> <b>5.0-8.2</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Entry level with appropriate Advanced Diploma or equivalent qualification, or trade certificate and an Approved Training Plan leading to the completion of a relevant Advanced Diploma. Appointment will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs technical duties or exercises cross-skilling in technical fields. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

The employee at this level performs routine technical work which requires limited application of hands on trade, technical or marketing competencies. Contributes to, or undertakes technical investigations and prepares technical reports under limited supervision. Contributes to or undertakes detailed distribution network design and estimating. More complex tasks are allocated as the employee gains the necessary knowledge, skills and competencies.

The employee may perform installation, replacement, testing and repair (to component level) of substation, communications or computer based equipment and plant, e.g. radios, instrument repairs, relays, meters, printed circuit boards where such work is incidental to the employee's core function. High voltage plant testing. Skilled self-directed worker performing a variety of tasks including "hands-on" work under limited supervision. Able to select techniques used for repair, and understands maintenance standards and quality control. An employee at this level progresses towards a detailed understanding of distribution network design or applied electrical, electronic, computing, mechanical, civil or surveying theory relating to an area of Energex activity. The employee may perform inspection work of incoming stores items. Carry out measurements using precision measuring equipment. Provide user support for groups using Energex computer network and customised standard software packages. May be required to apply para-professional skills to the production of photographs. The employee may be required to have an understanding and provide advice on applied mechanical theory relating to component and equipment design.

An employee at this level may be required to provide technical advice on a wide range of topics, and may prepare and present designs and proposals for energy utilisation, promoting the wise and efficient use of electrical energy.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* A relevant Advanced Diploma or equivalent qualification (Entry point with no on-the-job experience minimum Salary Point 5.0), or
- \* An appropriate trade certificate plus 3 modules of relevant training., or

\* Grade 10 level of education or equivalent, plus 27 modules of appropriate training.  
Trade Certificate plus Advanced Diploma or equivalent qualification minimum salary point 7.0.

## PARA-PROFESSIONALS

### GRADE 1

<b>GRADE 1</b> <b>Salary Points</b> <b>5.0-8.2</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

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|--|--|
| * Basic protection theory              | * Mobile radio repair  |
| * Substation design                    | * Austel cabling   |
| * Mains design theory and practices    | * Basic control/communication systems                                |
| * Information Sources for mains design | * Current transformer metering                                       |
| * Voltage regulation                   | * Demand metering principles   |
| * Power system analysis                | * Metering queries 1 – technical                                     |
| * Oil analysis                         | * Writing Technical Reports NSC17                                    |
| * Earthing theory                      | * HV testing   |
| * Protection testing                   |  |
| * Circuitry design                     | * QESI HV isolation and access procedures                            |
| * Civil design                         | * Drafting circuitry   |
| * Workplace Communication NMETB 54.1   | * Drafting civil   |
| * Purchasing materials NMETB 16.12     | * Mechanical Drafting NMETB 75.5                                     |
| * Drafting standards                   | * Workplace Health & Safety NMETB 55.1, 55.3, QESI WHS 101, 201, 202 |
| * Estimating                           | * Planning NMETB 67.3, QESI PLO 101, 201, 301,                       |
| * Metallurgy                           | 402, TEM 401   |
| * Substation design                    | * Computing NMETB 63.1, QESI OFF 101, 201                            |
| * Instrumental analysis                | * Customer Service and Advice QESI CUS                               |

	101/201/301/401	
* Precision mechanical/electronic equipment for measuring, calibration & comparisons NMETB 13.1, 13.2, 13.6, 13.7, 23.1		* Provide tariffs advice
		* Metering queries – technical 101/201/301/401
* Planning, Estimating and Costing EA71 (1/2 M)		* Domestic air conditioning principles
* Overhead mains design		* Domestic water heating
* Underground mains design		* Domestic heating and cooling
* Basic layout		* Basic space heating technology
* PC hardware / care replacement		* Basic energy auditing
* CAD Updates		
* Computer communications		* Domestic appliance utilisation
* Cooking		* Presentation skills
* Customer service		* PC skills
* Communication skills		* Alternative energy sources – domestic
* Customer information systems		* Sales techniques – 1
* Basic electrical safety		* Basic marketing techniques
* AS3000 (as appropriate)		* Energy auditing - 1

## PARA-PROFESSIONALS

### GRADE 2

GRADE 1	<b>GRADE 2</b> <b>Salary Points</b> <b>9.0-10.3</b>	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Entry into this Grade with appropriate Advanced Diploma or equivalent qualification, or trade certificate and an Approved Training Plan leading to the completion of a relevant Advanced Diploma. Appointment to Grade 2 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.*

*Such an employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Perform routine technical work on complex equipment as directed and prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is a skilled independent worker performing complex tasks under limited direction, who has the knowledge and skills and demonstrated capacity for self directed application required to perform tasks involving use of a high degree of technical or applied theoretical knowledge. An employee entering this Grade may be expected to undertake tasks such as preparation and/or review of complex detailed distribution network design, assisting with coordination of capital and maintenance projects, preparing estimates and undertaking technical and / or marketing investigations.

The employee may be responsible for a range of duties, for example, analyse system outage reports, review condition monitoring programmes, calculate and issue relay setting requirements, establish effective load and network information systems, engage contract resources and develop standard field service specifications, and design detailed circuit wiring diagrams. The employee may operate plant and equipment, purchase plant and materials and design and draft mechanical components and assemblies. The employee may be responsible for the investigation and resolution of routine customer supply complaints. The employee may provide customer information and advice. Customise standard software packages, perform hardware/software performance analysis and produce support documentation.

The employee may perform installation, testing, servicing/calibration, maintenance, repair (to component level) and fault diagnosis of complex equipment, plant or systems in a specialised area, e.g. complex protection systems, microwave systems, multi-processor control systems, high voltage plant, computer systems and networks, hydraulics and mechanical equipment. Can provide high level technical solutions to identified problems under initial direction. May modify/write programs for computer operated equipment & programmable control logic. The employee will be able to

select techniques used for repair and can apply maintenance standards and quality control. The employee may design and draw layouts, specifying all required components. The employee may be required to have a high level of knowledge of relevant regulations and components. Could be expected to be able to modify and improve performance of plant and equipment.

The employee may provide technical advice on a wide range of topics. The employee may prepare, present and accept responsibility for designs and proposals for applications in electrical energy utilisation. Develop and maintain customer relationships and coordinate other staff in relation to customer requirements. Present marketing programs to promote the wise and efficient use of electricity.

Duties undertaken would be commensurate with the employee's training, experience and responsibilities. As the employee develops further competencies, more complex tasks would be allocated with more independence in decision making.

## **PARA-PROFESSIONALS**

### **GRADE 2**

GRADE 1	<b>GRADE 2</b> <b>Salary Points</b> <b>9.0-10.3</b>	GRADE 3	GRADE 4	GRADE 5
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The employee may be required to have a detailed understanding of applied engineering theory in their own area of expertise and a general understanding of other Energex functions.

#### **MINIMUM QUALIFICATIONS:**

- \* A relevant Advanced Diploma, or equivalent qualification plus 12 modules of relevant training or equivalent, or
- \* An appropriate trade certificate plus 15 modules of relevant training, or equivalent, or
- \* Entry to Grade 1 plus 12 modules of relevant training

#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- |                                 |   |
|---------------------------------|---|
| * Advanced substation design    | * Theodolite usage                              |
| * Insulation co-ordination      | * Surveying                                     |
| * Load flow analysis            | * LV network analysis                           |
| * Contract administration       | * Advanced concepts of Autocad                  |
| * Project management EB71 (1 M) | * Personal and interpersonal effectiveness      |
| * Risk management               | * Flowchart a process                           |
| * Applied Chemistry EA670 (1 M) | * Industrial & commercial microwave application |

* Roles of the supervisor	* Basic heating and drying applications
* Alternate energy systems and solutions	
* Time organization	* Industrial electric motors/drives applications
* Digital Fault Finding EA789 (1/2 M)	* Energy auditing 1
* PLC theory and practice	* Energy management 1
* Programmable controller operation	* Heat pumps
* Microwave application	* Thermal storage applications
* Power system concepts	* Steam production methods
* Power transmission systems	* Pools and Spars
* Distance protection	* Commercial and industrial lighting applications
* Protection signaling	* Marketing techniques 2
* Secondary systems isolation	* Customer relations
* Data Communication System EA300 (1 M)	* Commercial and industrial water heating
* Computer hardware technology and troubleshooting	* Pumping
* Computer network diagnosis and fault finding	* Alternate fuel analysis
* Computer operation systems	* Sales techniques – 2
* PC software application support	* Investigation & resolving customer enquiries
* Advanced PC hardware	* Advanced marketing principles
* Communication network management	* Commercial, industrial and rural tariff application
* Data network theory	
* ISDN networks	* Facilitation skills
* 802.3 Ethernet Standard	* Financial principles
* LSP	* Electro-technology applications
* PC software evaluation	* Irrigation pumping principles
* Quality Management EB31 (1 M)	* Basic control systems
* Network Layer Planning EB306 (1 M)	* Air Conditioning design

- \* Transmission Media Operations EA304 (1 ½ M)
- \* Commercial catering principles
- \* Commercial and industrial space heating
- \* Space heating

Selection of modules for progression within this Grade may also include other appropriate modules.

## PARA-PROFESSIONALS

### GRADE 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>11.0-11.5</b>	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.*

*Such an employee may possess competencies which enables the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. The employee would prepare detailed technical reports as required and undertake technical investigations within the scope of this level. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. The employee works under limited supervision either individually or in a team environment. Understand and implement quality systems. Provide technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is a skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. A range of significant duties, such as the following may be undertaken. May undertake planning/design functions and provide analysis and solutions to identified problems. Develop innovative work practices, evaluate feasibility of proposals and implement plans. Programme branch/department works. The employee may estimate, quote, tender and supervise electrical, electronic, computer or mechanical projects. Preparation and review of technically and economically sound designs to the required standards for either the extension to and repair and augmentation of the electrical network, or of mechanical plant and components. Effective and efficient utilisation of electrical network or computer network assets. Negotiate with customers, developers and consultants on technical and administrative matters relating to the provision of electricity supply, electro-technology applications, or the supply of specialist equipment. Supervision of construction by contractors. Development and preparation of software packages including user documentation. Give specialist/expert technical advice to customers.

The employee may perform or co-ordinate the evaluation, installation, testing and commissioning, servicing/calibration, maintenance, performance auditing, modification, repair (to component level) and fault diagnosis of complex substation equipment, plant or systems in a specialised area, eg. complex protection systems, microwave systems, multi-processor control systems, computer systems and networks, HV plant, hydraulics and mechanical systems. The employee is able to perform a high level of investigation and problem solving in these specialised areas. The employee may be required to have a detailed understanding of applied electrical, electronic, computing, mechanical, civil or surveying theory relating to an area of substation, control, computing or communications equipment, including interfaces with and effects upon other substation systems and may apply this understanding to

the design of control and secondary systems or an understanding of applied mechanical theory relating to design of mechanical equipment. Ability to develop maintenance standards, calculate parameters, produce standard project designs and works orders, and customise/debug complex software packages under limited direction. Able to write simple computer applications in high or low level languages.

The employee may develop, implement and monitor marketing programs based on products, services or electro-technologies. This could include high level of investigation of both technical and customer aspects and preparing, presenting and accepting responsibility for detailed designs and proposals for special and unique applications of energy utilisation. May prepare and present training on various technologies.

## PARA-PROFESSIONALS

### GRADE 3

GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>11.0-11.5</b>	GRADE 4	GRADE 5
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The employee is a skilled autonomous worker performing a wide variety of complex tasks, able to select and develop techniques used for repair and fault diagnosis and can apply and develop maintenance standards and quality control. Detailed understanding of applied electrical or electronic theory relating to an area of substation or communications equipment apart from their own specialised area. Understanding of the requirements and development process for maintenance standards.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* A relevant Advanced Diploma or equivalent qualification plus 15 modules of relevant training in addition to the requirements of Grade 2 entry, or equivalent, or
- \* An appropriate trade certificate plus relevant Advanced Diploma or equivalent qualification.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |  |   |
|--|---|
| * Advanced protection schemes                          | * TCPIP implementation and theory           |
| * Sequential components theory                         | * Computer operating systems administration |
| * Dissolved gas analysis                               | * Computer network management               |
| * Insulation testing and ageing                        | * Coaching skills                           |
| * Marketing skills                                     | * Network applications support              |
| * Presenting Reports NCS15                             | * Computer applications support             |
| * Introduction to Environment Management EB76 (11/2 M) |   |
| * Team leadership                                      | * Asset control                             |
| * Leading self managed work teams                      | * Selection skills                          |
| * Negotiation skills NCS09                             | * One to One coaching                       |
| * Interpersonal leadership skills                      | * Project management                        |
| * Advanced maintenance procedures                      | * Advanced commercial & industrial heating  |
| * System plan interfaces                               | * Advanced drying technique equipment       |

* Circuit design (electronic)	* Electric vehicles performance & application
* Digital radio	* Fruit ripening techniques
* Microwave systems design	* Climate control systems & applications
* Maximising windows	* Advanced C & I lighting applications
* Distribution control system	* Customer negotiation skills
* Micro-processor systems and tools	* Advanced air conditioning
* Debug / fault finding techniques for microprocessors	
* Software testing techniques	* Advanced lighting design and application
* Analogue audit/calibration procedures	* Complex C & I and rural end use applications
* Quality Control and Computing EB40 (1/2 M)	* Advanced heat pump applications
* Advanced Protel Schematic	* Demand analysis
* Advanced Protel Autotrax	* Statistical interpretation
* Intermediate Autocad	* Market research
* Specification writing and analysis	* Electro-technology design
* Presentation skills	* Electro-technology development
* Public speaking	* Advanced heat transfer and recovery
* Advanced commercial catering applications	* Advanced marketing techniques
* Advanced energy auditing and analysis	
Selection of modules for progression within this Grade may also include other appropriate modules.	

## PARA-PROFESSIONALS

### GRADE 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Points</b> <b>12.0-12.5</b>	GRADE 5
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#### ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: perform work within broad guidelines. The employee accepts responsibility for technical expertise, planning, supervising or co-ordinating works and is accountable and responsible for output. Initiate investigations and produce resultant technical reports. Work independently as a specialist or in a team. Provide specialist support in a range of programmes/activities and control and co-ordinate the works programme within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmes. The employee will perform duties as a Principal Trainer/Supervisor/Coordinator, that is, be responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.*

The employee is a skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. Able to undertake significant planning, development, design, specification and procurement functions and provide independent analysis, advice and creative solutions to problems identified by the worker through their skills and knowledge. Responsibilities may include the following: Co-ordinate and supervise the design and drafting activities required for construction of zone substations, maintenance of the power distribution system or mechanical projects to meet various regulations and safety requirements. Manage a design team producing distribution network, circuitry or component designs and works orders or complex mechanical projects. Develop and maintain uniform design practices. Manage technical and human resources to meet project targets. Program branch/department capital and maintenance works. Contributes to or undertakes staff selection. Develop, implement and manage major/complex marketing projects.

The employee may perform remote diagnostics/modification and backup systems to restore facilities and manage the safe and efficient restoration/repair of complex equipment and systems following breakdowns. This may require giving instructions and technical advice to operators and/or support personnel at remote sites to ensure integrity and operability of the systems is maximised under contingencies. This work requires substantial knowledge of systems and failure/recovery characteristics and the ability to investigate and solve complex systems problems including debugging of software applications. Able to write significant computer applications in high or low level languages.

The employee may evaluate new equipment/techniques for performing functions and may be responsible for specifying new materials equipment and services. The employee may be responsible for testing and/or calibrating complex electrical/electronic equipment and systems including software. The employee may be responsible for authorising controlled documents (those which control a process) in a quality system. Ability to write computer programs to automate work processes.

The employee may be expected to work in a team environment and may be employed in a Mechanical Engineering environment associated with design, specification,

procurement, and the provision of technical advice on mechanical equipment.

**MINIMUM QUALIFICATIONS/TRAINING:**

- \* A relevant Advanced Diploma or equivalent qualification plus 6 modules of relevant training in addition to the requirements for Grade 3, or equivalent.

## PARA-PROFESSIONALS

### GRADE 4

GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Points</b> <b>12.0-12.5</b>	GRADE 5
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#### **TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Instruction skills
- \* Creative thinking
- \* Advanced electronic systems
- \* Financial management
- \* Strategic marketing
- \* Advanced selection skills
- \* Total Quality Management
- \* Diagnostic techniques
- \* Computer system platforms
- \* Advanced control techniques (distribution automation sequences)
- \* Programming in assembler/macro-assembler language
- \* Database techniques
- \* Network analysis tools and techniques
- \* UNIX system programming
- \* Real time operating systems
- \* Commissioning application software in network environments
- \* Software quality control techniques
- \* Communication skills
- \* Computer network design
- \* Network Security
- \* Train the trainer
- \* TQM team leader
- \* Managing quality improvement
- \* Leading for quality and customer focus
- \* Employee coaching and counselling
- \* Market segmentation
- \* Advanced electro-technology
- \* Market analysis

- \* Marketing program development
- \* Demand side management
- \* Tariff analysis and selection
- \* Advanced negotiating skills
- \* Customise computer packages
- \* Training course development
- \* Promotional strategy
- \* Advanced heat pump design
- \* Advanced PC applications e.g. finite element analysis

Selection of modules for progression within this Grade may also include other appropriate modules.

## PARA-PROFESSIONALS

### GRADE 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	<b>GRADE 5</b> <b>Salary Points</b> <b>13.0-13.3</b>
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#### ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, supervising or co-ordinating works. The employee is accountable and responsible for output. Initiate investigations and produce resultant technical reports. The employee may work independently as a specialist or in a team and provide specialist support in a range of programmes/activities. Display interpersonal skills in the performance of the function and develop and implement significant work programmes. The employee will perform duties as a Principal Trainer/ Supervisor/ Co-ordinator and is responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.*

A skilled worker with a highly developed capacity to make autonomous use of advanced knowledge and understanding. May undertake significant high level creative planning design, and/or management functions and may have a substantial accountability and responsibility for the output of others. A high level of supervision of others may be involved and the development and implementation of procedures and processes to obtain the required performance and productivity may form part of the functions at this level.

The employee may be responsible for various elements of systems including integrity of system functions and information provided. The employee will have comprehensive knowledge of systems for which he/she is responsible and may be required to optimise performance to achieve desired outcomes. The employee may be responsible for developing and implementing special testing procedures and for developing/maintaining quality systems and standards.

The employee may have an in-depth knowledge of marketing and may be responsible for commercial decisions relating to the pricing, purchasing, and selling of electricity.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* A relevant Advanced Diploma or equivalent qualification plus 6 modules of relevant training in addition to the requirements for Grade 4, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |                          |  |
|--------------------------|--|
| * Financial management   | * Advanced risk management                   |
| * Accounting practices   | * Client / server architecture concepts      |
| * Performance evaluation | * Information technology contract management |
| * Statistical analysis   | * Computer systems analysis and design       |

- |   |   |
|---|---|
| * Harmonic analysis                                     | * Train the trainer                                   |
| * Transient analysis                                    | * Specialised electro-technology design & application |
| * Managing staff  | * Economic evaluation                                 |
| * Programme in high level languages (eg C++ , autolisp) | * Electricity trading                                 |
| * Systems Analysis                                      | * Business management                                 |
| * Curriculum development                                | * New product development                             |
| * Communications for business                           | * Marketing channel                                   |
| * Business law  | * Marketing project                                   |
| * Course development                                    | *   |

Selection of modules for progression within this Grade may also include other appropriate modules.

## TECHNICAL STREAM

### SKILLS DEVELOPMENT OPPORTUNITIES

#### SYSTEM OPERATOR

<u>STREAM/</u> <u>AGREEMENT LEVEL</u>	<u>EMPLOYEE</u> <u>GRADE</u>	<u>PATH/</u> <u>DESCRIPTION</u>
<b>TECHNICAL LEVEL</b> Salary Points 14.0-14.3	<b>GRADE 5</b> 8	Manages multiple emergencies & system security/economics. Supervises staff & system operation. Scheduling of generation plant, load forecasting, approves predicted outages & prepares contingency plans.
<b>TECHNICAL LEVEL</b> Salary Points 13.0-13.3	<b>GRADE 4</b> 7	Generation plant co-ordination, economic control, generation & transmission security control, frequency control, & demand management. Short term load forecasting & generation plant scheduling. Transmission plant outages research &

approval.

**TECHNICAL  
LEVEL  
Salary Points 12.0-12.5**

**EMPLOYEE  
6**

**GRADE 3**

Manages operational constraints of control system & conducts load flow studies. Hydro control where relevant.

**TECHNICAL  
LEVEL  
Salary Points 11.0-11.5**

**EMPLOYEE  
5**

**GRADE 2**

Responsible for system control, including system security control, load shifts performed & storm start up. Manages emergency situations & implements counter disaster plans.

**TECHNICAL  
LEVEL 4  
Salary Point 10.3**

**EMPLOYEE**

**GRADE 1  
Entry Point.**

Responsible for system control & monitoring, risk/contingency/alarm analysis, weather monitoring, load shifting & switching control. Updates operational records & performs system restoration.

**TECHNICAL EMPLOYEE  
LEVEL 4  
Salary Point 9.0-10.2**

**SYSTEM  
TRAINING      OPERATOR**

Undertakes extensive training which will lead to knowledge and competency required for appointment to System Operator Grade 1

**SYSTEM OPERATOR  
(TRAINING)**

<b>SYSTEM OPERATOR (TRAINING) 9.0-10.2</b>	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5

**ENTRY REQUIREMENTS:**

ENTRY LEVEL: Appointment as System Operator (Training) will be subject to availability of positions in Energex, advertisement and open selection procedures.

**MAIN FUNCTIONS / BOARD COMPETENCEIS:**

An employee at this level undertakes an extensive training program, which will include gaining knowledge and competency, in all aspects of and leading to subsequent appointment as System Operator Grade 1. This also includes performing planning and/or technical duties or exercises cross-skilling in technical fields.

The employee will develop skills in system control operations including volt, load and SCADA control, system monitoring, switching sheet writing and authorization, updating operational records, risk and contingency and alarm analysis, weather monitoring and load shifting and switching control. Communication occurs with field staff, management, customers and other system control staff during normal, reduced security and emergency situations.

**MINIMUM QUALIFICATION/TRAINING**

- \* Completion of an appropriate trade certificate, plus 15 *modules* of relevant training, or equivalent, which would include the following knowledge:
  - System protection philosophy and system configuration
  - Plant capabilities and communication systems
  - High voltage isolation and access procedures
  - Accepted industry operating practices
  - Control room support facilities
  - Foundation knowledge of electrical theory at advanced certificate level or equivalent
  - Organizational structures

**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Switchgear
- \* Substations
- \* System Security
- \* Emergency Operations
- \* Monitoring Skills
- \* Customer Service
- \* System Configuration

- \* Interpersonal Skills
- \* Switching / Access Procedures

## SYSTEM OPERATOR

### GRADE 1

SYSTEM OPERATOR (TRAINING)	<b>GRADE 1</b> <b>Salary Points</b> <b>10.3</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment to Grade 1 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.*

*Such an employee possesses competencies which enables the employee to: perform routine technical work on complex equipment as directed and use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.*

An employee at this level is responsible for the minute to minute supervision and control of a high voltage distribution system within a designated control centre. Control functions normally follow established practices, principles and standards. However control during abnormal and emergency situations require the System Operator to be competent to make quick decisions with a high degree of autonomy. The employee is responsible for system control including volt, load and SCADA control, system monitoring, risk and contingency and alarm analysis, weather monitoring and load shifting and switching control. The employee also controls access/test permits, updates operational records, performs system restoration and organises field staff for switching and repairs. The employee reports on outages, load shifts, reduced security and contingencies and performance of support facilities. The employee processes customer contacts and undertakes written and electronic system event reporting. Communication occurs with field staff, management, customers and other system control staff during normal, reduced security and emergency situations. The employee provides advice on operational matters and safe procedures and undertakes lectures and tours for visitors and operational staff.

An employee at this level supervises operational constraints of the system and undertakes switching co-ordination. The employee also undertakes various planning/research activities including plant outages research and approval, switching program production and distribution and also designs, develops and updates system control information and support facilities. The employee develops contingency plans, arranges field staff and provides input to system planning and equipment design.

## SYSTEM OPERATOR

### GRADE 1

SYSTEM OPERATOR (TRAINING)	<b>GRADE 1</b> <b>Salary Points</b> <b>10.3</b>	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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#### MINIMUM QUALIFICATIONS/TRAINING:

- \* Completion of an appropriate trade certificate, or equivalent, **plus** 15 modules of relevant training, or equivalent, which would include the following knowledge:
  - System protection philosophy and system configuration
  - Plant capabilities and communication systems
  - High voltage isolation and access procedures
  - Accepted industry operating practises
  - Control room support facilities
  - Foundation knowledge of electrical theory at advanced certificate level or equivalent
  - Organisational structures

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Electrical Theory 1
- \* Circuit Theory 1
- \* Power Line Theory
- \* Transformer Theory 1
- \* Generators 1
- \* Transformers & Regulators 1
- \* Reactive Devices 1
- \* Lines & Cables 1
- \* Switchgear 1
- \* Substations 1
- \* System Security 1
- \* Plant Capabilities I
- \* System Configuration 1
- \* Switching/Access Procedures 1
- \* Communication Skills 1
- \* Customer Service 1
- \* Support Facilities 1
- \* General Procedures 1
- \* Emergency Operations 1

- \* Monitoring Skills
- \* SCADA/Control Equipment
- \* Interpersonal Skills
- \* Communication Equipment 1

## SYSTEM OPERATOR

### GRADE 2

SYSTEM OPERATOR (TRAINING)	GRADE 1	<b>GRADE 2</b> <b>Salary Points</b> <b>11.0-11.5</b>	GRADE 3	GRADE 4	GRADE 5
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#### ENTRY REQUIREMENTS:

Appointment from Grade 1 to Grade 2 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.*

*Such an employee may possess competencies which enables the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. The employee would prepare detailed technical reports as required and undertake technical investigations within the scope of this level. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. The employee works under limited supervision either individually or in a team environment. Understand and implement quality systems. Provide technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.*

In addition to the functions and responsibilities of System Operator Grade 1, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee is responsible for system control, including system security control, load shifts performed, storm start up and issuing access/test permits. The employee manages emergency situations and the training of operational staff. The employee implements counter disaster plans.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* Completion of an appropriate trade certificate plus a relevant Advanced Diploma or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Electrical Theory 2
- \* Circuit Theory 2
- \* Power Line Theory 2
- \* Transformer Theory 2
- \* Real/Reactive Power 1
- \* Protection 1
- \* System Security 2
- \* System Configuration 2
- \* Organisation 1

- \* Agreements and Acts 1
- \* Emergency Operations 2
- \* Outage Co-ordination 1
- \* Training Co-ordination
- \* Communication Equipment 2

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grade.

## **SYSTEM OPERATOR**

### **GRADE 3**

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>12.0-12.5</b>	GRADE 4	GRADE 5
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### **ENTRY REQUIREMENTS:**

Appointment will be subject to availability of positions in Energex, advertisement and open selection procedures.

### **MAIN FUNCTIONS/BROAD COMPETENCIES:**

*An employee at this level possesses competencies which enables the employee to: perform work within broad guidelines. The employee accepts responsibility for technical expertise, planning, supervising or coordinating works and is accountable and responsible for output. The employee initiates investigations and produces resultant technical reports. Work independently as a specialist or in a team. Provide specialist support in a range of programme/activities and control and co-ordinate the works programme within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmes. The employee will perform duties as a Principal Trainer/Supervisor/Co-ordinator, that is, be responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.*

In addition to the functions and responsibilities of System Operator Grade 2, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee manages the operational constraints of the system and conducts load flow studies. The employee is responsible for hydro control where relevant.

### **MINIMUM QUALIFICATIONS/TRAINING:**

- \* A relevant Advanced Diploma or equivalent qualification, plus 6 modules of relevant training in addition to the requirements of Grade 2 entry, or equivalent.

**SYSTEM OPERATOR****GRADE 3**

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	<b>GRADE 3</b> <b>Salary Points</b> <b>12.0-12.5</b>	GRADE 4	GRADE 5
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**TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:**

- \* Electrical Theory 3
- \* Power Line Theory 3
- \* Real/Reactive Power 2
- \* Transients Theory
- \* Short Circuit Conditions
- \* Power Station Equipment 1
- \* Generators 2
- \* Transformers & Regulators 2
- \* Reactive Devices 2
- \* Lines & Cables 2
- \* Switchgear 2
- \* Substations 2
- \* Protection 2
- \* System Security 3
- \* Plant Capabilities 2
- \* Voltage Control 1
- \* Load Flow 1
- \* Organisation 2
- \* Switching/Access Procedures 2
- \* System Configuration 3
- \* Communication Skills 2
- \* Customer Service 2
- \* Support Facilities 2
- \* General Procedures 2
- \* Agreements & Acts 2
- \* Emergency Operations 3
- \* SCADA/Control Equipment
- \* Outage Co-ordination 2
- \* Reporting & Documentation 1

- \* Commissioning
- \* Staff Supervision
- \* Staff Administration
- \* Communication Equipment 3

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## SYSTEM OPERATOR

### GRADE 4

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3	<b>GRADE 4</b> <b>Salary Points</b> <b>13.0-13.3</b>	GRADE 5
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#### ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, supervising or co-ordinating works. The employee will be accountable and responsible for output. Initiate investigations and produce resultant technical reports. The employee may work independently as a specialist or in a team and provide specialist support in a range of programme/activities. Display interpersonal skills in the performance of the function and develop and implement significant work programmes. The employee will perform duties as a Principal Trainer/Supervisor/Co-ordinator and is responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.*

In addition to the functions and responsibilities of System Operator Grade 3, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee is responsible for various elements of system control including generation plant co-ordination, economic control, generation and transmission security control, frequency control and demand and hydro management. The employee undertakes generation outage reporting. The employee communicates with power station and other system control staff during normal and emergency situations and provides advice on generation and major transmission operation. The employee undertakes various planning and research tasks including short term load forecasting, short term generation plant scheduling and transmission plant outages research and approval. The employee will have comprehensive knowledge of Queensland's power station plant and protection and interconnected transmission system.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* A relevant Advanced Diploma or equivalent qualification, plus 6 modules of relevant training in addition to the requirements of Grade 3 entry, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- |                             |                               |
|-----------------------------|-------------------------------|
| * Power Station Equipment 2 | * Load Flow 2                 |
| * Generators 3              | * System Configuration 4      |
| * Excitation System /A VR   | * Emergency Operations 4      |
| * System Security 4         | * Reporting & Documentation 2 |
| * Economic Operation        | * Hydro Management            |
| * Plant Capabilities 3      | * Frequency Control           |
| * Voltage Control 2         | * Voltage Stability           |

- \* Transient Stability

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## SYSTEM OPERATOR

### GRADE 5

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3	GRADE 4	<b>GRADE 5</b> <b>Salary Points</b> <b>14.0-14.3</b>
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#### ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in Energex, advertisement and open selection procedures.

#### MAIN FUNCTIONS/BROAD COMPETENCIES:

*An employee at this level possesses competencies which enables the employee to: undertake significant responsibility as an operational expert, supervision or co-ordination and provide a high level of creative planning, design and associated managerial functions. The employee will establish and review guidelines and devise new approaches to design, operation, development or investigation. The employee is accountable and responsible for output, and works independently as a specialist, supervisor, manager within the operational workforce. The employee displays interpersonal skills in the performance of the employee's function and develops and implements significant works programmes. Exercises initiative in the production and application of Standards and Procedures, and performs duties as a Principal Trainer/Supervisor/Coordinator, i.e. responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.*

In addition to the functions and responsibilities of System Operator Grade 4, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee provides written and electronic reporting of system events during normal and emergency situations, and undertakes communication with ESI managers, staff, public relations personnel and others during normal and emergency situations. An employee at this level is responsible for a number of supervisory/management tasks. The employee manages multiple emergencies (storms, cyclones, floods), ensures operational instructions are maintained, manages system security/economics and manages emergency situations. The employee supervises control room staff and system operation and supervises on-shift training of trainee controllers. Various planning/research tasks include load forecasting, scheduling of generation plant, approving predicted generation and transmission outages and preparing contingency plans. An employee at this level is expected to have detailed knowledge of industry organisational structure, and have developed knowledge of system event reporting and management alert.

#### MINIMUM QUALIFICATIONS/TRAINING:

- \* A relevant Advanced Diploma or equivalent qualification, plus 4 modules of relevant training in addition to the requirements of Grade 4 entry, or equivalent.

#### TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- \* Scheduling & Load Forecasting \* Organisation 3

\* Communication Skills 3 \*      Reporting & Documentation 3

\* Demand Management

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

## SIGNATORIES

who are referred to throughout the Agreement as the Parties.

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Signed for and on behalf of  
Energy Queensland Limited (Energy Queensland)

*David C Smales*

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David Smales, Chief Executive  
420 Flinders Street, Townsville, QLD 4810

Date: 9/11/17

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Signed for and on behalf of the  
Automotive, Metals, Engineering, Printing and Kindred Industries Union of Employees,  
Queensland (AMWU)

*Bill Thanas*

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Bill Thanas, Assistant State Secretary  
366 Upper Roma Street, Brisbane, QLD 4000

Date: 9-11-2017

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Signed for and on behalf of  
**Association of Professional Engineers, Scientists and Managers, Australia**  
(Professionals Australia)



Adam Kerslake, Director  
Level 4/16 Peel Street, South Brisbane, QLD 4101

Date: 9/11/2017

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Signed for and on behalf of  
**Communication, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied**  
**Services Union of Australia – Electrical Division (ETU)**



Keith McKenzie, Assistant State Secretary  
41 Peel Street, South Brisbane, QLD 4101

Date: 9<sup>th</sup> November 2017

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Signed for and on behalf of  
**Australian Municipal, Administrative, Clerical and Services Union**



Neil Henderson, <sup>BRANCH</sup> State Secretary,  
32 Peel Street, South Brisbane, QLD 4101

Date: 9-11-2017

*Pld. (Services & North Aches) Branch*

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## Schedule 2.3—Model consultation term

(regulation 2.09)

### Model consultation term

- (1) This term applies if the employer:
  - (a) has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; or
  - (b) proposes to introduce a change to the regular roster or ordinary hours of work of employees.

#### *Major change*

- (2) For a major change referred to in paragraph (1)(a):
  - (a) the employer must notify the relevant employees of the decision to introduce the major change; and
  - (b) subclauses (3) to (9) apply.
- (3) The relevant employees may appoint a representative for the purposes of the procedures in this term.
- (4) If:
  - (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
  - (b) the employee or employees advise the employer of the identity of the representative;the employer must recognise the representative.
- (5) As soon as practicable after making its decision, the employer must:
  - (a) discuss with the relevant employees:
    - (i) the introduction of the change; and
    - (ii) the effect the change is likely to have on the employees; and
  - (iii) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and

- (b) for the purposes of the discussion—provide, in writing, to the relevant employees:
    - (i) all relevant information about the change including the nature of the change proposed; and
    - (ii) information about the expected effects of the change on the employees; and
    - (iii) any other matters likely to affect the employees.
- (6) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- (7) The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- (8) If a term in this agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, the requirements set out in paragraph (2)(a) and subclauses (3) and (5) are taken not to apply.
- (9) In this term, a major change is ***likely to have a significant effect on employees*** if it results in:
  - (a) the termination of the employment of employees; or
  - (b) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or
  - (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - (d) the alteration of hours of work; or
  - (e) the need to retrain employees; or
  - (f) the need to relocate employees to another workplace; or
  - (g) the restructuring of jobs.

*Change to regular roster or ordinary hours of work*

- (10) For a change referred to in paragraph (1)(b):
  - (a) the employer must notify the relevant employees of the proposed change; and
  - (b) subclauses (11) to (15) apply.
- (11) The relevant employees may appoint a representative for the purposes of the procedures in this term.

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- (12) If:
- (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
  - (b) the employee or employees advise the employer of the identity of the representative;
- the employer must recognise the representative.
- (13) As soon as practicable after proposing to introduce the change, the employer must:
- (a) discuss with the relevant employees the introduction of the change; and
  - (b) for the purposes of the discussion—provide to the relevant employees:
    - (i) all relevant information about the change, including the nature of the change; and
    - (ii) information about what the employer reasonably believes will be the effects of the change on the employees; and
    - (iii) information about any other matters that the employer reasonably believes are likely to affect the employees; and
  - (c) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- (14) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- (15) The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.
- (16) In this term:
- relevant employees*** means the employees who may be affected by a change referred to in subclause (1).

**Undertakings in relation to AG2017/5404 – Energy Queensland Union Collective Agreement 2017 (Fair Work Act 2009 (Cth) - Section 190).**

With respect to AG2017/5404 - Energy Queensland Union Collective Agreement 2017, Energy Queensland undertakes to:

- Apply clause 10.4 of the Agreement in a manner which is consistent with the terms of Part 2-2 Division 7 Subdivision C of the *Fair Work Act 2009* recognising that unpaid Compassionate Leave is available to all casual employees regardless of the length of their service; and
- Apply clause 10.5.1 of the Agreement in a manner which is consistent with s. 68 of the Fair Work Act 2009, recognising that adoption leave is available for a child under 16 at the day of placement.
- Apply the higher rate of \$16.80 per hour compared to the rates under the *Miscellaneous Award 2010* Table 1 under E.4.1 (a) Wage Level A for Trainees that are “Year 10” and “Plus 5 or more years out of school”; “Year 11” and “Plus 4 years out of school”; “Year 12” and “Plus 3 years out of school” for the following:
  - Paraprofessional (Administrative) Trainee Rates – Stage 1. Rates effective from 1st August 2017;
  - Paraprofessional (Administrative) Trainee Rates – Stage 1. Rates effective from 1st March 2018; and
  - Paraprofessional (Administrative) Trainee Rates – Stage 1. Rates effective from 1st March 2019.
- Apply the higher rate of \$16.80 per hour compared to the rates under the *Miscellaneous Award 2010* Table 1 under E.4.1 (a) Wage Level A for Trainees that are “Year 10” and “5 or more years out of school”; “Year 11” and “Plus 4 years out of school”; “Year 12” and “Plus 3 years out of school” for the following:
  - Administration Trainee Rates – First six (6) months. Rates effective from 1st August 2017;
  - Administration Trainee Rates – First six (6) months. Rates effective from 1st March 2018; and
  - Administration Trainee Rates – First six (6) months. Rates effective from 1st March 2019.
- Apply the higher rate of \$16.80 per hour compared to the rates under the *Miscellaneous Award 2010* Table 1 under E.4.1 (a) Wage Level A for Trainees that are “Year 10” and “Plus 4 years out of school”; “Year 11” and “Plus 3 years out of school”; “Year 12” and “Plus 2 years out of school” for the following:
  - Administration Trainee Rates – First six (6) months. Rates effective from 1st August 2017.



Brad Montgomery  
**GM HR Business Partnering & Industrial Relations**  
**Energy Queensland**  
**11 December 2017**