



AusNet Transmission Group Pty Ltd

Transmission Revenue Review 2017-2022

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SP AusNet[™]
A member of Singapore Power Group

SPI POWERNET & SPI ELECTRICITY – ETU

ENTERPRISE AGREEMENT 2013

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Part 1 – Formal requirements

1. TITLE

This Agreement is made under the Fair Work Act 2009 and shall be known as the SPI POWERNET & SPI ELECTRICITY- ETU ENTERPRISE AGREEMENT 2013.

2. ARRANGEMENT

3. APPLICATION AND PARTIES COVERED

This agreement shall apply to and cover:

- 3.1 SPI Powernet Pty Ltd (ABN 78 079 798 173) (“SPI Powernet”) and SPI Electricity Pty Ltd (ABN 91 064 651 118) (“SPI Electricity”) (together “the Company”); and
- 3.2 SPI Powernet or SPI Electricity employees engaged in those roles detailed below; and
- 3.3 The Communications, Electrical, Electronic, Energy Information, Postal, Plumbing and Allied Services Union Of Australia (“CEPU”).
- 3.4 Roles covered by this agreement are those of Power Worker, Tradespersons and Apprentices engaged in Electrical lines or Fitting work, Crew Leader Linesman, Cable Jointer, Line Inspector, Work Site Leader, PERU Operator and Storeman.
- 3.5 In the event that:
 - (a) any current employees who are;
 - (b) immediately prior to the approval of this Agreement, covered by the terms and conditions of the SPI PowerNet & SPI Electricity ETU Enterprise Agreement 2010-2013; and
 - (c) who are members of the CEPU;
 - (d) engaged as a tester, planner, programmer, electrical inspector, AOL’s, field operations officer, survey, / drafting, engineers, Team Leader (Lines), meter readers (including DMS), communications officer, design engineer, operations officer and cable test officer (“the Positions”);shall be covered by this Agreement.
- 3.6 For the purposes of this Agreement the following definitions will apply:
 - (a) **Basic weekly salary** means the weekly salary payable to an employee without any additions.
 - (b) **Double time** means the ordinary rate of pay multiplied by two.

- (c) **Double time and a half** means the ordinary rate of pay multiplied by two and a half.
- (d) **Ordinary rate of pay** means the sum ascertained by dividing the basic weekly salary plus temporary increment when applicable for a position by the number of ordinary weekly working hours specified for that position.
- (e) **Ordinary time earning rate** means the amount arrived at by multiplying the “ordinary rate of pay” by the employee’s ordinary hours of duty.
- (f) **Time and a half** means the ordinary rate of pay multiplied by one and a half.

4. RELATIONSHIP TO AWARDS AND AGREEMENTS

- 4.1 This agreement expressly excludes and displaces all prior industrial agreements and awards and operates to the exclusion of the Electrical Power Industry Award 2010 except for the Schedule C from the abovementioned Award.

5. OPERATIVE DATE AND DURATION

- 5.1 This Agreement will come into effect 7 days after approval by Fair Work Australia and will have a nominal expiry date of 31 August 2016.
- 5.2 The parties commit to commencing renegotiations for a further agreement 6 months prior to the nominated expiry date of this Agreement (i.e. renegotiations to commence 1 March 2016), with the aim of having a further agreement and associated wage increases ready to commence on 1 September 2016.

6. NO EXTRA CLAIMS

It is agreed that for the term of this Agreement the parties will not pursue any extra claims.

7. DISPUTE RESOLUTION PROCEDURE

- 7.1 This procedure applies with respect to the following matters:
 - (a) the terms of this agreement;
 - (b) a matter that would fall within the scope of “permitted matters” as defined by the Fair Work Act 2009 (excluding “unlawful content” as defined by the Fair Work Act 2009); and
 - (c) the National Employment Standards.
- 7.2 At all stages of the procedure, a party to the dispute may appoint another person, organisation or association, which may include the Union, to accompany or represent them in relation to the dispute.

- 7.3 In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and relevant supervisors.
- 7.4 If the matter is not resolved according to clause 7.3 above, the matter will be referred to the appropriate line manager who will attempt to resolve the matter.
- 7.5 If still unresolved, the matter will be immediately referred to the appropriate General Manager, the Workplace Relations Manager and the relevant employee representative, if requested by the employee.
- 7.6 If the parties agree, the matter may go to an independent mediator (from an agreed list between the parties) before the matter being referred to the step set out in 7.7. Where mediation has been unsuccessful the parties may agree that the mediator propose in writing a resolution for the parties to consider.
- 7.7 If still unresolved or the parties don't agree to go to mediation , the matter will be referred to Fair Work Commission (FWC) by either party for resolution, which includes conciliation, and arbitration, if necessary, and the parties shall abide by any outcome.

If arbitration is necessary, the FWC may exercise its procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective.

Note: Any or all of steps 7.4 and 7.5 may be by-passed in the interests of a speedy resolution to the matter.

- 7.8 Further it is agreed:
- (a) The parties will monitor the implementation of this Agreement and co-operate in resolving any problems which might arise in giving effect to any part of this Agreement.
 - (b) The Parties will attempt to settle any dispute quickly.
 - (c) While the dispute is being progressed through the steps in this procedure, the parties agree that the status quo at the time of the commencement of the dispute shall prevail.
 - (d) From the time a dispute first starts to when it is resolved, normal work shall continue, unless the performance of that work would place at risk the health and/or safety of the employee(s) concerned.
 - (e) If a dispute arises in relation to work practices, the company will revert to the work practice(s) in place prior to the dispute arising.
 - (f) Shop stewards will be allowed the necessary time/resources to properly represent their members, including reasonable time to where necessary meet with accredited union officials.

7.9 **Anti Discrimination**

- (a) It is the intention of the respondents to this agreement to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
- (b) The parties must make every endeavour to ensure that neither the agreement provisions nor their operation are directly or indirectly discriminatory in their effects.

Part 2 – Types of employment

8. CONTRACT OF EMPLOYMENT

8.1 Fortnightly hire

- (a) Employment shall be by the fortnight and may be terminated at any time by the employer or the employee giving notice to the other in accordance with the provisions of the Fair Work Act 2009 or the payment or forfeiture of salary for the required notice period.
- (b) This shall not affect the right of the employer to dismiss any employee for serious misconduct, and, in such cases, salary shall be paid up to the time of dismissal only.
- (c) The employer may relieve an employee from duty where reasonable grounds exist for suspecting misappropriation of the employer's money or material or such misconduct or neglect of duty as would warrant the employee being relieved from duty immediately pending further inquiry. The period the employee is relieved from duty shall be without pay and, following the inquiry, the employer may dismiss the employee from the date the employee was relieved from duty, or reinstate the employee to duty from a date to be decided by the employer at the same or a lower classification, or reinstate the employee with restoration of salary lost during the period the employee was relieved from duty.
- (d) An employee who, without reasonable cause promptly communicated to the employer, reports for duty after the appointed starting time or ceases duty before the appointed finishing time, shall lose pay for the time of such non attendance, calculated to the nearest quarter of an hour.

8.2 Permanent part-time employment

- (a) Permanent part time employment is defined as employment on a continuing basis where a regular pattern of attendance is required.
- (b) Hours of work can be varied by mutual agreement.
- (c) A regular pattern of attendance does not necessarily mean that the same hours have to be rostered each week or fortnight.
- (d) Employees working on a permanent part time basis will be entitled to the same employment conditions and remuneration as for full time employees, but calculated on a pro rata basis.
- (e) Overtime rates apply for all hours worked in excess of ordinary hours on any day (i.e. 8 hours or 7.2 hours per day).

- (f) Permanent part time posts will have specifically defined duties and responsibilities and will be discrete posts.
- (g) No employee will be forced to convert from permanent full time employment to permanent part time employment or vice versa.
- (h) Permanent part time employees can apply for permanent full time posts in accordance with existing selection, transfer, promotion and appeal procedures.
- (i) Part-time work shall not be utilised in such a way as to achieve reductions in overall staffing levels.

8.3 **Casual employment**

- (a) The employer may employ persons on a casual basis. A casual employee is one engaged by the hour and paid as such.
- (b) A casual employee for working ordinary time shall be paid per hour one thirty sixth of the weekly rate prescribed in this agreement for the classification of work performed plus a loading of 25%.
- (c) The casual loading is in lieu of weekend penalties, all paid leave and public holidays not worked and to compensate for the nature of casual employment.
- (d) Casual employees shall be provided with a minimum period of 3 hours employment on each engagement or will be paid for a minimum of three hours at the appropriate casual rate.
- (e) A casual employee shall not be engaged for a continuous period of more than six months as a casual. In addition where a casual employee is engaged, the employer shall notify the Union of the details of such engagement.
- (f) The employer may employ persons on a casual basis for the purpose of meeting particular and/or short term needs.
- (g) Notwithstanding anything to the contrary appearing elsewhere in this agreement, the services of a casual employee may be terminated by one day's notice on either side or by the payment or forfeiture of one day's salary as the case may be.
- (h) Casual employees shall be paid overtime for all hours worked in excess of ordinary hours on any day. Except as provided by clause 14 Sundays and public holidays of this agreement, all time worked which is in excess of ordinary daily hours shall be paid at time and a half for the first two hours and double time thereafter.

8.4 **Caring responsibilities**

- (a) Casual employees are not entitled to personal leave, but subject to the evidentiary and notice requirements in this agreement,

casual employees are entitled to not be available to attend work, or to leave work:

- (i) if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child; or
 - (ii) upon the death in Australia of an immediate family or household member.
- (b) The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- (c) An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

Part 3 – Conditions

9. WORKING HOURS

- 9.1 The ordinary hours of work will be worked anytime between 6a.m. and 6p.m., Monday to Friday.
- 9.2 The ordinary hours of work shall average 36 hours per week and be taken on the basis of an 8 hour day, 9 day fortnight, unless otherwise agreed between the employee and the employer.
- 9.3 The precise starting time will be arranged between the majority of the affected group of employees and the employer representative, recognising the operational requirements and the employee's needs.
- 9.4 As a default, normal starting time is 7.30 a.m. for those working during the ordinary hours, and 3.00pm for those working on the afternoon roster arrangement.
- 9.5 Occupational health and safety principles remain paramount regarding alteration of start time for ordinary working hours.
- 9.6 Following negotiations and agreement between the employees and the company, employees may work in excess of normal hours a day or work on weekends and accrue "time off" (TOIL) to be taken at a later date. Time off shall accrue, only in 2 hour blocks, at the appropriate payment rate.
- 9.7 Employees can accrue a combination of up to 15 days TOIL and DIL. Provided that no more than 10 days are accrued in either category.
- 9.8 **Rostered Days Off (RDO's)**
- (a) RDOs can be changed through agreement with employees and in consideration of operational requirements.
 - (b) When the RDO falls on a public holiday, another day shall be substituted by agreement.
 - (c) Following negotiation and agreement between the employer and employees, the employee's RDO may be banked as required during busy periods. They should then be taken at a mutually convenient time to maximise productivity, provided that no more than 5 RDOs are banked in any calendar year, and at least one RDO is taken per month.
 - (d) By no later than 30 November each year all employees will be notified by the employer of their banked RDOs and the employer shall make the necessary arrangements for those banked RDOs to be taken over the following three months.
 - (e) Banked RDOs will be recorded by SP AusNet and will be taken by application in the same way that days in lieu are taken.

10. OVERTIME

10.1 Requirement to work reasonable overtime

- (a) The company may require an employee to work reasonable overtime at overtime rates.
- (b) An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:
 - (i) Any risk to employee's health and safety;
 - (ii) The employee's personal circumstances including any family responsibilities;
 - (iii) The need of the workplace or enterprise;
 - (iv) The notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it;
 - (v) The usual patterns of work in the industry; and
 - (vi) Any other relevant matter.

10.2 Payment for working overtime

- (a) In computing overtime, each day's work shall stand alone.
- (b) Overtime shall be paid to the nearest quarter of an hour, and shall be calculated at the ordinary rate of pay the employee is receiving at the time overtime is worked.
- (c) The penalties of this clause are not cumulative so as to exceed a maximum payment of double time.
- (d) Except for work on public holidays, all time worked which is in excess of or outside the ordinary weekly hours shall be paid at double time.
- (e) For work on Public Holidays, all time worked shall be paid at double time and a half.

10.3 Extended Hours

It is agreed that employees should not work for extended periods without a break. The tolerance for extended work will be different for each employee. If an employee is required to work extended hours it should be in line with the safe hours policy. Ref Appendix 4.

10.4 Call Back

An employee, not on availability duty, called back to work unplanned overtime after ceasing work shall be paid at double time for all time worked with a minimum payment of four hours. Any subsequent calls must fall outside the qualifying four hour period before attracting further payment.

10.5 Scheduled or Planned Overtime

(a) **Saturday and Sunday Work & Public Holidays**

An employee required to work scheduled or planned overtime on a Saturday, Sunday or public holiday, shall be afforded at least 4 hours work or paid 4 hours at the appropriate overtime rate, except where such work is continuous with overtime commenced on the previous day or unless such planned overtime is cancelled with 24 hour notice.

10.6 Rest Periods

The following rest period provisions apply to all employees for all overtime.

- (i) Rest periods relate to hours worked, not hours paid.
- (ii) The Safe Working Hours Work Practice shall be observed at all times.

(a) **8 Hour Rest Period**

- (i) An employee shall be entitled to 8 consecutive hours off duty without loss of pay for ordinary working time when less than 3 hours of continuous overtime is worked.
- (ii) 8 Hour rest periods can apply at any time from the completion of normal working hours to the commencement of normal working hours the following day i.e. either before overtime commences or after overtime is completed.

(b) **10 Hour Rest Period**

- (i) An employee shall be entitled to 10 consecutive hours off duty without loss of pay for ordinary working time when 3 or more hours of continuous overtime is worked.
- (ii) 10 hour rest periods can apply at any time from the completion of normal working hours to the commencement of normal working hours the following day i.e. either before overtime commences or after overtime is completed, except in the case of the following clause.
- (iii) Should an employee work 4 or more consecutive hours overtime, a 10 hour rest period shall apply, commencing after the overtime is completed.

(c) **Sundays and Public Holidays**

- (i) An employee working any overtime on a Sunday or Public Holiday which continues after 9.30 p.m, is entitled to a 10-hour rest period prior to the commencement of normal working hours the following day.

- (ii) The 10-hour rest period applies after the overtime is completed.

Any overtime worked in the period 12.00am to 7.30am (or normal commencement time) Monday or 12.00am to 7.30am (or normal commencement time) on a weekday morning following a Public Holiday, the following provisions apply:

(d) **8 Hour Rest Period**

An employee shall be entitled to 8 consecutive hours off duty on completion of the overtime without loss of pay when less than 3 hours of continuous overtime is worked.

(e) **10 Hour Rest Period**

An employee shall be entitled to 10 consecutive hours off duty on completion of the overtime without loss of pay when 3 or more hours of continuous overtime is worked.

Remember:

- All rest periods relate to hours worked, not hours paid.
- The Safe Working Hours Work Practice shall be observed at all times.

10.7 Penalty Payments

If an employee is instructed by the employer to resume or continue work without having the relevant rest period, the employee shall be paid at double time until released from duty and shall be absent until the employee has had the applicable rest period without loss of pay for ordinary working time occurring during such absence.

10.8 Transport of employees

When an employee, after having worked overtime, or a shift for which the employee has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide conveyance to the employee's home, or pay the employee the appropriate travelling time rate of pay for the time reasonably occupied in reaching home.

10.9 Standing-by

An employee required by the employer to standby for call back shall be paid at the ordinary rate of pay from the time standby commences until released. This provision does not apply to employees rostered on for duty officer or availability duty.

11. AVAILABILITY DUTY

11.1 Definitions

For the purpose of this clause:

- (a) **Availability duty** means that the employee shall be continuously available outside normal working hours. An employee on availability duty shall not be required to remain at home, but shall ensure contact, by telephone or other means, is available to enable duty to be taken up within fifteen minutes.
- (b) All call-outs on availability shall be paid a minimum of two hours at double time.
- (c) Additional call outs received within a previous minimum two hour call out period are to be paid as actual time for the time worked in excess of the original two hour period.
- (d) Where an employee on availability commences overtime continuous with normal hours, as a result of work issued during normal hours, payment shall be for actual time at double time. However, should the employee receive a call out whilst completing that overtime then the minimum overtime payment of two hours at double time shall commence from the time of receipt of the call out.
- (e) The company will endeavour to minimise the issue of work for overtime continuous with normal time to employees on availability to assist those employees having a break immediately after normal hours.
- (f) Call-outs to work overtime which runs into normal start time shall be paid at double time for actual time worked up to normal starting time.
- (g) The minimum payment for non-availability employees who are called back to work after leaving work for the day shall be four hours at double time.

11.2 Call Outs

- (a) An employee who is rostered on availability duty, and who has left work at the end of a normal working day and is recalled to work overtime and who returns home on completion of such overtime work, will attract a minimum payment of two hours at double time.
- (b) Any subsequent call outs must fall outside the qualifying two hour periods before attracting a further minimum payment.
- (c) An Employee who is called out to work overtime which runs into normal start time shall be paid double time for actual time worked up to normal starting time. Such employee will continue to work the normal day at the normal rate of pay. (Ref Appendix 4 "Work safe hours").
- (d) Emergency work, which is started in ordinary time and continues into overtime, will be paid at normal overtime rates outside of normal working hours as per this agreement for the duration of the task.

11.3 Participation

- (a) In addition to employees being required to work a reasonable amount of overtime, each employee may be requested (subject to business needs) to make themselves available to be on an after hours availability roster for 4 weeks in any 12 month period. This voluntary commitment is for those employees who as at the commencement of the Agreement did not participate in any after hours response rosters. Such volunteers will be in addition to the existing numbers of employees on availability rosters.
- (b) Where required, employees involved in this voluntary participation in afterhours response will be provided with any additional training or work task exposure necessary to ensure they are familiar with, and confident to deal with after hours faults.
- (c) Availability work patterns are to be as directed by the Company in line with operational requirements.

11.4 Availability Allowances

- (a) From the commencement of this agreement employees will receive an allowance of \$452.46 per week when performing rostered availability duty (as defined) over a 7 day week.
- (b) Employees required to work unrostered availability Monday – Friday will receive a daily rate equivalent to 1/7th of the weekly rate specified in (a) above for each day of such availability.
- (c) Employees required to work unrostered availability on a Saturday or Sunday will from the commencement of this Agreement receive a daily rate of \$73.52 for each day of such availability.
- (d) In Transmission Division employees will be eligible for the following higher rate for first response payments in accordance with the provisions of Appendix 10, Review of Out of Hours Review Service:
 - (i) 1 x 4 \$63.34 per fortnight
 - (ii) 1 x 5 \$83.70 per fortnight
- (e) A concessional allowance of \$452.46 per annum will continue to apply from the commencement of this Agreement when an employee has performed availability duty over a continuous period of 12 months.
- (f) The rates provided for in (a), (c), (d) and (e) will be varied by those wage increases provided for in Clause 25 from 1 September 2011. The daily rate provided for in (b) will be recalculated accordingly with any movement in the weekly rate.

- (g) Employees who prior to the commencement of this Agreement received their availability payments on an averaging basis will be able to continue to elect to receive payments in that way.
- (h) If the Company seeks to introduce a 1 in 2 or 1 in 3 roster for availability, the Company will consult with employees about the need for such a roster, the arrangements for such a roster and the terms to apply to employees from such a roster. If agreement cannot be reached on any of these matters they will be dealt with and if necessary determined in accordance with the dispute resolution procedure in this Agreement.

11.5 Availability Public Holiday Changeovers

Where availability crews changeover on a public holiday, both crews will be entitled to claim the day in lieu.

11.6 Work Performed at Home

- (a) An employee on availability duty who performs work at home or any place away from normal work places, in response to a telephone call or an alarm signal concerning faulty conditions or interruptions to supply, shall be regarded as being on overtime for the period or periods concerned.
- (b) Work shall mean the making of necessary arrangements for other employees to attend to or otherwise deal with the said faulty conditions or interruptions to supply, or to give directions and/or instructions to other employees who are at work.
- (c) Payment shall be made for a minimum of one hour at the appropriate rate for such work performed during each 24-hour period from midnight to midnight. Provided that for subsequent calls within one hour of a qualifying call, only one minimum payment shall apply. Provided further that where such work and a recall to work overtime under 11.6 hereof, are both performed within a time of one hour, then only one minimum payment shall be made.

12. AVAILABILITY AND ALLOWANCES

- 12.1 Where an employee is moved by the employer from the availability roster, or the roster alters to reduce the availability allowances, or there is a restructure or relocation by the employer that impacts on the employee, the employee will be entitled to 2 years compensation for the income that they would have ordinarily earned.
- 12.2 That is, two years payment will be made excepting that if an employee has been in receipt of the allowance for less than 2 years, a pro rata amount of lump sum compensation is to be paid.

13. MEAL BREAKS

13.1 General

- (a) Meal breaks shall be taken in accordance with the agreed hours of work in each location.
- (b) An employee shall not be compelled to work for more than five hours without a break for a meal.
- (c) If at the direction of the employer an employee is required to work during the normal meal break, then until a meal break is allowed, time and a half rates shall be paid.
- (d) A shift work employee shall receive a crib break which shall count as time worked.
- (e) The employer and an employee may agree to any variation of the provision contained in this clause to meet the circumstances of the work in hand, provided that the employer shall not be required to make any payment in respect of any crib time allowed in excess of twenty minutes.

13.2 Work which is continuous with ordinary hours

- (a) An employee who is required to work overtime for not less than two hours but not more than four hours before or after working ordinary rostered hours shall receive during such overtime:
 - (i) a crib time of twenty minutes which shall count as time worked; and
 - (ii) a meal provided by the employer, or a meal allowance.
- (b) Where the overtime is to continue after the fourth hour (and after each subsequent four hours) the employee shall receive:
 - (i) a crib time of twenty minutes which shall count as time worked; and
 - (ii) a meal provided by the employer, or a meal allowance.

13.3 Called back to work at other times

- (a) An employee who is required to return to work:
 - (i) outside ordinary hours; or
 - (ii) on a Saturday, Sunday, public holiday, or rostered day off
- (b) Where the work is to continue after the fourth hour (and after each subsequent four hours) shall receive:
 - (i) a crib time of twenty minutes which will count as time worked; and
 - (ii) a meal provided by the employer, or a meal allowance.

- (c) The entitlements as prescribed in 13.2 and 13.3 hereof shall apply to employees rostered on availability duty.

14. SHIFT WORK

The employer may require any employee to undertake shift work under the conditions expressed in this clause.

14.1 Definitions

For the purpose of this clause:

- (a) Afternoon shift means any shift finishing after 6.00 p.m. and at or before midnight.
- (b) Night shift means any shift finishing after midnight and at or before 8.00 a.m.
- (c) Rostered shift means a shift of which the employee concerned has had at least 48 hours notice.

14.2 Hours

- (a) The ordinary hours shall be 36 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 36.
- (b) Except where provided elsewhere in this agreement, a shift shall consist of not more than eight hours, including crib time which shall be counted as time worked.

Except at the regular changeover of shifts, an employee shall not be rostered to work more than one shift in each 24 hours.

14.3 Rosters

- (a) There shall be a roster of shifts which shall provide:
 - (i) for either one shift, or two shifts, or three shifts;
 - (ii) for rotation of two shifts or three shifts;
 - (iii) for not more than 8 shifts to be worked in any 9 consecutive days or in the case of a 12 hour shift roster not more than 5 12 hour shifts in any 9 consecutive days; and
 - (iv) commencing and finishing times of ordinary working hours of the respective shifts.
- (b) Rosters shall not be changed without the employees concerned having received four weeks notice provided that by agreement a roster may be changed at shorter notice. This subclause shall be read and construed as applying to the roster and not the individual employee.

14.4 Variation by agreement

- (a) The method of working shifts and commencing and finishing times may be varied by agreement between the employer and the concerned union to suit the circumstances of particular work locations.
- (b) Subject to the approval of the employer, employees may, by agreement, exchange shifts and days off, but in these circumstances pay shall be as if the work had proceeded according to the roster.

14.5 Shift allowances

- (a) Three-shift work
 - (i) A shift allowance of an amount equivalent to 6.23% of the pay rate per week for band 1, step 5 shall be paid for each night shift worked and a shift allowance of an amount of 5.20% of the pay rate per week for band 1, step 5 shall be paid for each afternoon shift worked but shall not be paid for such shifts worked on Saturdays, Sundays and public holidays.
 - (ii) This payment shall also be paid for such afternoon shifts rostered during periods of annual, sick and long service leave, but shall not be paid for such shifts worked on Saturdays, Sundays or public holidays.
- (b) Two shift work
 - (i) A shift allowance of an amount equivalent to 3.26% of the pay rate per week for band 1, step 5 Pay rates of this agreement, shall be paid for each afternoon shift worked. This payment shall also be paid for such afternoon shifts rostered during periods of annual, sick and long service leave, but shall not be paid for such shifts worked on Saturdays, Sundays and public holidays.
 - (ii) Note: By agreement between the employer and the union, the payments above have been substituted by an average amount paid on a weekly basis. This amount is equivalent to 13% and 8% of the pay rate per week for band 1, step 5 Pay rates, for 3 shift work and 2 shift work, respectively. Such payment shall be included for the calculation of annual, sick and long service leave payments, but shall not be paid for such shifts worked on Saturdays, Sundays, public holidays or on an overtime shift. By agreement these average amounts are to be calculated to the nearest dollar amount.

14.6 Weekend penalty rates

- (a) An employee rostered to work Saturday or Sunday shifts shall, for all such shifts worked, be paid at the ordinary rate of pay

(refer 14.14 hereof and clause 15.3 – Sundays and public holidays of this agreement) and, in lieu of weekend penalty rates, shall be paid an additional amount calculated in accordance with the following percentages of basic weekly salary.

Incidence of weekend work	Addition %
3 out of 5 Saturdays and Sundays	19.0
2 out of 3 Saturdays and Sundays	21.0
3 out of 4 Saturdays and Sundays	23.5

- (b) This amount shall be included for the calculation of annual, sick or long service leave but shall be excluded from any payment in lieu of long service leave.

14.7 Penalty shift

- (a) An employee who is:
 - (i) transferred from day work to shift work; or
 - (ii) transferred from one roster to a different roster; or
 - (iii) transferred to another shift within the roster; or
 - (iv) transferred to an unrostered shift,
 shall be paid either:
 - (v) an additional 100% of the ordinary rate of pay for any day, afternoon or night shift worked after the transfer of which the employee did not receive 48 hours notice; or
 - (vi) an additional 50% of the ordinary rate of pay for any day, afternoon or night shift worked after the transfer of which the employee did not receive 72 hours notice.
- (b) The penalty shall be paid in addition to any shift allowance payable, or to any penalty rate applicable to weekend or public holiday work.

14.8 Night shift

- (a) An employee who:
 - (i) during a period of engagement on shift, works night shift only; or
 - (ii) remains on night shift for a longer period than four consecutive weeks; or
 - (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give at least one third of the working time off night shift in each shift cycle;

- (b) shall be paid 30% more than the ordinary rate of pay for all time worked on such night shift.

14.9 Afternoon shift

- (a) An employee who:
 - (i) during a period of engagement on shift, works afternoon shift only; or
 - (ii) remains on afternoon shift for a longer period than four consecutive weeks; or
 - (iii) works on an afternoon shift which does not rotate or alternate with another shift or with day work so as to give at least one third of the working time off afternoon shift in each shift cycle;
- (b) shall be paid 15% more than the ordinary rate of pay for all time worked on such afternoon shift.

14.10 Twelve hour shifts

The following conditions of employment relating to employees working a twelve hour shift roster shall apply in lieu of other award conditions:

- (a) General
 - (i) Definition

A twelve hour shift shall, within this agreement mean, any shift roster which requires the manning of a post(s) 24 hours per day, seven days per week and which has as its normal rostered shifts a duration of approximately twelve hours.
 - (A) The ordinary working hours of any employee involved in a twelve hour shift shall be 36 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 36.
 - (B) Locally accepted relief systems shall continue to operate, however, local arrangements must be developed to cover such instances as short notice sick leave in areas where continuous manning is required. This is to ensure that employees are not required to work back after the completion of their normal rostered shift longer than is necessary.
 - (C) Employees engaged in a twelve hour shift shall not be rostered to work more than five consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than two consecutive night shifts.

- (D) The roster shall provide for a minimum twelve hour break between consecutive rostered shifts.
 - (E) The method of working shifts and commencing and finishing times may be varied by agreement between the employer and the accredited representative of the employee/s concerned to suit the circumstances of particular work locations.
 - (F) Subject to the approval of the employer, employees may, by agreement, exchange shifts and days off, but in these circumstances pay shall be as if the work had proceeded according to the roster.
- (ii) Crib time
 - (A) Each twelve hour shift shall be inclusive of a total of 30 minutes taken for consumption of meals in accordance with local agreements. This may be taken in two periods subject to mutual agreement. Such crib time shall be counted as time worked.
- (b) Shift payments and allowances
 - (i) Shift allowance
 - (A) The shift allowance applicable to three shift workers shall apply to shift workers who work the standard two shift 24 hour regularly rotating roster.
 - (ii) Weekend penalty payments
 - (A) Such payments shall be made in accordance with existing agreement entitlements for Saturday and Sunday work.
 - (B) Agreements reached between the employer and the unions to average these payments on a weekly/fortnightly pay basis shall continue.
- (c) Overtime
 - (i) Conditions
 - (A) Agreement provisions shall apply to twelve hour shift workers who are required to work in excess of their normal rostered twelve hours.
 - (B) No greater than four hours overtime in addition to a normal twelve hour rostered shift shall be required of any twelve hour shift worker. Every effort shall be made to confine such overtime to two hours in order for a ten hour rest to be observed.

- (ii) Rest period
 - (A) The Agreement provisions relating to rest periods shall apply.
- (iii) Meal allowances
 - (A) The value of meal allowances shall be those as prescribed in this Agreement as varied from time to time.
 - (B) Meal allowances will not be payable during a normal rostered twelve hour shift. A meal allowance shall be payable if employees are required to work for not less than two hours in addition to a normal roster twelve hour shift.
 - (C) A maximum of two meal allowances will be paid for a twelve hour overtime shift which is worked on a rostered day off.
- (iv) Compensating days off
 - (A) For the purposes of twelve hour shift work, the parties have agreed that the number of compensating days (CDO's) shall be four twelve hour shifts. This is on the following basis:
 - (1) 6 CDO's x 8 hours = 48 hours
 - (2) 4 CDO's x 12 hours = 48 hours
- (v) Time off in lieu
 - Refer 9.6 and 9.7 hereof for details.
- (d) Public holidays
 - (i) Payment for work on public holidays
 - (A) The rate of double time and a half shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a holiday as prescribed.
 - (B) For twelve hour shift workers with commencing times of 6.00 a.m./6.00 p.m. public holiday entitlements will be payable to the shift worker whose shift is rostered to commence on the public holiday.
 - (ii) Employees engaged in a twelve hour shift roster and who are rostered on on a public holiday shall be paid the normal shift pay plus one and one half shifts' pay at ordinary rates. Such employees, if they so desire, may waive their entitlement to part or all of this additional pay

and take in lieu an equivalent leave credit, i.e. employees rostered on may take in addition to their normal shift pay:

- (A) a leave credit of one and one half shifts; or
 - (B) a leave credit of one shift plus an additional half shifts' pay; or
 - (C) a leave credit on one half shift plus an additional one shifts' pay.
- (iii) Employees who are engaged in a twelve hour shift roster and who are rostered off on a public holiday, shall, at the discretion of the employee, be:
- (A) paid an additional eight hours pay at their ordinary rate of pay; or
 - (B) credited with eight hours leave in lieu thereof, which shall be taken at a mutually convenient time or when recreation leave is next taken.
- (iv) Work on rostered day off days that fall on a public holiday where it is necessary for a shift work employee, who is rostered off, to work on a shift that attracts public holiday entitlements that employee shall in addition to the employee's normal days pay, receive an eight hours leave credit and payment for one and a half shifts.
- (v) Time off in lieu
- (A) A maximum of seven twelve hour shifts shall be granted in any year. The year period for granting of the maximum seven shifts will be the leave year for each employee.
- (e) Leave entitlements
- (i) The following leave entitlements for twelve hour shift workers should be read in conjunction with clauses 16, 17 and 23 of this agreement:
 - (A) The entitlement of 180 rostered ordinary hours of leave (15 x twelve hour shifts) currently applicable to shift workers engaged on three shift work or shift work which is regularly rostered on Sundays and public holidays shall continue to apply.
 - (ii) Sick leave
 - (A) All employees:
 - (1) on engagement 7 shifts of 12 hours per shift;

- (2) on completion of 12 months service up to 48 months service 8 shifts of 12 hours per shift;
 - (3) on completion of each 12 months service, after 48 months service 10 shifts of 12 hours per shift.
 - (iii) Absence
 - (A) Employees shall not be entitled to payment for absences on sick leave unless they produce an acceptable medical certificate, except that:
 - (1) for an absence up to two days no evidence is required. However, where such absences exceed one week in aggregate in any one year of service then they must produce a medical certificate or statutory declaration or exercise the option of taking leave without pay or recreation leave for the number of days' absence in excess of one week, for an absence exceeding two twelve hour shifts a satisfactory certificate by a duly qualified medical practitioner is to be furnished setting out the cause and probable duration of such absence provided that if the absence exceeds two twelve hour shifts and is not more than three twelve hour shifts a statutory declaration may be accepted if a satisfactory explanation can be given why a medical certificate is not submitted; and
 - (2) for an absence exceeding three twelve hour shifts a satisfactory medical certificate MUST be produced.
 - (iv) Special leave conditions
 - (A) Compassionate leave
Leave up to two twelve hour shifts without loss of pay.
 - (B) Attendance of court
Employer special leave provisions apply refer clause 19 of this agreement.
 - (C) Transfer
Leave up to two twelve hour shifts without loss of pay.

(D) Defence force training

For the purposes of defence force training entitlements three twelve hour shifts shall be interpreted as one week. Leave of absence with pay may be granted for six twelve hour shifts in any year for the purpose of attending an annual training camp. A further three twelve hour shifts a year for the same purpose on the certification of the commanding officer may be granted if required.

(v) Training

(A) As far as possible, training will be arranged on rostered on shifts.

(B) Where such training does not extend for the full shift, employees will wherever practicable, complete the balance of their shift at their normal work location.

(C) Where employees are called to participate in training on rostered off days they will be paid for actual hours worked or by mutual agreement shall receive equivalent compensating time off.

(vi) Emergency reliefs

The parties to this agreement accept that employees engaged in twelve hour shift work will provide emergency relief from within their shift groups.

(A) Local relief systems shall continue to operate, however, local arrangements must be developed to cover such instances as short notice sick leave in areas where continuous manning is required.

(B) Local arrangements within each twelve hour shift group will embrace certain practices peculiar to these work locations. The following is an example of call in arrangements.

(C) A call in guide will be used for employees not wishing to express an interest to work overtime on their rostered days off. It will be each person's responsibility to ensure that the register is correctly filled in indicating the shifts that they will be unavailable to work overtime on.

(D) Unless exceptional circumstances exist, a person should not be asked to work overtime outside of their second or third days off (i.e. should not be asked to work overtime on their first or fourth days off).

(E) Where possible, overtime will be equalised.

14.11 Temporary shift work

- (a) An employee required to transfer from day work to temporary shift work shall be paid the appropriate shift allowance and, in addition:
 - (i) at the rate of time and a half for the first four hours and double time thereafter for each afternoon or night shift; and
 - (ii) at the rate of double time and a half for each shift worked on a public holiday.
- (b) Other shifts shall be paid for at the ordinary rate, provided that twelve hour periods shall be paid as afternoon and night shifts, as provided above. For the duration of the temporary shift roster, all overtime worked shall be paid for at the rate of double time.
- (c) A shift roster to cover the period of temporary shift work shall be posted. The duration of the roster shall not exceed eight weeks.
- (d) At least 72 hours notice of the working of temporary shift shall be given, otherwise 50% of the ordinary rate of pay shall be paid for all time worked of which an employee did not receive 72 hours notice. Where an employee did not receive at least 48 hours notice of the working of temporary shift an additional 100% of the ordinary rate shall be paid for all time worked for which the 48 hours notice was not received.
- (e) The parties to this agreement agree that certain local agreements relating to temporary shift work shall continue to operate.

14.12 Daylight saving

- (a) Notwithstanding anything contained elsewhere in this agreement, in any area where by reason of legislation, summer time is prescribed as being in advance of the standard time, the length of the shift:
 - (i) commencing before the time prescribed by the relevant legislation for the commencement of a summer time period; and
 - (ii) commencing on or before the time prescribed by such legislation for the termination of a summer period;
- (b) shall be deemed to be the number of hours represented by the difference between the time recorded by the clock at the beginning of the shift and the time so recorded at the end, the time of the clock in each case is to be set to the time fixed pursuant to the relevant legislation.

- (c) In this subclause, the expressions standard time and summer time shall have the same meaning as prescribed by the relevant legislation.

14.13 Overtime

Refer to clause 10 – Overtime of this agreement.

14.14 Saturday work – rostered shift

- (a) The minimum rate to be paid to a shift work employee for work on a rostered shift performed between midnight on Friday and midnight on Saturday shall be time and a half. Such extra rate shall be in substitution for and not cumulative upon the shift premiums prescribed in 14.5 hereof.
- (b) The minimum rate shall be included for the calculation of recreation, sick and long service leave, but shall be excluded from any payment in lieu of leave.

Sundays and public holidays – Refer to clause 15 Sundays and public holidays of this agreement.

15. SUNDAYS AND PUBLIC HOLIDAYS

15.1 An employee shall be entitled to the following public Holidays without loss of pay:

- (a) New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day and Boxing Day.
- (b) When Christmas Day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on 27 December.
- (c) When Boxing day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on 28 December.
- (d) When New Year's Day or Australia Day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on the next Monday.
 - (i) Notwithstanding the provisions of this clause, an employee required to work on 25 December shall be entitled to payment as prescribed by this clause for Public Holiday work, including the appropriate minimum payment for call back where applicable.
 - (ii) Provided that where 25 December falls on a Sunday and another day is substituted as a holiday for 25 December, then an employee who works on 25 December shall not be paid in addition at the holiday rate on the said substituted day if the employee works on that day. The payment for duty on the said substituted day shall be in accordance with this clause for Sunday work.

- (iii) Provided further that where 25 December falls on a Saturday and another day is substituted as a holiday for 25 December, then an employee who works on 25 December shall not be paid in addition at the holiday rate on the said substituted day if the employee works on that day. The payment for duty on the said substituted day shall be in accordance with clause 10 – Overtime of this agreement.
- (iv) Provided that existing entitlement of an employee to elect to be granted time off in lieu of part payment for work performed on public holidays shall continue to apply.
- (e) Where in the State of Victoria, public holidays are declared or proclaimed on days other than those set out in 15.1 hereof, those days shall constitute additional holidays for the purpose of this agreement.
- (f) The relevant parties to this agreement may substitute another day for any prescribed in this subclause.
 - (i) The employer and the employees may agree to substitute another day for any prescribed in this subclause. For this purpose, the consent of the majority of affected employees shall constitute agreement.
 - (ii) An agreement pursuant to 15.1(f)(i) hereof shall be recorded in writing and be available to every affected employee.
 - (iii) The relevant parties to this agreement shall be informed of an agreement pursuant to 15.1(f)(i) hereof and may within seven days refuse to accept it.
 - (iv) If a relevant party, pursuant to 15.1(f)(iii) hereof, refuses to accept an agreement, the parties will seek to resolve their differences to the satisfaction of the employer and the employees.
 - (v) If no resolution is achieved pursuant to 15.1(f)(iv) hereof, the employer may apply to FWC for approval of the agreement reached with the employees. Such an application must be made fourteen or more days before the prescribed public holiday. After giving the employer and the employee representatives an opportunity to be heard, FWC will determine the application.

15.2 Payment for work on Sunday – daywork employee

- (a) An employee shall be paid at the rate of double time for all work performed on Sundays, i.e. between midnight Saturday and midnight Sunday; such double time:
 - (i) to be both the minimum and maximum; and

- (ii) to continue until the employee is relieved from duty.
- (b) Where work is performed on a Sunday and payment is due, time off in lieu may be granted under the provisions prescribed in clause 9.6.
- (c) The ten day limit referred to in clause 9.7 is inclusive of both Saturday and Sunday overtime.

15.3 Payment for work on Sundays – shift work employee

- (a) The rate of double time shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a Sunday.
- (b) Where a shift commences between 11.00 p.m. and midnight on a Sunday, the time so worked before midnight shall not entitle the employee to the Sunday rate; provided that the time worked by an employee on a shift commencing before midnight Saturday and extending into a Sunday shall be regarded as time worked on such Sunday.
- (c) This rate shall be included for the calculation of recreation, sick and long service leave but shall be excluded from any payment in lieu of long service leave.
- (d) Where work is performed on a Sunday and payment is due, time off in lieu may be granted under the provisions prescribed in clause 9.6.
- (e) The 10 day limit is inclusive of both Saturday and Sunday overtime.

15.4 Payment for work on public holidays – day work employee

- (a) An employee shall be paid at the rate of double time and a half for work done on a public holiday, such double time and a half to continue until relieved from duty.
- (b) Where work is performed on a public holiday and payment is due, time off in lieu may be granted on the following basis:
- (c) One day off in lieu may be substituted for a portion of the payment due with the balance of the payment being made in money where at least a normal day is worked.

15.5 Payment for work on public holidays – shift work employee

- (a) The rate of double time and a half shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a holiday as prescribed.
- (b) Where a shift commences between 11.00 p.m. and midnight on a public holiday, the time so worked before midnight shall not entitle the employee to the holiday rate; provided that the time worked by an employee on a shift commencing before midnight

on the day preceding a holiday and extending into a holiday shall be regarded as time worked on such holiday.

- (c) In addition to the normal day's pay, a shift work employee who is rostered on and works the normal hours on a public holiday may, if so desired, waive the entitlement to payment and receive in lieu either:
 - (i) a day off, together with an additional half day's pay; or
 - (ii) one and a half days off.
- (d) In such cases, time off in lieu should be cleared as soon as possible.
- (e) By mutual agreement, and where it is practicable, a shift work employee who would normally be rostered for duty on a shift which falls on a public holiday, may observe the public holiday.

15.6 Work on rostered off days that fall on a public holiday – shift work employee

Where it is necessary for a shift work employee, who is rostered off, to work on a shift that falls on a public holiday then in addition to the employee's normal days pay and day off in lieu, an employee will receive one and a half day's pay.

15.7 Rostered off on a public holiday – shift work employee

A shift work employee who is rostered off on any of the holidays in clause 15 Sundays and public holidays of this agreement, and who does not work shall, at the discretion of the employee, be:

- (a) paid an additional day's pay at the ordinary rate of pay; or
- (b) credited with a day's leave in lieu thereof which shall be taken at a mutually convenient time or when recreation leave is next taken.

15.8 Absence before or after a public holiday

Where an employee is absent from work on any part of the working day before or after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday.

Part 4 – Leave Entitlements

16. ANNUAL LEAVE

16.1 Leave Entitlements

- (a) Subject to this Clause, an employee is entitled to a total of 144 hours annual leave per year of completed service, which shall accrue progressively during each year of service.
- (b) Provided that for an employee engaged on shift work which is regularly rostered on Sundays and public holidays the entitlement will be 13.85 hours for each completed 4 weeks on such roster, to a total of 180 hours for each completed year of service.

16.2 Payment for leave

- (a) Payment during leave shall be at the ordinary rate of pay which the employee is being paid immediately prior to the time of commencing annual leave so that there shall be no deduction from the ordinary pay by reason of such leave.
- (b) An employee receiving an allowance on a continuous basis shall continue to receive the allowance on all authorised paid absences on annual leave, subject in the case of an employee directed by the employer to carry out the duties of a position classified in a higher pay band for a day or longer, to the employee resuming duties in the Higher Band on completion of the leave.

16.3 Main Conditions

- (a) Applications for leave shall be made on the prescribed forms and approved before leave is taken. Subject to any other requirement of this clause 10 annual leave will be taken at times agreed between the employer and employee.
- (b) Acceptance of paid employment during a period of leave is not permitted. Failure to comply with this condition will be treated as a breach of discipline.
- (c) Any public holiday to which an employee is entitled without loss of pay occurring during a period of paid leave shall not be regarded as part of the leave.
- (d) Annual leave shall accrue during long service leave.
- (e) Notwithstanding the provision of this clause, an employee may elect, with the consent of the employer, to take annual leave in single periods not exceeding ten days in any calendar year at a time or times agreed between them.

16.4 Excess Annual Leave

- (a) Where the company identifies an employee who has an annual leave balance greater than eight weeks, they may be asked to reduce their accrued annual leave by 2 weeks.
- (b) A discussion will be held with the employee to agree on a plan that includes a time frame on how and when such leave will be taken.
- (c) In designing a leave plan, the employee's personal life must be taken into consideration in determining over what time frame any excess leave greater than 8 weeks must be taken.
- (d) If no plan can be agreed between the employee and employer, then the company reserves the right to direct the employee to take the leave at a specified time - and seven days notice of the date of commencement of leave will be given to the employee.

16.5 Termination of service

- (a) An employee whose service is terminated or is about to terminate for any reason whatsoever shall be paid for any annual leave standing to the employee's credit on the basis of entitlements specified in this agreement (including any entitlements arising from shift work). Provided, that any debts owing to the employer by the employee will be offset against any payment in lieu of leave due to that employee.
- (b) Payment in lieu of leave shall be made at the ordinary rate of pay applicable to the employee on the date when employment is terminated.
- (c) For the purpose of this clause, service means continuous employment with SPI PowerNet or SPI Electricity and includes:
 - (i) any period of approved leave without pay on account of a medically-certified incapacity arising out of personal illness up to six months;
 - (ii) any period of absence as a result of an injury by accident arising out of and in the course of employment up to twelve months;
 - (iii) any approved leave without pay, other than where it is on account of medical incapacity up to 6 months, up to 144 hours;
 - (iv) any period which the employer may declare, in respect of any employee, to be additional service.
- (d) Any absence from work without the approval of the employer shall not count as service and as such should be added to the annual leave due date.

16.6 Annual Leave Loading

A sum equal to 17.5 per cent annual leave loading has been incorporated into the weekly rate for all employees who are covered by this agreement. For shift workers, they shall receive the difference between 17.5% and their shift penalty notwithstanding the provisions of clauses 14.5 and 14.6.

16.7 Sick leave during periods of annual leave

Sick leave will be granted, provided a satisfactory medical certificate is produced for any period of illness of one day or more. With the approval of the delegate manager an equivalent period of annual leave shall be re-credited, or the employee's period of absence extended.

17. SICK LEAVE

17.1 Leave entitlement

- (a) Subject to this clause, an employee shall be credited with sick leave on the following basis:
- (b) On engagement and for the period up to 48 months service, an entitlement to 12 days paid sick leave per annum at the ordinary rate of pay.
- (c) After 48 months service, an entitlement to 15 paid sick leave days per annum at the ordinary rate of pay.
- (d) In the application of this clause, a day is of 7.2 hours duration, and a days leave will be debited at 7.2 hours.
- (e) For the purpose of this clause, ordinary rate of pay means pay for an employee's normal weekly number of hours of work calculated at the employee's ordinary time rate of pay as at the time sick leave is taken.
- (f) Leave not taken will accumulate without limit.

17.2 Absence from work on account of personal sickness or personal injury

- (a) An employee who is absent from work on account of personal illness or personal injury shall be entitled to paid leave of absence up to the accumulated period of leave applicable without loss of pay, subject to the following conditions and limitations:
- (b) An employee shall not be entitled to paid leave of absence under this clause for any period in respect of which the employee is entitled to workers' compensation or Workcover.
- (c) An employee shall, within 24 hours of the commencement of any such absence, or as soon as practicable, inform the employer of the inability to attend for duty and, as far as practicable, state the nature of the illness or injury and the estimated duration of the absence.

- (d) An employee shall prove to the satisfaction of the employer the inability, on account of such illness or injury, to attend for duty on the day or days for which leave is claimed.
- (e) An employee shall have all paid leave of absence deducted from leave credits and shall not be allowed paid leave in excess of leave credits.
- (f) An employee shall not be entitled to payment for absences on leave unless an acceptable medical certificate is produced, except that:
- (g) For an absence up to two days no evidence is required. However, when such absences exceed one week (five days) in the aggregate in any one year of service, then a medical certificate or statutory declaration must be produced, or an employee may exercise the option of taking leave without pay or annual leave for the number of days absence in excess of one week.
- (h) For an absence exceeding two days, a satisfactory certificate by a duly registered practitioner is to be furnished setting out the cause and probable duration of such absence provided that if the absence exceeds two days and is not more than one week (five days) a statutory declaration may be accepted if a satisfactory explanation can be given why a certificate from a duly registered practitioner is not submitted.
- (i) For an absence exceeding one week (five days) a satisfactory certificate by a duly qualified medical practitioner MUST be produced.
- (j) Where an employee's sick leave record is regarded as being not satisfactory, arrangements may be made for the employee to be examined by the employer's nominated medical officer.
- (k) An employee may be required to furnish a satisfactory certificate in respect of any or all leave absences should the employer so decide.

17.3 Tuberculosis

- (a) An employee, who is suffering from tuberculosis and is certified by the employer's nominated medical officer to be probably curable and who undertakes treatment in an approved sanatorium if recommended by the employer's nominated medical officer may, when the normal leave credit is exhausted, be granted additional leave to bring the total of normal and additional leave to 7.5 months leave on full pay.
- (b) The maximum additional leave without loss of pay that any employee can receive in respect of tuberculosis sickness absences is 7.5 months.

17.4 War disability

- (a) An ex member of the armed forces who is absent from duty because of a disability which has been accepted by the Department of Veterans' Affairs as due to war service may be granted special sick leave on the following basis:
- (b) An employee shall receive a leave credit of fifteen days after six months service and a further fifteen days on each anniversary of engagement, subject to a maximum available accumulation at any time of 100 days.
- (c) A day shall be a day of 7.2 hours.
- (d) Payment during leave shall be at the employee's ordinary rate of pay, subject to the production of a medical certificate stating that the absence is due to a disability which has been accepted by the Department of Veteran's Affairs as due to war service.
- (e) If the war disability leave credit has been exhausted, an employee may use normal sick leave credits.

18. CARERS LEAVE

- 18.1 Employees can access their paid personal sick leave to provide care or support to a member of their immediate family or member of the employee's household who is ill or injured or where there is an unexpected emergency affecting the member or member of employee's household, and for whom they are responsible.
- 18.2 The term "immediate family" includes the employee's spouse or former spouse, defacto spouse and former defacto spouse (including same sex), father, mother, foster parents, step parents, grand parents, brother, sister, child, step child, foster child, grandchild or parents-in-law.
- 18.3 The employee shall establish the need for carers leave by giving the employer evidence that would satisfy a reasonable person.
- 18.4 For part-time/Job Share employees, carers leave can only be accessed on designated working days.
- 18.5 Wherever possible, the employee shall give notice prior to the absence of the intention to take leave, the name of the person requiring care and their relationship to the employee and the estimated period of absence. If it is not practical to give prior notice, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of the absence.
- 18.6 Unpaid carers leave will also be available in accordance with the Fair Work Act 2009.
- 18.7 **Using other leave for the purposes of Extended Carers Leave**
Should no paid personal leave be available, other forms of accrued leave may be utilised, subject to the same requirements above.

19. COMPASSIONATE LEAVE

19.1 An employee is entitled to compassionate leave for each occasion (a permissible occasion) when a member of the employee's immediate family (as defined in clause 18), or a member of the employee's household:

- (a) contracts or develops a personal illness that poses a serious threat to his or her life; or
- (b) sustains a personal injury that poses a serious threat to his or her life; or
- (c) dies.

19.2 The company will be flexible in its approach to compassionate leave. All employees will be granted 2 days as paid compassionate leave for each occasion, or a longer period if required to a maximum of 5 days, depending on the circumstances and the assessment by the appropriate manager.

20. JURY DUTY

Employees called for jury service will be granted leave with pay for this service.

21. SPECIAL LEAVE PROVISIONS

21.1 Attendance at Court

- (a) Employees subpoenaed to attend Court as Crown witnesses will be granted leave without loss of pay. Employees subpoenaed to attend Court other than Crown witnesses will be granted leave without pay or, at their option and provided they have sufficient leave credit, be granted annual leave for the period involved.
- (b) Employees subpoenaed to attend Court, other than as Crown witnesses, will be granted leave without loss of pay where such employees are required to give evidence because of their expertise in connection with their company employment.

21.2 Defence Force Training

- (a) Defence Force Reserve
On production of evidence of attendance
 - (i) Leave of absence with pay may be granted for 2 weeks in any year to any employees who are voluntary members of the Defence Force Reserve the purpose of attending an annual training camp and a further four days a year for the same purpose on the certification of the Commanding Officer of the particular service unit concerned that such additional days are required.
 - (ii) In addition to any leave granted under (i) above, leave of absence without pay may be granted to any employees who are voluntary members of the Defence Force

Reserve for the purpose of attending not more than two schools, classes or courses of instruction in any one year. Where the amount of pay (not including any payments by way of overtime, penalty rates, higher duties allowances, or any payment of a temporary character) which employees would have received had they remained on duty, exceeds the amount of pay (including marriage and separation allowances) received by them as members of the Defence Force Reserve at any such school, class or course, they shall be entitled to receive an amount equal to the difference.

- (iii) Employees may elect to be granted any annual leave due to them in lieu of an equivalent period of leave under (i) and (ii) above.
- (iv) Application for leave shall be submitted for approval through normal channels and satisfactory evidence of attendance at the annual training camp, etc, shall be forwarded on resumption of duty.
- (v) Leave granted under this clause shall be included as service for the purpose of annual, sick and long service leave.
- (vi) Employees while serving with the Defence Force Reserves who sustain an injury or contract an illness necessitating an absence from duty beyond the period of leave granted under this clause, may be granted leave as follows –

If they are not paid compensation by the appropriate Commonwealth Department in respect of such absence they may be granted sick leave.

- (A) If they are paid compensation and the amount is equal to or exceeds the amount of pay which they would have received had they been granted sick leave, leave shall be granted without pay.
- (B) If they receive compensation and the amount is less than the amount of pay which they would have received had they been granted sick leave, they may be paid an amount equal to the difference and their sick leave credit will be reduced by the amount of such payment.

Ready Reserve

- (vii) Persons being accepted in the Australian Defence Forces Ready Reserve shall be granted leave without pay for the full time training year.

- (viii) In addition, leave with pay for up to four weeks, with an additional four weeks with Leave without pay for attendance at Ready Reserve Training after the full time year, will be granted.
- (ix) Make up pay (as for the Defence Force Reserve above) will be paid for the four weeks on Leave Without Pay.

21.3 **Blood Donors**

On production of evidence of attendance, leave without loss of pay will be granted to employees who are registered blood donors for the time lost when they are required to donate blood during work hours. Employees who are registered with the Bone Marrow Registry will also be granted leave without loss of pay upon production of evidence of attendance, for the purposes of undergoing bone marrow donation procedures during working hours.

21.4 **Infectious Diseases**

Where employees are compulsorily isolated because of contact with a person suffering from a notifiable infectious disease, they may be granted leave with pay for the period of compulsory isolation, subject to the production of a certificate from the Medical Officer of Health certifying to the period that compulsory isolation is necessary. Only the certificate of the Medical Officer of Health will be accepted for this purpose.

21.5 **Citizenship Ceremony**

Leave without loss of pay may be granted to employees for the purpose of attending ceremonies to receive naturalisation papers.

22. **PARENTAL LEAVE**

22.1 **Basic Entitlement**

- (a) After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.
- (b) Parental leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take up to 8 weeks:
 - (i) for maternity and paternity leave at the time of the birth of the child;
 - (ii) for adoption leave at the time of placement of the child.

22.2 Paternity Leave

An employee who has 12 months continuous service, will be entitled to 10 days of paid leave for the purposes of Paternity Leave, upon the birth of their child or the adoption of their child.

22.3 Maternity Leave

A female employee who produces to the company a certificate of a legally-qualified medical practitioner stating that she is pregnant and specifying the expected date of delivery: shall be granted maternity leave on full pay for 14 weeks maternity leave or 28 weeks on half pay maternity leave.

22.4 Other requirements and entitlements to Parental Leave, including any right to extend the period of unpaid parental leave for an additional 52 weeks or requests for flexible working arrangements will be in accordance with the Fair Work Act 2009.

23. LONG SERVICE LEAVE

23.1 Leave entitlements

- (a) Employees shall be entitled to long service leave at the ordinary rate of pay unless otherwise provided:
 - (i) on completion of 10 years' service – 13 weeks' leave; and
 - (ii) for each additional one year of service - 1.3 weeks' leave.
- (b) Additionally, pro-rata long service leave will be available to employees on termination of employment if they have completed seven years' continuous service.
- (c) SPI PowerNet & SPI Electricity will only recognise previous continuous service for Long Service Leave purposes, if that service has been with the State Electricity Commission of Victoria or successor bodies to the State Electricity Commission of Victoria, the Gas and Fuel Corporation of Victoria and/or SP AusNet related companies.
- (d) The company will, for apprentices who are engaged by a group training company on behalf of the company and who work exclusively on the company's network, recognise that service during the apprenticeship where an employee has moved directly to the company's employment after completing their apprenticeship.
- (e) Leave will become due only on the completion of the periods of service set out above.

23.2 Main conditions

- (a) Applications for leave must be made on the prescribed form at least two months before the date on which it is desired to

commence the leave, and must be approved by the delegated manager before leave is taken.

- (b) It is expected that an employee who has been granted credit for previous service will have completed at least three years' service with the employer before taking long service leave. However, whether leave should be approved where an employee has qualified for leave and has less than three years' service is left to the discretion of the delegated manager, having regard for the circumstances of each particular case.
- (c) The employer reserves the right to direct any employee to take leave, but in such case, the employee will be given at least two months' notice of the time that leave is to commence.
- (d) Leave shall be taken when approved or directed by the employer and, unless otherwise approved by the employer, any period of absence in respect of long service leave shall be not less than four weeks and shall be in respect of not less than four weeks of the employee's accrued entitlements.
- (e) An employee may, upon notifying the employer before the leave is commenced, convert the period of their leave credit or part thereof which the employee is taking into:
 - (i) a period of leave equal to double the period of the leave credit or part thereof that the employee desires to take with half the ordinary rate of pay for the period of approved absences; or
 - (ii) a period of leave equal to half the period of the leave credit or part thereof that the employee desires to take with double the ordinary rate of pay for the period of approved absence; or
 - (iii) such other period of leave as may be authorised by the employer with a proportionate variation in the ordinary rate of pay for the period of approved absence.

Provided that the period of absence on account of long service leave shall not be less than four weeks. Subject to operational needs, employees may apply to have Long Service Leave in 2 week blocks, in lieu of the 4 weeks specified elsewhere in the Agreement.

- (f) Any public holiday to which an employee is entitled without loss of pay occurring during the period of leave shall not be regarded as part of the leave.
- (g) Annual leave will accrue in respect of the period absent on leave.
- (h) Acceptance of paid employment during the period of leave will not be permitted. Failure to comply with this condition will be treated as a breach of discipline.

- (i) In the event of an industrial dispute involving cessation of work, either individually or collectively, by striking, the provisions of this clause, will be suspended in relation to those who so cease work and will remain suspended during the period of the industrial action.

23.3 **Payment for leave**

- (a) Except as provided elsewhere in this clause, payment of salary during any period of leave shall be made to employees at the ordinary rate of pay in the same manner as if they had continued working provided that any variation in the rate of pay shall be taken into account from time to time as it occurs.
- (b) An employee receiving an allowance on a continuous basis, with the exception of First Aid allowance, Availability allowance and an allowance for Temporary Performance at a Higher Band shall continue to receive the allowance on all authorised paid absences on long service leave. Shift workers shall receive payment of weekend penalty payments during absences on long service leave in accordance with the conditions relating to such payments (refer clause 14.6 of this agreement). Where payment in lieu of long service leave is provided under these provisions, such payments shall not include weekend penalty payments.
- (c) If desired by the employee concerned, payment for leave shall be made in advance at the ordinary rate of pay applicable on the day when leave is commenced, provided that where payment for leave is made in advance, any variation in the rate of pay occurring during the absence of leave will be adjusted at the conclusion of the period of leave. Payment in advance will not be made prior to the leave becoming due.
- (d) If the employee concerned does not resume duty after a period of leave in which payment has been made in advance, but resigns or retires, the employee may be required to refund any overpayment made whether as a result of decreases in the rate of pay during the absence of the employee upon the leave or arising from any other reason.
- (e) Payment in lieu of leave will not be made except to give effect to 23.1, 23.3 and 23.5 hereof.
- (f) Any debts owing to the employer will be offset against the payment in lieu of leave.

23.4 **Long service leave**

- (a) **Definitions**
 - (i) **Dependents** means the widow/widower of any employee, the children, parents, sisters, or brothers of any employee and (if in the opinion of the employer they

were wholly or partly dependent on an employee at the time of his death) any other relatives of such employee or any individual.

- (ii) **Leave** means long service leave unless otherwise specified.
- (iii) **Ordinary rate of pay** means remuneration for an employee's normal weekly number of hours at work and shall include a shift premium plus weekend penalty rates, where applicable, for those permanently on shift work but shall not include overtime or additions payable to the employee when working.
- (iv) **Service** means continuous employment with the SECV and any successor assignee or transmittee of the SECV or a part of it, without a termination of the engagement, and includes:
 - (A) service with the Defence Forces which interrupts otherwise continuous employment with the employer;
 - (B) any period spent on loan from the employer to other employers;
 - (C) any period of approved leave without pay on account of medically-certified incapacity arising out of personal illness up to six months;
 - (D) any period of absence as a result of an injury by accident arising out of and in the course of employment up to twelve months;
 - (E) any approved period of leave without pay, up to 144 working hours, other than where it is of account of medical incapacity;
 - (F) any period which the employer may declare in respect of any employee to be additional service and that employee's service shall be considered to include the period so declared (the employer's Scholarship holders who, on completion of the Scholarship, become the employer's employees, would have the period of the Scholarship treated as 'additional service');
 - (G) in the case of a break in an employee's service caused by retrenchment aggregate (and not only continuous) employment shall count as service so as to include a period of employment immediately before and one immediately after the break, provided that re-engagement takes place within twelve months of retrenchment;

- (H) continuous service by an employee with state or commonwealth government organisations, or semi-government instrumentalities categorised as an approved service organisation by the Victorian Public Service Board, in the case of an employee joining a SECV successor, assignee or transmittee of the SECV or a part of it without a termination of engagement;
- (I) war service in the Armed Forces in the Commonwealth of Australia which ended not more than five years before commencement of service with the employer or not more than five years before commencement of service which has been accepted by the employer under 20.1.4.8 hereof.
- (J) Provided that:
 - (1) in respect of 23.4(iv) hereof when leave of absence from work is approved without pay any period of such absence which is not included as service within the definition of service in 23.4(iv) hereof shall not count as service but it shall not break the continuity of the employment as referred to in the definition of service;
 - (2) any absence from work without the approval of the employer and/or absences as a result of employees being stood down under the provisions of this agreement shall not count as service and as such will result in the extension of the due date.

23.5 Termination of employment

- (a) Should an employee have a leave entitlement at the time that employment is terminated, payment in lieu of leave will be made at the ordinary rate of pay applicable on the day when employment is terminated.
- (b) Employees who are granted a credit for service under 23.4(iv)(I) hereof in the definition of service in this clause and terminate their service otherwise than on account of permanent disability, retirement on account of age, or death will receive a payment at the ordinary rate of pay in lieu of their period of leave entitlement in accordance with this clause, provided that they have completed at least ten years' continuous employment with the employer.
- (c) Any employee whose service is terminated by retirement on account of age and who had completed at least three years'

service but less than ten years' service shall be entitled to pro rata leave on the basis of one-fortieth of the period of such service;

- (d) Any employee whose service is terminated by retirement on account of age and who had completed at least ten years' service and had additional service which does not qualify for a leave entitlement under 23.1(a)(ii) hereof shall also be entitled to pro rata leave on the basis of one-fortieth of the period of such additional service.
- (e) If an employee's service is terminated due to total and permanent disability or by death, payment in lieu of leave at the ordinary rate of pay will be made to the employee or to such of that employee's dependents as the employer may determine or (at the discretion of the employer) to the employee's legal personal representative, as appropriate, for:
 - (i) pro rata leave if that employee had completed a minimum of three years' service and not more than ten years' service on the basis of one-fortieth of the period of such service; or
 - (ii) any leave to which that employee had become entitled and which had not been taken; and
 - (iii) one-fortieth of any service which did not qualify for a leave entitlement under 23.1(a)(ii) hereof.
- (f) Payment of pro rata long service leave to employees on termination of employment will be calculated to the nearest day instead of being paid on a basis of completed years.

23.6 Sick leave during periods of long service leave

- (a) Sick leave on account of personal illness will be granted to employees absent on long service leave in accordance with 23.6(b), 23.6(c) and 23.6(d) hereof and provided that a satisfactory medical certificate is produced,
- (b) For periods of absence less than 13 weeks - for any period of illness of 1 day/shift or more.
- (c) For periods of absence of 13 weeks or more - for any period of illness 5 or more working days/shift.
- (d) With the approval of the delegated manager an equivalent period of long service leave shall be re-credited or the employee's period of absence extended.

24. EMERGENCY SERVICES LEAVE

- 24.1 The company is an essential service and release of employees has to have regard to the company operational requirement to meet its customer and community demands during times of emergency. Employees will be

provided with paid leave to attend to emergency service issues that relate to threats such as bush fires & floods where practicable. No limit shall apply to this leave, however proof will be required of participation/attendance and each case will be examined on its merits, having regard to the company's operational requirements.

- 24.2 Other Local needs relating to emergency services close to the employee's home and community will continue to get company support.

25. OCCUPATIONAL HEALTH & SAFETY REPRESENTATIVES

- 25.1 Elected Occupational Health and Safety ("OH&S") representatives (including deputies) will receive OH&S representative training from the VWA or a VWA accredited trainer in accordance with the provisions of the OHS Act.
- 25.2 Additionally, the company will allow for one representative employee from Distribution and one from Transmission in each region, to attend a quarterly Occupational Health & Safety meeting designed to further their skills and knowledge in the field. The quarterly meeting opportunities will be shared among the elected representatives.

Part 5 – Remuneration & related matters

26. WAGES OUTCOME

- 26.1 The salary increases that will apply under this Agreement effective from:
- 4.5% on 1 September 2013
 - 4.5% on 1 September 2014.
 - 4.5% on 1 September 2015.

As a result of the Employees approving the Agreement prior to 13 September 2013, the first increase set out above will apply for all relevant purposes from 1 September 2013, even if this Agreement does not come into operation until after that date. All increases will apply from the first full pay period after the dates specified above.

27. PAYMENT OF SALARIES

Salaries shall be paid fortnightly by electronic funds transfer into employees' bank, building society or credit union accounts.

28. SALARY SACRIFICE

- 28.1 Individual employees may elect to salary sacrifice part of their salary to receive non-salary benefits. If this benefit becomes affected by changes to taxation rules, the parties will consult before the company makes any changes to current arrangements. No compensation will be paid by the company if the taxation benefits are reduced or abolished. The company will consider any other salary sacrifice opportunities that become available for employees.

- 28.2 Salary sacrifice is currently available for:

- Novated lease vehicles
- Superannuation

29. INCOME PROTECTION

- 29.1 The income protection scheme is provided by the Company in accordance with Appendix 2 of this Agreement. The amount of income payable under the income protection scheme is up to \$1,500 per week for a period of up to 104 weeks – subject to the claim having been accepted. The amount of income payable under the income protection scheme will increase to up to \$1,600 per week from the first pay period after the 1st of September 2014; and be increased by one further adjustment to \$1,700 from the first pay period after the 1st of September 2015.

- 29.2 There is a 14 day waiting period before an employee qualifies for income protection, during which time the employee must use any available sick (or other leave if sick leave is unavailable).

- 29.3 At the completion of the qualifying period the employee can:
- (a) Elect to go onto income protection subject to any applicable conditions and requirements of the scheme. In this case the employee will continue to accrue annual leave and long service leave and receive superannuation contributions for up to the first 6 months; or
 - (b) Elect to utilise accrued sick leave down to a balance of 30 days, during which time the employee continues to accrue leave entitlements and be eligible for superannuation contributions. The employee can then apply for income protection.
- 29.4 However, in relation to permanent and total disability, if Equisuper reject an SPI PowerNet application in support of a permanent and total disability claim for an SPI PowerNet employee, then SPI PowerNet will fund the claim at the same level as would have been provided by Equisuper.

30. SUPERANNUATION

- 30.1 The Equisuper Superannuation Fund (formerly VEI Superannuation) shall continue as the Superannuation fund for employees of the company.
- 30.2 The company shall provide all employees the option to salary sacrifice any additional superannuation contributions, regardless of the contribution rate or division of the Fund.
- 30.3 Employees shall have the right to vary their superannuation salary sacrifice arrangements, and/or contribution rates (6% or 3%) up to the frequency of once per month
- 30.4 Employees may also salary sacrifice employee bonuses received.
- 30.5 SPI Electricity employees who are currently members of Equisuper Superannuation Fund Division B shall have the option of remaining in Division B or at any future stage, transferring to Equisuper Superannuation Fund Division C.
- 30.6 If there are any changes to tax or superannuation rules that affect superannuation benefits, the parties will consult.
- 30.7 The company shall abide by the rules of the Equisuper Superannuation Fund, including any amendments thereto and shall continue to make all necessary payments in accordance with the rules of the Fund. In the event an employee takes a voluntary departure package (VDP) the company will make a retrenchment benefit payable.
- 30.8 If an employee who is a member of Division C of the Equisuper Superannuation Fund ceases employment due to retrenchment or acceptance of a voluntary departure package, then the benefit paid from the Fund is to be equal to their Accrued Benefit Multiple times their Final average salary. The company will not advise the Fund that the retirement benefit is to be reduced by any separation payments made by the company.

- 30.9 Contributions to the Equisuper fund will be paid fortnightly.
- 30.10 The company shall contribute 10.25% of salary for employees in Division D of Equisuper. This shall move to 10.50% of 1 July 2014 and 11.00% on 1 July 2015. The amount to be paid in Superannuation will not increase further unless the SGC legislated minimum moves beyond 10%.
- 30.11 For those employees employed by the company the following provisions apply:
- (a) SPI PowerNet will also pay 1.0% of salary into Division D of accumulation account as an SPI PowerNet contribution, for employees in Division B and C.
 - (b) SPI Electricity will also pay 0.5% of salary into Division D of accumulation account as an SPI Electricity contribution, for employees in Division B and C.
 - (c) From the date of certification of this Agreement the company agrees, for superannuation purposes, to include availability payments as superable salary.
- 30.12 Where an employee works part time, or converts to part time from full time, the employer shall ensure that the employee's superannuation entitlements shall be based on the years of full time being calculated separately to those at part time rates for the purposes of retirement benefits.
- 30.13 SPI Electricity will contribute to Equisuper a percentage of the employee's superannuation salary, which is at least equivalent to the amount contributed to the defined benefit fund (this amount will be equivalent to SPI Electricity long term funding amount for division B and C), for all employees contributing to Division D of Equisuper.
- 30.14 If an employee ceases employment with SPI Electricity before attaining the age of 55 on the basis of taking a VDP, then a cash sum benefit shall be paid equal to the employee/Members Accrued Retirement Benefit (Retrenchment/III Health benefit) as at the date of cessation of employment in accordance with the rules of the Fund.
- 30.15 For an SPI Electricity employee, Total Employment Cost (TEC) arrangements, superable salary shall be on the TEC rate.

31. EMPLOYEE ENTITLEMENTS

The company will, after the end of each financial year, provide the CEPU with an external auditors statement confirming the company has the financial capacity to meet all its employee entitlements at the time of the audit.

32. GENERAL ALLOWANCES

- 32.1 All allowances will be adjusted by the percentage wage increase specified in this agreement, from the date that the increase is paid excluding allowances otherwise dealt with in this agreement.

32.2 The following allowances will be paid as applicable:

- (a) Crew Leader – allowance of \$4.52 all-purpose per hour, in addition to the existing 1 band step. Any translation to a new classification structure to absorb the allowance increase if additional band movements are an outcome. Work is to be to the position description previously provided.
- (b) Worksite Leader – Distribution. An allowance of \$41.94 per week will be paid in addition to the existing band rate movement. Any translation to a new classification structure to absorb the allowance increase if additional band movements are an outcome.
- (c) Worksite Leader – Transmission. Permanently appointed Worksite Leaders will be paid an annual amount of \$3,681.49, (\$1.96 per hour all purpose). For rotating Worksite Leaders, a daily allowance of \$17.04 will payable if it is determined by the responsible manager that the role is required to be performed.
- (d) Altitude allowance - An employee engaged on any work above the 1500 metre level shall be paid \$0.33 per hour.

During the winter period (from the 1st day of June to the 30th day of September) an employee on any work above the 900 metre level shall be paid \$0.33 per hour.

The rates above shall not be cumulative.

- (e) First Aid
 - (i) An employee directed to perform part-time first aid duties and who holds an approved Workplace First Aid Level 2 Certificate shall be paid an annual allowance of \$957.72.
 - (ii) Payment is not for all purposes of this agreement.
 - (iii) The bonus paid to a volunteer employee for attendance at an approved Workplace First Aid Level 2 training course attended outside normal working hours and when approval has been given at Divisional level shall be – course fees plus \$127.16.
- (f) Other Allowances

Allowance	Amount as of Commencement of Agreement
Bosun Chair 1/4	\$4.77 per hour
Bosun Chair 2/4	\$0.97 per hour
Live Cable Jointing	\$14.04 per day
Crane Operator Standing Pole	\$12.04 per day
Toxic Allowance	\$0.62 per hour
Telephone Account Management	\$270.26

33. MEAL ALLOWANCES

The company agrees to pay a meal allowance for all employees across distribution and transmission at the following rates: \$19.61 and thereafter to be varied by the same amount as the increases in this agreement in each September.

34. LIVING AWAY FROM HOME ALLOWANCE - TRANSMISSION

34.1 From the commencement of this Agreement the company will pay \$218.27 per night accommodation allowance, to employees staying in country locations and \$248.08 per night to employees staying in city or metropolitan locations, together with an incidentals payment of \$24.09. These allowances will be increased on 1 September 2014 and 1 September 2015 using the percentage movements in Table 1 of the Taxation Determination for reasonable travel and overtime meal allowance expense amounts published by the Australian Taxation Office. The percentages to be used are:

- (a) For City, the rate for Melbourne;
- (b) For Country, the rate for other country centres;
- (c) For incidentals the incidental figure.

34.2 Where an employee incurs reasonable expenses associated with an overnight stay that exceed the allowance paid, the employee can submit a claim to the relevant line manager for approval as reasonable expenses. Approval by a line manager is subject to the employee providing receipts for any such expenses claimed.

34.3 Where allowances paid under this clause exceed ATO reasonable limits, employees accept and will be responsible for any tax implications.

34.4 Any issue arising under this clause will be resolved as quickly as possible in accordance with the Dispute Resolution Procedure.

34.5 Historical note - For those employees engaged in the Transmission division of the business, as agreed in the SPI PowerNet EBA of 2002, SPI PowerNet has ceased to pay the \$33 "last day of stay" payment relating to living away from home, but will pay one meal allowance for the last day of stay.

35. LIVING AWAY FROM HOME ARRANGEMENTS – DISTRIBUTION DIVISION

35.1 For those employees engaged in the Distribution division of the business, the following distant work provisions will apply.

35.2 "Distant project work" is one where the location of the "on-site project work" is such that because of its distance or because of the travelling facilities available to and from the location it is reasonably necessary for an employee to live and sleep at some place other than their usual place of residence.

- 35.3 In order to remain competitive, the intention is that employees will be available to work away from home for the periods set out below, or as may be agreed, during the life of the project. The appropriate amount as indicated in sub clause 35.4 below will apply for each night away from home. Local arrangements may be utilised to allow employees to return home during their away period on the project. Travel time will be paid to and from the project that is the start and end of the away period, but not during any return home during the away period when any accommodation and meals allowance is being paid.
- 35.4 When an employee is sent other than at his/her own request to work a "distant project" the employer will negotiate on accommodation and meal options with employees for each project based on the entitlements below:
- (a) SPI Electricity to provide accommodation, and a meal allowance of \$96.27 per day; or
 - (b) in isolated and remote areas where accommodation is not to a standard as defined SPI Electricity will provide allowances as above and in addition a daily "Hardship" allowance of \$33.76 will also be paid; or
 - (c) SPI Electricity to pay an amount as specified in clause 34 above,
 - (d) SPI Electricity will pay an amount of \$60.67 a day if the employee stays in non commercial private accommodation, i.e. with family or friends.
 - (e) Where possible all allowances will be paid to employees by cash or in their pay prior to them leaving their depot to work away.
 - (f) Where no vehicles are available to employees for incidental travel during the week an additional allowance of \$21.11 per day will be available for each employee affected by this.
 - (g) At least fortnightly trips home, where the living away from home allowance will continue to be paid in lieu of travel time. A vehicle will be available for the group to return to their normal home base.
 - (h) Where applicable the availability allowance will continue to be paid whilst the employee is working away.
- 35.5 The allowances detailed in subclause 35.4 above will from 1 September 2011 be increased on 1 September each year by the percentage increase for Melbourne per the formula in clause 34.1(a).
- 35.6 Where an employee incurs reasonable expenses associated with an overnight stay that exceed the allowance paid, the employee can submit a claim to the relevant line manager for approval as reasonable expenses. Approval by a line manager is subject to the employee providing receipts for any such expenses claimed.

- 35.7 Where allowances paid under this clause exceed ATO reasonable limits, employees accept and will be responsible for any tax implications.
- 35.8 Where an employee is required to use their private vehicle on Company business, and where a Company vehicle is not available, SPI Electricity will pay the employee a per kilometre rate as specified in the appropriate Australian Taxation Office Schedule.
- 35.9 Where ever possible, employees will be given two weeks notice of work away from home.
- 35.10 Employees will not be required to work away from home for more than 4 consecutive weeks without returning home. Employees will remain at their normal depot for a reasonable period after returning from a distant project.
- 35.11 It is intended that so far as possible all employees will undertake a reasonable share of the away work as required, subject only to any exceptional personal circumstances.
- 35.12 Employees will not be required to work away from home for a period in excess of 12 weeks per 12-month period unless needed to meet the operational requirements of the Company. In any such case the employee shall not be required to work for more than 4 further weeks in that 12-month period. In the event an employee has worked 12 weeks away and is requested to undertake the extra 4 weeks, such employee may object to that request through the Disputes Resolution Procedure of this Agreement.
- 35.13 Any issue arising under this clause will be resolved as quickly as possible in accordance with the Dispute Resolution Procedure.
- 35.14 **Accommodation**
- The minimum standard of accommodation is a three star RACV or equivalent in a well-maintained, air-conditioned single motel style room with radio/television and ensuite bath/shower and toilet facilities. SPIA will supply each employee with his or her own room.

36. LICENCES

The company will reimburse special vehicle licences costs and Austel licence costs required by an employee where the licence is required to perform the duties of the position. This shall include the driver's licence costs. The company will pay all training costs associated with obtaining the required licences. The company will not reimburse general motor vehicle licence costs, except as specified in the earlier sentences of this clause.

37. ELECTRICAL LICENCES

The company will reimburse the cost for maintaining the 'A' (Previously 'E') Class licence, limited inspection and inspection licence on production of a current receipt issued by the Officer of the Chief Electrical Inspector.

38. RADIAL ALLOWANCE – TRANSMISSION DIVISION

- 38.1 For those employees engaged in the Transmission division of the business, the parties agree that there will be no change to the radial allowance scheme for existing employees.
- 38.2 Additionally, if an existing employee reverts from the use of a Company vehicle to use of their private vehicle, the Radial Allowance will be paid. Existing employees who have the use of a Company vehicle for whatever reason, and have never/or not been in receipt of radial allowance, move to the use of a private vehicle, will receive the radial allowance as per current radial allowance practices.
- 38.3 Employees engaged after 1 September 2005, are not entitled to the radial allowance.
- 38.4 In the case of employees engaged after 1 September 2005, the following will apply:
- 38.5 Employees with private vehicles are required to maintain a vehicle logbook and record business travel. (Travel to and from the normal work location is not business travel). SPI PowerNet will reimburse the cost of business kilometres subject to submission of a Pay Variation Sheet to the Area Manager for authorisation.
- 38.6 Reimbursement may be claimed in the following circumstances:
- (a) Travel from the employee's normal workplace to an alternative workplace, while still on duty and back to the normal workplace or directly home.
 - (b) Travel from the employee's home to an alternative workplace for work purposes and then to the employee's normal workplace or directly home.
 - (c) Reimbursement will be based on the ATO rates, which are currently 63 cents for four cylinder cars and 75 cents for six or more cylinder cars. The amount will be adjusted each time the ATO revise the rates.

NOTE: For employees engaged after 1 September 2005 travel from home to the normal place of work is not claimable. The distance from home to the employee's normal place of work is to be deducted from the distance travelled to the designated work location, that is, if the employee's normal place of work is further away than the designated place of work for the day no travel allowance will be paid.

39. MOTOR VEHICLE REIMBURSEMENT

- (a) An employee who, by prior agreement with the Employer, uses a private motor vehicle (other than a motorcycle) on the Employers business shall be reimbursed as per the ATO prescribed rates for the applicable motor vehicle engine capacity.

- (b) An employee who, by prior agreement with the Employer, uses a private motorcycle on the Employers business shall be reimbursed as per the ATO prescribed rates for the applicable motorcycle engine capacity.

40. WORKCOVER MAKE UP PAY

- 40.1 The company will pay “make up pay” being the entitlement the worker would have in average weekly earnings which the worker would have received had the worker not been injured.
- 40.2 Employees on WorkCover will receive wage increases in accordance with this Enterprise Agreement.
- 40.3 The company will make up any shortfall in employees pay, including shift, allowances, regular overtime (averaged over the last six months) for the duration of any WorkCover claim.
- 40.4 For the purposes of this clause “accident pay” shall mean:
A weekly payment of an amount representing the difference between the total amount of compensation paid under the relevant State legislation for the period in question together with the amount earned in employment or business for the same period, and the employee’s average weekly earnings before injury, based on the above.

41. SITE ALLOWANCES

- 41.1 In relation to the Transmission division, where there are works at sites which are not owned and operated by SPI PowerNet, and at which a site allowance is paid, the relevant site allowance will be paid to SPI PowerNet employees while they are engaged on work at the site. SPI PowerNet will pay site allowances for new Greenfield terminal station sites.
- 41.2 SPI PowerNet will not pay a site allowance to any SPI employee where it is undertaking works at or in relation to existing SPI PowerNet stations or facilities.
- 41.3 In the event that distribution employees are working on a site where an agreement has been established, any higher rates valid in that site agreement will apply.

42. STORM AND EMERGENCY COVERAGE

- 42.1 Where there are storms and other emergency situations that require the utilisation of employees of both distribution and transmission to work alongside each other, volunteers will be called for. Should there be insufficient volunteers the company may nominate appropriately skilled staff to assist during the storm or emergency. Nominations only apply during the course of the affected employee’s normal shift or after hours rostered availability, and shall take into account any reasonable objection to the nomination.
- 42.2 Such employees are only allowed to be used to the extent of their skills and qualifications. All provisions of both the Code of Practice on Electrical

Safety for work on or near high voltage electrical apparatus, “The Blue Book” and the code of practice on electrical safety for the distribution businesses in the Victorian Electrical Supply Industry “The Green Book” must be strictly adhered to. Under no circumstances should any employee being utilised as part of this agreement be placed by the employer in situations that are not consistent with the provisions of the Occupational Health and Safety Act 2004. Furthermore, any clauses under this agreement that monitor work safe hours arrangements must not be breached.

- 42.3 Wherever these arrangements apply, if the volunteer or nominated employee usually receives a lower rate of wages or allowances than that being paid to those who ordinarily perform the work in the storm or emergency under this agreement, then the volunteer or nominated employee shall be paid the equivalent applicable rate for the duration of the work.
- 42.4 Where such storm and emergency situations require greater flexibility and utilisation of resources, staggered starting times may be considered.
- 42.5 Should the company identify the need to spread the hours of work among the available resources, the company representatives may attempt to contact employees (including afternoon shift) to arrange a starting time that is different to their normal starting time i.e. 1400 hours/0400 hours.
- 42.6 In the case of an altered shift start resulting in the normal 8 hour shift commencing or continuing outside the spread of hours (6am to 6pm) that time shall attract the appropriate overtime rates i.e. 1400 normal shift start equates to 4 hours normal time, 2 hours at time and a half and the balance at double time.

Part 6 – Work related provisions

43. PERFORMANCE MANAGEMENT

- 43.1 The process of reviewing performance provides an opportunity to ensure that each employee has a clear and accurate job description and that performance expectations are communicated and understood. A standard Performance Review ensures that performance is managed fairly, proactively and consistently across the company. The process also gives employees an opportunity to openly discuss concerns with their manager.
- 43.2 Performance will be reviewed at least annually for the purpose of identifying means by which the employee and the manager can improve performance, address any training needs, review career development and expand job roles.

44. CLASSIFICATIONS

- 44.1 For the employees in SPI Electricity Pty Ltd, the TXU/ETU 2000 Agreement will continue as the existing classifications/arrangements, except as otherwise inconsistent with this Agreement.
- 44.2 For the employees in SPI Powernet Pty Ltd, Appendix 8 shall apply as the existing classifications/arrangements, except as otherwise inconsistent with this Agreement.

45. WORKING ON COMPANY ASSETS

- 45.1 Transmission and Distribution staff will continue to work in their respective divisions. Where the Company's work load requires it, employees with the appropriate skills will be utilised across Company assets.
- 45.2 Where an employee performs work in another division:
- (a) and that other division has a more beneficial site allowance, or living away from home provision then that more beneficial provision will apply where appropriate for the time worked in that other division; and
 - (b) the inclement weather provisions of the other division will apply to the employee whilst working in that other division.
- 45.3 Despite clause 45.1 above, the Company may require employees to work in the other division for the purposes of training. However, this will be done purely for the training of the employee.
- 45.4 Following the commencement of this Agreement there will be on-going discussions between the parties at a local level about the operation and practical implementation of this clause, including consideration and where necessary determination of the matters in clause 45.5.
- 45.5 The utilisation of employees on Company assets will take into consideration the existing skills and experience of any employees (including any required refresher training), any new skill required to be

obtained (including relevant training), any health and safety risks and mitigating actions, and relevant personal circumstances that may cause hardship.

- 45.6 An employee that acquires extra skills as a result of a requirement to work on assets that he/she would not traditionally work on will have those skills recognised as part of the classification review which is anticipated to be completed by the start of year 3 of this Agreement.
- 45.7 If the classification review has not been completed by the start of year 3 of this Agreement, the parties agree to consult over the issue of any further compensation, if any, and if agreement cannot be reached, it will be dealt with in accordance with the Dispute Resolution Procedure in this Agreement.
- 45.8 In the interim, if after the start of this Agreement an employee has undergone training which results in additional skills and competencies that are utilised often over a 6 month period, the parties will determine any appropriate additional compensation to apply for the period of using such skills pending the classification review process.
- 45.9 The operation of this clause is not intended to disadvantage any employee in terms of employment security, earnings, or other terms of employment.
- 45.10 Any matter arising under this clause and which cannot be resolved will be dealt with in accordance with the Dispute Resolution Procedure in this Agreement.

46. ZONE SUB OPERATING

- 46.1 Following the commencement of this Agreement there will be consultations at local level to seek to facilitate Stations Staff being trained to a level to enable them to carry out operational switching and issue access authorities for their own requirements. Subject to those consultations and resolution of any relevant issues, including any required training during work hours stations staff will be used for planned switching in subs.
- 46.2 There will also be consultations at local level to consider the possibility of a combined Transmission & Distribution roster for availability for stations where appropriate.
- 46.3 Any dispute in relation to this clause will be resolved in accordance with the Dispute Resolution Procedure.
- 46.4 Payment for zone sub operating will be in accordance with established pay scales.

47. SAFETY PROCEDURES

The company will abide by the Blue Book for Transmission and the Green Book for Distribution in relation to all safety procedures.

48. OCCUPATIONAL HEALTH & SAFETY

- 48.1 The parties are committed to improving the company's Health and Safety performance and will ensure that appropriate training and resources are provided to achieve this outcome.
- 48.2 The company is committed to maintaining a safe and healthy work environment.
- 48.3 Personal safety must not be compromised in the mistaken belief that other requirements are more important.
- 48.4 Continuous improvement will be achieved in health and safety through: effective management and implementation of appropriate policies and procedures in negotiation with employees:
- (a) commitment to and active participation in the application of the safety management system.
 - (b) personal commitment from all employees to comply with correct work practices and procedures;
 - (c) active participation from all employees in reporting and investigating all incidents;
 - (d) supporting the audit and inspection program; and
 - (e) actively participating in Health and Safety Committee and work group meetings.
- 48.5 The company and its employees will ensure that a structured risk management approach is used in designing, planning, implementing and the control of work in such a way that hazardous situations are avoided and controlled.
- 48.6 The company requires all employees to contribute as a member of a team, creating and maintaining a safe work environment through co-operation, mutual trust, and respect, adequate communication and involvement of all employees in health and safety matters.

49. SINGLE PERSON WORK – DISTRIBUTION DIVISION

- 49.1 There are currently SPI Electricity works practices implemented within the distribution network that allow for employees to undertake single person work where appropriate.
- 49.2 During the life of this Agreement within the Distribution division SPI Electricity will continue to introduce single person work where appropriate having regard to all risks associated with this work including Occupational Health and Safety.
- 49.3 Single person work will only be undertaken as a minimum, in strict accordance with the Victorian Occupational Health and Safety Act 2004.
- 49.4 Any employee who undertakes single person work is only to do so when they are satisfied that the task can be undertaken, in accordance with the

respective applicable works practice and at no time should any employee undertake single person work if the task would be an occupational health and safety risk to themselves, others or public and company property.

- 49.5 Before any employee is required to undertake single person work, they shall be appropriately trained and qualified prior to commencing the task.

50. EMPLOYMENT OF SEMI-SKILLED LABOUR - DISTRIBUTION DIVISION

For those employees engaged in the Distribution division, where the parties have negotiated and agreed the SPI Electricity may utilise semi-skilled labour to assist electrical tradespersons in the non-trade aspects of their employment. The work involved shall not include the work of a tradesperson or parts of the Lineworkers apprenticeship.

51. TRAINING & DEVELOPMENT

- 51.1 The Employer will undertake training initiatives and personal development needs for employees and/or teams paying particular attention to the need of apprentices, graduates and trainees.
- 51.2 To ensure that apprenticeships and all other training initiatives provide maximum advantage to all parties the following shall apply:
- (a) Employees undertaking Vocational Qualification Training
Training shall be aligned with relevant National Training Packages or equivalent.
 - (b) Agreement to Train
A contract of training agreement detailing the qualification shall be entered into in accordance with the respective Training Package and State and Territory Training Authority requirements.
 - (c) Apprentices/Trainee/Graduates
Apprentices and Trainees shall be required to complete the off-the-job component of their training without loss of pay and during ordinary working hours, including attendance at a Registered Training Organisation ("RTO") as required.
 - (d) Training Providers
All approved training programs for apprentices and trainees shall be provided by an RTO.
 - (e) Post (AQF3) Training
Post trade training shall be under taken in accordance with EEQSBA Training packages where relevant.

- (f) Dual (AQF) Training
- (i) All employees shall have their existing skills and knowledge recognised against national qualifications or unit(s) of competence contained within the EEQSBA Training Packages, the Employer shall provide assistance in the collection of relevant evidence about the employees' skills to a preferred RTO.
 - (ii) Employees who start and train or already have modules in another AQF 3 training program (dual Trade) will agree to finish all of the remaining training to receive a certificate qualification.
 - (iii) Employees who have completed modules from a different training package but are not going to complete the entire package to have certified qualification will not have those modules acknowledged and therefore will not be able to carry out any work associated with the knowledge gained from that training.
 - (iv) All wages allowances and other benefits as per the Agreement will continue to be paid by the Employer for all time-spent training.
 - (v) All cost associated with training and apprenticeships/ traineeships including meals, accommodation and course fees will be paid for by the Employer.

(g) Glove and Barrier

Glove and Barrier Live Lineworkers will be paid an increment of one pay point step when the off the job component of training has been successfully completed. On completion of all the competencies and being authorised as a Glove and Barrier Live Line Worker or after a period of 6 months, whichever is the latter, the employee will be paid at level 7.

(h) Dual Trade

- (i) An employee who holds a dual electrical trade qualification and who is required to regularly utilise the competencies attained from both trades will be reclassified to a band 2.6 (level 6).

***Note - Within the Distribution division, all payments made for skills used will only be paid upon competency assessment and the continued use of the skill. Should the skill not be used or no longer required to be used then the payment for the skill will be removed at the completion of a period of two years from the date of notification. (e.g. Glove and Barrier)**

52. WORK AND FAMILY LIFE

- 52.1 The care of children and elderly parents along with the running of the home are the responsibilities of both male and female workers.
- 52.2 The parties recognise however that these responsibilities often cause conflict and stress for workers who try to juggle work and family commitments, and that much more needs to be done before there is equal opportunity between men and women workers with family responsibilities, and between these and other workers.
- 52.3 The company will consider as part of its work and family policy to investigate the issue of childcare over the life of this Agreement.
- 52.4 The company is committed to the operation of working hours which will as far as possible allow the balancing of employees' work responsibilities and their private/family responsibilities and need for a balanced life. Therefore the company will endeavour to ensure that the working hours of employees are managed to ensure that that balance is maintained and will where appropriate consider alternatives to traditional working arrangements, such as working from home.

53. WORK FROM HOME

- 53.1 By agreement by Management and Employees, the company may facilitate the employee to perform their normal work from home.
- 53.2 Consideration will be given to:
- (a) OH&S
 - (b) Insurance
 - (c) Establishment costs
 - (d) Communication & continued involvement in the workplace
 - (e) Reasonable reimbursement of costs
- 53.3 The above matters for consideration are not exhaustive and a code of practice to apply shall be developed by the parties.

54. TOOLS

The company will supply all specialist tools required for field employees to perform their duties. Primary and Lines employees are responsible for the supply of hand tools of a general trade nature (e.g. hammers, screwdrivers, pliers etc. as detailed in Appendix 4) at their own cost.

55. DISPLAY OF AGREEMENT

Copies of this Agreement shall be displayed at company base locations and shall be available electronically.

56. TRAVELLING TIME

- 56.1 Where employees are required to work away from their normal workplace and commence at the worksite at normal starting time, the travel time shall be regarded as time worked. Travel time after normal finishing time shall also be regarded as time worked.
- 56.2 Where an employee is required to travel away from their normal workplace, all travel time and other costs associated with such travel shall be met by the company.

57. ELECTRO MAGNETIC FIELDS

- 57.1 It is recognised between the parties that the employees have concerns regarding potential health risks of EMF (Electro Magnetic Fields) for employees.
- 57.2 The company will continue to closely monitor the ongoing research and publicly available documentation, including any further policy statements from ESSA. As appropriate, the company will review this matter in the light of research developments.
- 57.3 SPI PowerNet will continue to abide by the Blue Book in relation to all EMF matters.

58. RELOCATION POLICY – TRANSMISSION DIVISION

The provisions of the Relocation Policy as shown at Appendix 5 to this Agreement will apply in the Transmission Division.

59. RELOCATION – DISTRIBUTION DIVISION

59.1 Objective

The objective of this policy is to ensure that an employee required by the Company to undertake a permanent relocation from one Company works area to another (existing or new) Company works area receive consideration for compensation where the employee suffers a financial disadvantage in relation to the move. Where an employee is 'disadvantaged' under the following definition then the allowance will be paid.

59.2 Definitions

- (a) "Relocation" is defined as a situation where by employee(s) and their work functions are required, by the Company, at its initiation, to permanently relocate to a work site located in another geographical area and the employee(s) can demonstrate that the move causes a disadvantage. Examples of this include –
- (b) From CBD / Melbourne Central area to suburban location or vice versa, e.g.: Beaconsfield to Melbourne city location.
- (c) From one suburban location to another suburban location, e.g.: South Morang to Lilydale.

- (d) From country town to another neighbouring country town.
[Where place of residence is unchanged], e.g.: Wodonga to Benalla.
- (e) “Disadvantage” – An employee may be regarded as disadvantaged by any relocation if they are unable to utilise suitable alternative transport arrangements to the new location taking into account the time, convenience, mode and cost of transport and the distance involved when compared to those factors involved in the original location.

59.3 Principles

- (a) This policy does not apply where an employee is provided with the use of a company vehicle and a ‘tool of trade’ vehicle in line with their work or have, or are eligible to have, a private use vehicle option included in their remuneration package.
- (b) An employee who is required to transfer a second or subsequent time within a twelve-month period shall not receive a double allowance. In these circumstances, the unexpired portion of the previous payment shall be refunded / deducted from the second or subsequent payment. This is on the condition that the second or subsequent move means additional excess daily travelling time to and from home to work that meets policy requirements.

59.4 Relocation Allowance

A once only Relocation Allowance shall be paid in lieu of excess fares and travelling time and in compensation for all other relocation factors. The allowance shall be calculated as follows:

59.5 Assessing Agreed Travel Time

Defining, by agreement between the employee and Company, the excess time taken to travel by motor vehicle, via the shortest route between home and the new work site and return. This shall determine the agreed daily travel time, rounded up to the next full minute. This time will be measured at the normal times for commuting to and from work and a comparison made between the old home to work and the new home to work journey.

59.6 Calculation of Daily Entitlement

Multiplying the agreed daily travel time in minutes by the rate per minute – 36c

59.7 Calculation of Relocation Allowance Entitlement

- (a) Multiplying the Daily Entitlement by 200 i.e., the agreed number of working days in a year (200 days shall be used for all employees, including shift workers).
- (b) In a relocation under the terms of this policy, the minimum allowance payable shall be equal to that applying to ten minutes

excess daily travel time. Excess travelling time less than ten minutes per day will not attract an allowance. The maximum allowance payable shall be equal to that applying to two hours daily travel time.

- (c) The allowance shall be paid through the payroll as a lump sum payment when the permanent relocation of the employee is effected.

59.8 Eligibility

- (a) An employee's eligibility to receive the Relocation Allowance is based on the following conditions:
 - (b) complying with the agreed definition of "Relocation" for the purposes of this policy in Clause and other circumstances outlined in Clauses such as 59.3 and 59.7(b).
 - (c) The provisions apply only to employees who start and finish at their nominated base location.
 - (d) The provisions of this Policy shall not apply to any relocation:
 - (i) initiated by an employee's request;
 - (ii) resulting from an appointment to a position that was either advertised or offered to an employee;
 - (iii) within the CBD / Melbourne Central area.
 - (e) Upon payment of the Relocation Allowance, the Company shall provide to each recipient, a letter stating the amount that the employee has been paid as compensation under this policy.

60. INCLEMENT WEATHER

The Company will continue to abide by its health and safety policy titled "Thermal Environment" as shown at Appendix 6 of this Agreement.

61. ADVERSE WEATHER

61.1 The Company's OHS policies continue to apply to working in adverse weather, being situations where work is required either:

- (a) in heat in excess of 36 degrees; or
- (b) in rain that soaks an employee's clothes through their PPE wet weather gear.

61.2 For the purposes of this clause an emergency situation includes circumstances such as loss of supply, or risk to public health and safety and/or returning the network to system normal. An emergency work roster shall be arranged locally whereby available labour is rostered as far as possible on an equal basis and additional labour will be sought as necessary.

- 61.3 In recognition of performing work in emergency situations, where adverse weather conditions are present and the associated discomfort suffered whilst performing such work, an allowance will be paid as follows:
- (a) \$150.00 for up to the first 8 hours of working in such conditions in a work period;
 - (b) \$75.00 for any time working in such conditions after the first 8 hours in a work period; and
 - (c) “work period” means any continuous period the employee is at work. The work period finishes when work ceases and the 8 or 10 hour break as appropriate has been completed. The work period is not broken by the completion of ordinary hours, the commencement of overtime penalties or passing into another calendar day. For clarity, where employees on availability or call back are required to return to work, any remaining part of a previous 8 hour period in the same work period will apply before any further payment is made.
 - (d) In the event of wet weather should an employee change into dry clothes during the 8 hour period, the balance of that 8 hour payment will carry over to any further instance of adverse weather in the same work period.
- 61.4 The allowance will be paid subject to the following conditions:
- (a) The work is classed by the Company as work in an emergency situation as defined; and
 - (b) The employee is directed by their Regional Manager (or their delegate) to:
 - (i) work outdoors, without respite from the conditions, in heat in excess of 36 degrees or in rain that soaks an employee’s clothes through their PPE wet weather gear; and/or
 - (ii) work indoors in situations where the temperature both indoors and outdoors is in excess of 36 degrees and there is no respite available from the conditions; and
 - (c) The adverse weather conditions are worked in for at least 1 hour;
 - (d) Having a quick break of approximately 5 minutes while working in the adverse weather in some form of respite is not considered to be respite from the conditions, nor will this break the continuous 1 hour qualifying period mentioned above; and
 - (e) Employees who have worked in adverse weather and have had their clothes soaked through as a result, continue to be considered to be working in adverse weather until they change into dry clothes, Employees are expected to utilise their PPE and as soon as practicable depot or other designated facilities to change into dry clothes.

61.5 The weather conditions in operating areas will be verified using observation by the Site Manager (or other appropriate person), information provided by the relevant employee of the adverse conditions and supplemented by external verifications such as the local BOM reports or the Company's elevation of an event to a level 3 or above emergency event.

62. WORKFORCE SIZE

62.1 The parties agree that any reduction in workforce size will be achieved by natural attrition and or voluntary departures. Any departure from this approach will require prior negotiations and agreement between the parties.

62.2 In the event that this clause becomes unenforceable for any reason and an employee is forcibly made redundant during the life of this agreement, then the parties will negotiate a redundancy package of no less than the prevailing industry standard. If the parties are unable to agree on the redundancy package, the matter will be dealt with under the dispute resolution procedure.

63. VOLUNTARY REDUNDANCY PACKAGE

63.1 Where the company identifies a need to reduce the number of roles performing the same functions and decides to offer voluntary redundancy packages, the package shall consist of the following:

- (a) Severance payment of: three weeks pay for every completed year of service, capped at 78 weeks. Provided that for employees with between one and two years service, a minimum payment of 4 weeks will apply.
- (b) Notice Period
- (c) Accrued Annual Leave payment
- (d) Accrued Long Service Leave payment
- (e) Payment in lieu of time owing (where applicable)

63.2 Severance Pay

This payment will be calculated on the basis of:

- (a) Three weeks pay for every completed year of service, capped at 78 weeks. Provided that for employees with between one and two years service, a minimum payment of 4 weeks will apply.
- (b) plus an amount calculated pro rata based on each completed day for the incomplete year, and be based on the employee's current wage/salary rate plus any all purpose allowances.

63.3 Notice Period

Employee's period of continuous service with the Company	Period of Notice
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Not more than 1 year	At least 1 week
More than 1 year but not more than 3 years	At least 2 weeks
More than 3 years but not more than 5 years	At least 3 weeks
More than 5 years	At least 4 weeks

- (a) If the employee is aged 45 or older and has completed at least 2 years of continuous service with the Company, an additional week of notice will be provided.
- (b) The Company may choose to make payment in lieu of notice.

63.4 Annual Leave

A payment representing any outstanding balance, plus pro rata leave calculated to the nearest week, at the employee’s current wage/salary.

63.5 Long Service Leave

- (a) A Long Service Leave payment on the basis of 13 weeks ordinary pay (based on the employee’s current wage/salary) on completion of 10 years continuous service, followed by 1.3 weeks pay for each completed year of employment thereafter, plus a pro rata amount calculated daily for the incomplete year.
- (b) Where an employee has 7 years continuous service but less than 10 years continuous service, they will receive a pro rata payment on 1.3 weeks pay for each completed year of employment plus a pro rata amount calculated daily for the incomplete year.

63.6 Payment in Lieu of Time Owing

This is paid out at the base rate plus work related allowances (or shift loading if applicable), according to balances accrued.

63.7 Superannuation

- (a) Methods of Payment
 - (i) Severance Pay, Annual Leave, Long Service Leave, Special Provision and Payment In Lieu Of Time Owing, will all be paid through the Company Payroll section.
 - (ii) The Superannuation Fund’s administrator will provide an estimate of the superannuation benefit, together with instructions on how to claim the benefit from the Fund.
 - (iii) A number of decisions have to be made when receiving a superannuation benefit and the Fund strongly recommends that recipients seek independent financial advice.

63.8 Taxation of Payments

Payments to employees by the Company and the Superannuation Fund arising from the application of the provisions of the Redundancy Package will be taxed according to Australian taxation law prevailing at

the time of termination. Employees who are to receive payments under the provisions of the Redundancy Package are urged to seek advice from the Australian Taxation Office and/or a professional taxation adviser at the earliest opportunity.

63.9 Conditions

Employees who decide to depart under the provisions of the Voluntary Redundancy Package must agree not to seek or accept re-employment or any other fee for service from any of the SP AusNet Group of Companies for two years, except with the express written permission of the company.

64. WORKPLACE FLEXIBILITY

64.1 An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

- (a) the agreement only varies the effect of clause 16.3(e) – Annual Leave single day absences;
- (b) the arrangement meets the genuine needs of the employer and employee in relation to the matter mentioned in paragraph 64.1(a); and
- (c) the arrangement is genuinely agreed to by the employer and employee.

64.2 The employer must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
- (b) are not 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 arrangement was made.

64.3 The employer must ensure that the individual flexibility arrangement:

- (a) is in writing; and
- (b) includes the name of the employer and employee; and
- (c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- (d) includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and

- (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - (e) states the day on which the arrangement commences.
- 64.4 The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- 64.5 The employer or employee may terminate the individual flexibility arrangement:
- (a) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (b) if the employer and employee agree in writing – at any time.

65. UNION RECOGNITION

65.1 The Companies recognise and support the right of the Union respondent to this Agreement to represent their members who are employed by the Companies under the terms of this Agreement. The Companies acknowledge the right of those employees to join and remain members of the Union.

65.2 It is agreed, subject to business priorities, that Shop stewards will be released for a period of secondment to the Union for a period of up to 12 months without pay where a request is made in writing by the employee with the support of the relevant Union/divisional secretary. During secondment the employer will continue to pay the employer superannuation contributions to the superannuation fund.

65.3 Union Shop Steward Meetings

The Companies will release from work without loss of pay each accredited Shop Steward or Delegate to attend quarterly meetings which may involve management, the Shop Stewards and the Union to consult on industry related matters. Other meetings agreed by the Companies and the Union will also be covered by this clause. Consideration will be given to the operational work in progress before it is agreed that attendance at the meeting will occur, agreement will not be unreasonably withheld.

Only one Shop Steward, per discipline, per Area Centre shall be permitted to attend such meetings.

65.4 Notice Boards

An appropriate notice board will be made available for employee/union representatives for the purpose of displaying authorised/signed notices. If the employer sees an unauthorised/unsigned notice, upon notifying the relevant union/shop steward, the notice shall be removed.

65.5 Shop Steward Education Leave

- (a) Accredited shop stewards will be granted five days paid leave per year to undertake training. Training may take the form of

formal education courses or conferences conducted by a third party or the union, that will assist them in their grievance resolution role. In circumstances that are justified up to 10 days paid leave may be granted. Release for such training shall be subject to operational requirements and with the agreement of the employer, which shall not be unreasonably withheld. Attendance at any training will be limited to one shop steward per site, with the exception of Rowville, from where two shop stewards may attend.

- (b) Shop Stewards are permitted to use the company's email facilities for union business, providing they adhere to the employer's IT Business Rules

66. APPRENTICES

The Company will continue to engage apprentices to meet operational requirements as part of an ongoing skilling for the future programme to ensure the Company has the right skills and numbers of resources to meet future workload requirements.

67. CONTRACTORS

67.1 The intent of this clause is to facilitate the provision of general information about contractors engaged by the Companies after the commencement of this Agreement. It applies to contractors engaged to perform work that would otherwise be undertaken by the Companies lines and primary electrical workers.

67.2 The information to be provided by the Companies to the employee representatives will generally include the following details:

- (a) The type, scope and location of work to be performed;
- (b) The name of the contractor; and
- (c) The timeline of the proposed works.

This clause will not in any way prevent, hinder or impose a condition on the use of contractors by the Companies and this clause has no application to any contractor who has performed work for the Companies or their predecessors prior to the commencement of this Agreement.

68. INTRODUCTION OF CHANGE

68.1 It is recognised that from time to time the technology, business structures and processes of the companies will be changed to allow the companies to operate in a changed environment, which requires it to remain an efficient and cost effective business.

68.2 When the companies have made a decision to introduce changes in production, workplace location, program, outsourcing, organisational structure or technology, or any other change that will have an effect on

employees or that will impact on employees, the companies will notify the employees who may be affected and the Unions.

- 68.3 The companies shall discuss with the employees affected and the Unions, the effects the changes are likely to have on employees and measures to minimise their impact on employees and shall give prompt consideration to matters raised by employees and the Unions. Implementation of the proposed changes will not be effected until agreement is reached between the parties.
- 68.4 If agreement is not reached, either party may refer the matter in accordance with the Disputes Resolution Procedure of this Agreement.

Signed for and on behalf of

**SPI POWERNET PTY LTD &
SPI ELECTRICITY PTY LTD**

by its duly authorised representative in the
presence of:


.....
Signature of witness

MARYANN BUTLER.
.....
Name of witness (please print)

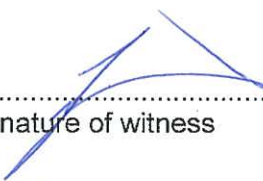

.....
Signature of authorised representative

JOHN AZARIS
.....
Name of authorised representative
(please print)

Position: GENERAL MANAGER
SERVICE DELIVERY
Address: Level 31, 2 Southbank
Boulevard VIC 3006

**Communications, Electrical, Electronic, Energy,
Information, Postal, Plumbing and Allied Services
Union (CEPU)**

by its duly authorised representative in the presence of:


.....
Signature of witness

ZOE WATKINS
.....
Name of witness (please print)


.....
Signature of authorised representative

.....
Name of authorised representative
(please print)
Position: **TROY GRAY**
State Secretary
Address: **Electrical Trades Union**
1/200 Arden St, North Melbourne VIC 3051

APPENDIX 1

Wage Rates – updated

SPI Electricity Wage Rates					
1 September 2013 – (+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
1.1	AW101	\$25.60	\$921.76	\$1,843.53	\$48,115.92
1.2	AW102	\$26.61	\$957.81	\$1,915.61	\$49,997.45
1.3	AW103	\$27.46	\$988.71	\$1,977.41	\$51,610.38
1.4	AW104	\$28.41	\$1,023.03	\$2,046.06	\$53,402.16
1.5	AW105	\$29.42	\$1,059.08	\$2,118.16	\$55,284.01
2.1	AW201	\$30.74	\$1,106.61	\$2,213.22	\$57,765.04
2.2	AW202	\$32.13	\$1,156.96	\$2,313.92	\$60,393.27
2.3	AW203	\$33.48	\$1,205.38	\$2,410.76	\$62,920.88
2.4	AW204	\$34.89	\$1,256.11	\$2,512.22	\$65,568.86
2.5	AW205	\$36.25	\$1,304.93	\$2,609.88	\$68,117.75
2.6	AW206	\$38.54	\$1,387.28	\$2,774.57	\$72,416.23
2.7	AW207	\$41.09	\$1,479.07	\$2,958.14	\$77,207.46
2.8	AW208	\$41.97	\$1,510.86	\$3,021.72	\$78,867.06
2.9	AW209	\$43.76	\$1,575.54	\$3,151.07	\$82,243.11
2.1 + PIA	AWA201	\$32.96	\$1,186.72	\$2,373.45	\$61,946.93
2.2 + PIA	AWA202	\$34.36	\$1,237.07	\$2,474.14	\$64,575.14
2.3 + PIA	AWA203	\$35.61	\$1,282.03	\$2,564.05	\$66,921.85
2.4 + PIA	AWA204	\$37.12	\$1,336.22	\$2,672.44	\$69,750.75
2.5 + PIA	AWA205	\$38.48	\$1,385.05	\$2,770.10	\$72,299.64
2.6 + PIA	AWA206	\$40.77	\$1,467.40	\$2,934.80	\$76,598.14
2.7 + PIA	AWA207	\$43.32	\$1,559.18	\$3,118.36	\$81,389.34
2.8 + PIA	AWA208	\$44.19	\$1,590.98	\$3,181.95	\$83,048.95
2.9 + PIA	AWA209	\$45.99	\$1,655.66	\$3,311.30	\$86,424.98
2.6 + PIA + C/L	AACL26	\$45.16	\$1,626.01	\$3,252.01	\$84,877.51
2.7 + PIA + C/L	AACL27	\$47.71	\$1,717.79	\$3,435.58	\$89,668.71
2.8 + PIA + C/L	AACL28	\$48.60	\$1,749.58	\$3,499.17	\$91,328.32
2.9 + PIA + C/L	AACL29	\$50.40	\$1,814.26	\$3,628.52	\$94,704.36
3.1	AW301	\$37.90	\$1,364.61	\$2,729.23	\$71,232.80
3.2	AW302	\$39.76	\$1,431.56	\$2,863.11	\$74,727.26
3.3	AW303	\$41.53	\$1,495.07	\$2,990.13	\$78,042.54
3.4	AW304	\$43.35	\$1,560.30	\$3,120.60	\$81,447.56
3.5	AW305	\$45.20	\$1,627.24	\$3,254.49	\$84,942.01
3.2 + PIA	AWA302	\$41.99	\$1,511.67	\$3,023.34	\$78,909.17
3.3 + PIA	AWA303	\$43.75	\$1,575.18	\$3,150.36	\$82,224.39
3.4 + PIA	AWA304	\$45.56	\$1,640.41	\$3,280.82	\$85,629.40
3.5 + PIA	AWA305	\$47.42	\$1,707.35	\$3,414.72	\$89,123.93
4.1	AW401	\$47.48	\$1,709.63	\$3,419.27	\$89,242.93
4.2	AW402	\$49.73	\$1,790.30	\$3,580.62	\$93,454.09
4.3	AW403	\$51.97	\$1,870.98	\$3,741.97	\$97,665.27
4.4	AW404	\$54.26	\$1,953.38	\$3,906.75	\$101,966.19
4.5	AW405	\$56.60	\$2,037.48	\$4,074.97	\$106,356.55
4.1 + PIA	AWA401	\$49.71	\$1,789.74	\$3,579.49	\$93,424.70

SPI Electricity Wage Rates					
1 September 2013 – (+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
4.2 + PIA	AWA402	\$51.96	\$1,870.41	\$3,740.84	\$97,635.87
4.3 + PIA	AWA403	\$54.19	\$1,951.09	\$3,902.19	\$101,847.04
4.4 + PIA	AWA404	\$56.48	\$2,033.49	\$4,066.97	\$106,147.97
4.5 + PIA	AWA405	\$58.82	\$2,117.60	\$4,235.19	\$110,538.42
5.1	AW501	\$59.22	\$2,131.89	\$4,263.79	\$111,284.75
5.2	AW502	\$62.18	\$2,238.32	\$4,476.62	\$116,839.90
5.3	AW503	\$64.94	\$2,337.86	\$4,675.74	\$122,036.71
5.4	AW504	\$67.80	\$2,440.86	\$4,881.72	\$127,412.71
5.5	AW505	\$70.72	\$2,545.57	\$5,091.13	\$132,878.44
Trainee 1st Year		\$17.60	\$633.38	\$1,266.77	\$33,062.71
Trainee 2nd Year		\$20.60	\$741.52	\$1,483.05	\$38,707.62
Trainee 3rd Year		\$23.46	\$844.52	\$1,689.04	\$44,083.93
Trainee 4th Year		\$26.51	\$954.38	\$1,908.74	\$49,818.27
Apprentice 1st Year		\$20.16	\$725.74	\$1,451.49	\$37,884.00
Apprentice 2nd Year		\$23.10	\$831.86	\$1,663.72	\$43,423.16
Apprentice 3rd Year		\$26.00	\$936.06	\$1,872.13	\$48,862.49
Apprentice 4th Year		\$29.01	\$1,044.21	\$2,088.41	\$54,507.41

updated

SPI Electricity Wage Rates					
1 Sept 2014 –(+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
1.1	AW101	\$26.75	\$963.24	\$1,926.48	\$50,281.13
1.2	AW102	\$27.80	\$1,000.91	\$2,001.81	\$52,247.34
1.3	AW103	\$28.70	\$1,033.20	\$2,066.40	\$53,932.84
1.4	AW104	\$29.69	\$1,069.07	\$2,138.13	\$55,805.26
1.5	AW105	\$30.74	\$1,106.73	\$2,213.48	\$57,771.79
2.1	AW201	\$32.13	\$1,156.41	\$2,312.81	\$60,364.47
2.2	AW202	\$33.58	\$1,209.02	\$2,418.05	\$63,110.96
2.3	AW203	\$34.99	\$1,259.62	\$2,519.25	\$65,752.32
2.4	AW204	\$36.46	\$1,312.64	\$2,625.27	\$68,519.46
2.5	AW205	\$37.88	\$1,363.66	\$2,727.32	\$71,183.05
2.6	AW206	\$40.27	\$1,449.71	\$2,899.42	\$75,674.96
2.7	AW207	\$42.94	\$1,545.63	\$3,091.26	\$80,681.80
2.8	AW208	\$43.86	\$1,578.85	\$3,157.70	\$82,416.08
2.9	AW209	\$45.73	\$1,646.44	\$3,292.87	\$85,944.05
2.1 + PIA	AWA201	\$34.44	\$1,240.13	\$2,480.25	\$64,734.54
2.2 + PIA	AWA202	\$35.91	\$1,292.74	\$2,585.48	\$67,481.02
2.3 + PIA	AWA203	\$37.22	\$1,339.72	\$2,679.44	\$69,933.34
2.4 + PIA	AWA204	\$38.79	\$1,396.35	\$2,792.70	\$72,889.53
2.5 + PIA	AWA205	\$40.21	\$1,447.38	\$2,894.75	\$75,553.13

SPI Electricity Wage Rates					
1 Sept 2014 –(+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
2.6 + PIA	AWA206	\$42.60	\$1,533.43	\$3,066.86	\$80,045.06
2.7 + PIA	AWA207	\$45.26	\$1,629.34	\$3,258.69	\$85,051.86
2.8 + PIA	AWA208	\$46.18	\$1,662.58	\$3,325.14	\$86,786.15
2.9 + PIA	AWA209	\$48.06	\$1,730.16	\$3,460.31	\$90,314.10
2.6 + PIA + C/L	AACL26	\$47.20	\$1,699.18	\$3,398.35	\$88,697.00
2.7 + PIA + C/L	AACL27	\$49.86	\$1,795.09	\$3,590.19	\$93,703.80
2.8 + PIA + C/L	AACL28	\$50.79	\$1,828.31	\$3,656.63	\$95,438.09
2.9 + PIA + C/L	AACL29	\$52.67	\$1,895.90	\$3,791.81	\$98,966.05
3.1	AW301	\$39.61	\$1,426.02	\$2,852.04	\$74,438.28
3.2	AW302	\$41.55	\$1,495.98	\$2,991.95	\$78,089.99
3.3	AW303	\$43.40	\$1,562.35	\$3,124.69	\$81,554.46
3.4	AW304	\$45.30	\$1,630.51	\$3,261.03	\$85,112.70
3.5	AW305	\$47.23	\$1,700.47	\$3,400.94	\$88,764.40
3.2 + PIA	AWA302	\$43.88	\$1,579.69	\$3,159.39	\$82,460.09
3.3 + PIA	AWA303	\$45.72	\$1,646.06	\$3,292.13	\$85,924.49
3.4 + PIA	AWA304	\$47.61	\$1,714.23	\$3,428.46	\$89,482.72
3.5 + PIA	AWA305	\$49.56	\$1,784.18	\$3,568.38	\$93,134.51
4.1	AW401	\$49.62	\$1,786.56	\$3,573.14	\$93,258.86
4.2	AW402	\$51.97	\$1,870.87	\$3,741.75	\$97,659.52
4.3	AW403	\$54.31	\$1,955.17	\$3,910.36	\$102,060.21
4.4	AW404	\$56.70	\$2,041.28	\$4,082.56	\$106,554.67
4.5	AW405	\$59.14	\$2,129.16	\$4,258.34	\$111,142.59
4.1 + PIA	AWA401	\$51.95	\$1,870.28	\$3,740.57	\$97,628.82
4.2 + PIA	AWA402	\$54.30	\$1,954.58	\$3,909.18	\$102,029.48
4.3 + PIA	AWA403	\$56.63	\$2,038.89	\$4,077.79	\$106,430.15
4.4 + PIA	AWA404	\$59.02	\$2,124.99	\$4,249.99	\$110,924.62
4.5 + PIA	AWA405	\$61.47	\$2,212.89	\$4,425.77	\$115,512.65
5.1	AW501	\$61.89	\$2,227.83	\$4,455.66	\$116,292.56
5.2	AW502	\$64.98	\$2,339.04	\$4,678.07	\$122,097.70
5.3	AW503	\$67.86	\$2,443.07	\$4,886.15	\$127,528.36
5.4	AW504	\$70.85	\$2,550.70	\$5,101.39	\$133,146.28
5.5	AW505	\$73.90	\$2,660.12	\$5,320.23	\$138,857.97
Trainee 1st Year		\$18.39	\$661.89	\$1,323.77	\$34,550.54
Trainee 2nd Year		\$21.52	\$774.89	\$1,549.79	\$40,449.46
Trainee 3rd Year		\$24.52	\$882.52	\$1,765.05	\$46,067.71
Trainee 4th Year		\$27.70	\$997.32	\$1,994.64	\$52,060.10
Apprentice 1st Year		\$21.07	\$758.40	\$1,516.81	\$39,588.78
Apprentice 2nd Year		\$24.14	\$869.30	\$1,738.59	\$45,377.20
Apprentice 3rd Year		\$27.17	\$978.18	\$1,956.37	\$51,061.30
Apprentice 4th Year		\$30.31	\$1,091.20	\$2,182.39	\$56,960.24

SPI Electricity Wage Rates					
1 Sept 2015 –(+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
1.1	AW101	\$27.96	\$1,006.59	\$2,013.18	\$52,543.78
1.2	AW102	\$29.05	\$1,045.95	\$2,091.89	\$54,598.47
1.3	AW103	\$29.99	\$1,079.69	\$2,159.38	\$56,359.82
1.4	AW104	\$31.03	\$1,117.18	\$2,234.35	\$58,316.50
1.5	AW105	\$32.12	\$1,156.54	\$2,313.09	\$60,371.52
2.1	AW201	\$33.57	\$1,208.45	\$2,416.89	\$63,080.87
2.2	AW202	\$35.09	\$1,263.43	\$2,526.86	\$65,950.96
2.3	AW203	\$36.56	\$1,316.30	\$2,632.61	\$68,711.18
2.4	AW204	\$38.10	\$1,371.70	\$2,743.41	\$71,602.83
2.5	AW205	\$39.59	\$1,425.02	\$2,850.05	\$74,386.29
2.6	AW206	\$42.09	\$1,514.94	\$3,029.90	\$79,080.34
2.7	AW207	\$44.87	\$1,615.18	\$3,230.37	\$84,312.48
2.8	AW208	\$45.83	\$1,649.90	\$3,299.80	\$86,124.80
2.9	AW209	\$47.79	\$1,720.52	\$3,441.05	\$89,811.53
2.1 + PIA	AWA201	\$35.99	\$1,295.93	\$2,591.86	\$67,647.60
2.2 + PIA	AWA202	\$37.52	\$1,350.91	\$2,701.82	\$70,517.66
2.3 + PIA	AWA203	\$38.89	\$1,400.01	\$2,800.01	\$73,080.34
2.4 + PIA	AWA204	\$40.53	\$1,459.19	\$2,918.37	\$76,169.56
2.5 + PIA	AWA205	\$42.02	\$1,512.51	\$3,025.01	\$78,953.02
2.6 + PIA	AWA206	\$44.52	\$1,602.44	\$3,204.87	\$83,647.09
2.7 + PIA	AWA207	\$47.30	\$1,702.67	\$3,405.33	\$88,879.20
2.8 + PIA	AWA208	\$48.26	\$1,737.39	\$3,474.77	\$90,691.53
2.9 + PIA	AWA209	\$50.22	\$1,808.02	\$3,616.02	\$94,378.24
2.6 + PIA + C/L	AACL26	\$49.32	\$1,775.64	\$3,551.27	\$92,688.37
2.7 + PIA + C/L	AACL27	\$52.11	\$1,875.87	\$3,751.74	\$97,920.48
2.8 + PIA + C/L	AACL28	\$53.08	\$1,910.59	\$3,821.18	\$99,732.81
2.9 + PIA + C/L	AACL29	\$55.04	\$1,981.21	\$3,962.44	\$103,419.53
3.1	AW301	\$41.39	\$1,490.19	\$2,980.38	\$77,788.00
3.2	AW302	\$43.42	\$1,563.29	\$3,126.59	\$81,604.04
3.3	AW303	\$45.35	\$1,632.65	\$3,265.30	\$85,224.41
3.4	AW304	\$47.34	\$1,703.89	\$3,407.77	\$88,942.77
3.5	AW305	\$49.36	\$1,776.99	\$3,553.98	\$92,758.80
3.2 + PIA	AWA302	\$45.85	\$1,650.78	\$3,301.56	\$86,170.79
3.3 + PIA	AWA303	\$47.78	\$1,720.14	\$3,440.27	\$89,791.09
3.4 + PIA	AWA304	\$49.75	\$1,791.37	\$3,582.74	\$93,509.45
3.5 + PIA	AWA305	\$51.79	\$1,864.47	\$3,728.95	\$97,325.56
4.1	AW401	\$51.85	\$1,866.96	\$3,733.93	\$97,455.51
4.2	AW402	\$54.31	\$1,955.06	\$3,910.13	\$102,054.20
4.3	AW403	\$56.75	\$2,043.16	\$4,086.32	\$106,652.92
4.4	AW404	\$59.25	\$2,133.14	\$4,266.27	\$111,349.63
4.5	AW405	\$61.81	\$2,224.98	\$4,449.97	\$116,144.01
4.1 + PIA	AWA401	\$54.29	\$1,954.44	\$3,908.89	\$102,022.11
4.2 + PIA	AWA402	\$56.74	\$2,042.54	\$4,085.09	\$106,620.81
4.3 + PIA	AWA403	\$59.18	\$2,130.64	\$4,261.29	\$111,219.51
4.4 + PIA	AWA404	\$61.68	\$2,220.62	\$4,441.24	\$115,916.23

SPI Electricity Wage Rates					
1 Sept 2015 –(+4.5%)					
Band	Payroll CD	Hourly	Weekly	Fortnightly	Annually
4.5 + PIA	AWA405	\$64.24	\$2,312.47	\$4,624.93	\$120,710.72
5.1	AW501	\$64.67	\$2,328.08	\$4,656.16	\$121,525.72
5.2	AW502	\$67.90	\$2,444.30	\$4,888.58	\$127,592.10
5.3	AW503	\$70.91	\$2,553.01	\$5,106.02	\$133,267.14
5.4	AW504	\$74.04	\$2,665.48	\$5,330.96	\$139,137.87
5.5	AW505	\$77.22	\$2,779.82	\$5,559.64	\$145,106.58
Trainee 1st Year		\$19.22	\$691.67	\$1,383.34	\$36,105.31
Trainee 2nd Year		\$22.49	\$809.76	\$1,619.53	\$42,269.68
Trainee 3rd Year		\$25.62	\$922.23	\$1,844.48	\$48,140.75
Trainee 4th Year		\$28.95	\$1,042.20	\$2,084.40	\$54,402.80
Apprentice 1st Year		\$22.01	\$792.53	\$1,585.07	\$41,370.27
Apprentice 2nd Year		\$25.23	\$908.41	\$1,816.83	\$47,419.17
Apprentice 3rd Year		\$28.39	\$1,022.20	\$2,044.41	\$53,359.06
Apprentice 4th Year		\$31.68	\$1,140.30	\$2,280.60	\$59,523.45

Adult Apprentice Rates of Pay		
Year 1	Year 2 apprentice rates applies	
Year 2	Year 3 apprentice rates applies	
Year 3	Year 4 apprentice rates applies	
Year 4	82% of Band 2.3 + PIA	
**Adult apprentices are defined as being 21 years or older, at the time of entering into the apprenticeship		

updated

SPI PowerNet Wage Rates						
	1 Sept 2013 (+4.5%)		1 Sept 2014 (+4.5%)		1 Sept 2015 (+4.5%)	
	Min	Max	Min	Max	Min	Max
Power Worker	\$48,550	\$60,105	\$50,734	\$62,810	\$53,017	\$65,636
<i>with PI annualised</i>	\$53,084	\$64,637	\$55,473	\$67,546	\$57,969	\$70,586
Power Technician (Primary)	\$58,145	\$78,522	\$60,761	\$82,056	\$63,496	\$85,748
<i>with PI annualised</i>	\$62,680	\$83,057	\$65,501	\$86,794	\$68,448	\$90,700
Power Technician (Lines)	\$58,145	\$78,522	\$60,761	\$82,056	\$63,496	\$85,748
<i>with PI annualised</i>	\$62,680	\$83,057	\$65,501	\$86,794	\$68,448	\$90,700
Team Leader (Primary)	\$86,887	\$99,431	\$90,796	\$103,905	\$94,882	\$108,581
<i>with PI annualised</i>	\$91,421	\$103,965	\$95,535	\$108,643	\$99,834	\$113,532
Team Leader (Lines)	\$87,094	\$99,431	\$91,014	\$103,905	\$95,109	\$108,581
<i>with PI annualised</i>	\$91,639	\$103,965	\$95,763	\$108,643	\$100,072	\$113,532
Apprentices						
Year 1		\$37,884		\$39,589		\$41,371
Year 2		\$43,423		\$45,377		\$47,419
Year 3		\$48,862		\$51,061		\$53,359
Year 4		\$54,507		\$56,960		\$59,523

APPENDIX 2

Income Protection Scheme SPI PowerNet & SPI Electricity Income Protection Scheme

BASIS OF COVER

CLASS OF INSURANCE	Income Protection Insurance
BASIS OF COVER	SPI PowerNet Pty Ltd & SPI Electricity Pty Ltd employees.
THE BUSINESS	Principally transmission & distribution of electricity and any other activities incidental thereto.
THE SITUATION AND/OR PREMISES	Anywhere in Australia including contract sites, where the insured has property or carries on business, has goods or other property stored, or being processed or has work done.
COVERING	Income Protection and broken bones insurance for SPI PowerNet Pty Ltd & SPI Electricity Pty Ltd employees as detailed in the table of benefits below (and subject to standard insurance exclusions). The company will provide income payments, including the employees' pay, shift allowances, other allowances and regular overtime (averaged over the last six months) for the duration of any claim, including the difference from any WorkCover or TAC payments up to the income as defined below.
GEOGRAPHICAL LIMIT	Worldwide
WAITING PERIOD	14 days
EXTENSIONS	<ul style="list-style-type: none"> • All non-professional sporting activities • 24 hours per day/365 days per year cover • Weekly indemnity 104 weeks

INCOME PROTECTION TABLE

Weekly Injury Benefits	<p>To a maximum of \$1,500 per week for up to 104 weeks.</p> <p>If returning to work in a reduced capacity, the plan will 'top-up' reduced capacity income to 100% of pre-injury income to a maximum of \$1,500 per week.</p>																																				
Weekly Illness Benefits	<p>To a maximum of \$1,500 per week up to 104 weeks.</p> <p>If returning to work in a reduced capacity, the plan will top-up reduced capacity income to 100% of pre-illness income to a maximum of \$1,500 per week.</p>																																				
Death and Disability	<table border="0"> <tr> <td>1. Accidental Death</td> <td>\$100,000</td> </tr> <tr> <td>2. Permanent Total Disablement</td> <td>\$100,000</td> </tr> <tr> <td>3. Paraplegia or Quadriplegia</td> <td>\$100,000</td> </tr> <tr> <td>4. Loss of sight of both eyes</td> <td>\$100,000</td> </tr> <tr> <td>5. Loss of sight of one (1) eye</td> <td>\$100,000</td> </tr> <tr> <td>6. Loss of use of two (2) limbs</td> <td>\$100,000</td> </tr> <tr> <td>7. Loss of use of one (1) limb</td> <td>\$100,000</td> </tr> <tr> <td>8. Permanent and incurable insanity</td> <td>\$100,000</td> </tr> <tr> <td>9. Loss of hearing in:</td> <td></td> </tr> <tr> <td> (a) both ears</td> <td>\$100,000</td> </tr> <tr> <td> (b) one (1) ear</td> <td>\$20,000</td> </tr> <tr> <td>10. Permanent loss of use of four (4) fingers and thumb of either hand</td> <td>\$75,000</td> </tr> <tr> <td>11. Permanent loss of the lens of one (1) eye</td> <td>\$60,000</td> </tr> <tr> <td>12. Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body</td> <td>\$50,000</td> </tr> <tr> <td>13. Permanent loss of use of four (4) fingers of either hand</td> <td>\$40,000</td> </tr> <tr> <td>14. Permanent loss of use of one (1) thumb of either hand:</td> <td></td> </tr> <tr> <td> (a) both joints</td> <td>\$30,000</td> </tr> <tr> <td> (b) one (1) joint</td> <td>\$15,000</td> </tr> </table>	1. Accidental Death	\$100,000	2. Permanent Total Disablement	\$100,000	3. Paraplegia or Quadriplegia	\$100,000	4. Loss of sight of both eyes	\$100,000	5. Loss of sight of one (1) eye	\$100,000	6. Loss of use of two (2) limbs	\$100,000	7. Loss of use of one (1) limb	\$100,000	8. Permanent and incurable insanity	\$100,000	9. Loss of hearing in:		(a) both ears	\$100,000	(b) one (1) ear	\$20,000	10. Permanent loss of use of four (4) fingers and thumb of either hand	\$75,000	11. Permanent loss of the lens of one (1) eye	\$60,000	12. Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body	\$50,000	13. Permanent loss of use of four (4) fingers of either hand	\$40,000	14. Permanent loss of use of one (1) thumb of either hand:		(a) both joints	\$30,000	(b) one (1) joint	\$15,000
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	<p>16. Permanent loss of use of toes of either foot:</p> <p>(a) all – one (1) foot \$15,000</p> <p>(b) great – both joints \$5,000</p> <p>(c) great – one (1) joint \$3,000</p> <p>(d) other than great – each toe \$1,000</p> <p>17. Fractured leg or patella with established non-union \$10,000</p> <p>18. Shortening of leg by at least 5 cm \$7,500</p> <p>19. Permanent partial disablement not otherwise provided for under events 5 to 18 inclusive. Such percentage of the lump sum amount as in the discretion of the insurer shall be determined as not inconsistent with the benefits provided under events 5 to 18 inclusive, up to a maximum of \$75,000.</p>
Broken Bones Benefit	<p>Lump sum benefits payable are as follows:</p> <p>Neck, skull or spine (full break) \$8,000</p> <p>Skull or spine (hairline fracture) \$2,500</p> <p>Hip \$6,250</p> <p>Pelvis \$6,250</p> <p>Ankle or knee (full break) \$4,000</p> <p>Ankle or knee (hairline fracture) \$1,500</p> <p>Cheekbone \$2,500</p> <p>Shoulder blade \$4,000</p> <p>Arm, elbow or wrist \$2,000</p> <p>Upper leg (full break) \$4,000</p> <p>Upper leg (hairline fracture) \$1,500</p> <p>Lower leg (full break) \$4,000</p> <p>Lower leg (hairline fracture) \$1,500</p> <p>Jaw \$4,000</p> <p>Nose \$1,500</p> <p>Collarbone \$2,500</p> <p>Ribs \$1,500</p>
	<p>Foot or hand \$2,000</p>
	<p>In the event of multiple broken bones, only the lump sum amount for the broken bone that attracts the highest benefit is paid.</p>

Accidental Dental Benefit	\$2,500 per annum as per the exchange of letters between the Company and Union in September 2010.
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APPENDIX 3

Work Safe Hours

PURPOSE

The company has a concern with the extent of long hours worked by our field employees and the potential risks being taken as a consequence of these long hours.

Everyone needs to be very clear on this: The company will never compromise safety. If you have worked a long shift and are getting tired, YOU are responsible for making the judgement. "Should I go home or should I do one more fault?"

PRACTICE

Exact rules can't be written that define exactly how tired you are. It depends on factors like what time you got to bed the night before, how physical the day works were, how fit you are, and so on. YOU are the final judge of whether you are fit to continue work or whether you are compromising safety and should go home. We are lucky enough to have people dedicated to keeping the lights on and restoring power for customers as quickly as possible. To ensure we don't pursue customer service at the risk of compromising safety, with immediate effect:

* NO-ONE is to work more than 12 hours in a 24-hour period without specific authorisation by the Duty Supervisor, "(TDS)"

* If you have worked 12 hours and have further work to attend to you will call the Duty Supervisor rostered on for your area.

The Duty Supervisor will then discuss the nature of the outstanding faults and how you feel. Depending on the assessment, agreement may be reached that you can continue working, someone else may be called to attend the fault or the fault may be left until the next day.

* Furthermore

* No one is to work multiple long sessions of work (i.e. greater than 17 hours) in a given week without the approval of either the appropriate Manger. In practice this will be administered by checking there has been an adequate break between these extended sessions of work.

Together we must avoid any situation where safety is compromised.

Guidelines for evaluating if the personnel should continue working.

Definition of Hours worked

The 12-hour definition covers both normal and overtime hours within a 24-hour period and excludes breaks and rest periods.

Example.

Normal Workday	7:30 AM to 4:20 PM	8.33 hours
Home (rest period)	4:00 PM to 9:00 PM	0 00 hours
Response to faults	9:00 PM to 12:40 AM	3.66 hours.
Total	12 hours	

The crew must call their Duty Supervisor at 12:40 AM to discuss the outstanding faults and how they feel to enable the Duty Supervisor to determine the course of action.

The following parameters will be utilised by Duty Supervisors and/or their Managers to assess if the field personnel should continue working.

A record of this assessment will be maintained by the Manager on the "Assessment of Safe Working Hours" Form.

* Fitness of the Crew Personnel.

* Do the members of the fault crew all feel they are competent to continue to work safely to resolve further faults?

* Does the Duty Supervisor through overall discussions with the crew have a level of confidence the crew can continue to work safely?

* Job Diagnosis.

* Can the fault be delayed to the next day without a significant impact on CMOS, or the customer's health or livelihood? E.g. a single household may be able to be delayed for a few hours but a dairy farmer with a full Milk Vat should have a greater priority and be resolved at the earliest opportunity

Can the fault be temporarily but safely repaired and made safe and the fault properly repaired the following morning or possibly later.

This may be particularly important when Initial inspection of the fault identifies not all materials are available to make a final fix of the fault.

Can the fault be safely delayed to the following day without any further works?

Skills of the Crew

Does the fault crew have the right skills and equipment and materials to undertake the works safely?

Should the fault be allocated to a different crew? (E.g. Allocate to Construction Crew and the initial crew only make safe)

Reassessment Period - 3 hours

In circumstances where it is agreed that the field personnel continue working more than 12 hours, a reassessment will be undertaken if the crew still have outstanding faults after 15 hours work and subsequently every three hours where field crews do continue working.

When employees have worked 18 hours without an adequate break and feel at that time they can competently continue to work, supervisors will direct the employees to take a minimum break of 10 hours unless the inherent risk to public safety is greater than the risk to employees as a consequence of the time worked.

When a break of at least 10 hours is taken, this is considered a reasonable rest and measurement of hours of work can re commence from zero.

Documentation

The Duty Supervisor will have a simple form to complete when evaluating with a crew the decision for the crew to proceed with further faults or go home to rest.

Consultation with Dispatch Centre

If it is decided the crew should not continue, the Faults Dispatch Centre will be consulted regarding the alternative crew to respond to the fault or the decision to leave the fault to the following morning and for the crew to go home to rest and await any subsequent Urgent / Unsafe faults.

In circumstances where a customer's fault may not be resolved until the next morning the Duty Supervisor will discuss the situation with the Faults Dispatch Centre and following consultation advise of the likely reconnection timeframe.

The dispatch centre will be advised of the contact for any further faults that may arise that require urgent attention or immediate response to ensure the site is safe.

Consultation with Affected Customer's

In circumstances where a customer's fault may not be resolved until the next morning, the Duty Supervisor may discuss the situation with the customer to more clearly understand the circumstances and following consultation advise the customer of the likely reconnection timeframe.

Support for Duty Supervisor

If at any stage the Duty Supervisor needs support in this assessment process they may call the their appropriate Manager, to assist in the assessment process.

Audit

An ongoing monitoring of hours worked by our field personnel will be undertaken as an audit check to confirm that the Safe Working Hours policy is being complied with.

Rest Periods

The following rest period provisions apply to all employees for all overtime.

Rest periods relate to hours worked, not hours paid.

The Safe Working Hours Work Practice shall be observed at all times.

APPENDIX 4**Employee Supplied Personal Tool Kit****Employee Supplied Personal Tool Kit for “D” Lineworkers**

Qty	Item	Size	Manufacturer
1ea	Ruler	Folding Plastic 1 meter	
1ea	Cable cutter	235mm - 22mm dia parrot beak cut capacity insulated handles K40)	Klien
1ea	Knife	Lockable blade - coping – type, 5.7cm blade	Toledo
1ea	Pliers	Combination electrician 230mm, insulated to 1000v	
1ea	Nippers	Diagonal cutting electrical insulated 1000v	
1ea	Screw driver	Electricians 150mm x 5mm, insulated to 1000v	
1ea	Screw driver	(electricians 150mm x 8mm, insulated to 1000v)	
1ea	Screw driver	Phillips head 200mm	
1ea	Screw driver	General purpose 200mm x 8mm	
1ea	Hammer	Claw Hammer (680g)	
1ea	Spanner	OE 6-19mm	
1ea	Spanner	Ring 6-19mm	
1ea	Wrench Adjustable	200mm shifter	
1ea	Wrench Adjustable	250mm shifter	
1ea	Wrench Adjustable	300mm shifter	
1ea	Ratchet spanner	13mm & 17mm ends	
1ea	Ratchet spanner	16mm & 3/8”ends	
1ea	Split bolt connector spanner & backing plate (large and small)		
1ea	#Line tap clamp spanner (for service tap clamps)		

Employee Supplied Personal Tool Kit for Power Technician - Lines

Qty	Item	Size	Manufacturer
1ea	Spanner, open ender, BS	5/18" X 3/8" 7/16" X 1/2" 1/2" X 8/16 9/16" X 5/8" 5/8" X 11/18" 3/4 X 7/8"	
1ea	Spanner, open ender, metric	10 X 10mm 10 X 13mm 17 X 19mm 26 X 24mm 30 X 36mm 12 X 13mm	
1ea	Spanner, ring, BS	7/18 X 1/2" 1/2" X 9/16" 9/16" X 5/8" 5/8" X 11/16" 11/16" X 7/8" 3/4" X 7/8"	
1ea	Spanner, ring and open ender, metric	13mm 17mm 18mm 24mm 30mm 36mm	
1ea	Wrench, Socket, 1/2" square drive, BS	3/8" BS 1/2" BS 9/16" BS 8/8" BS 17/16" 9/21"	
1ea	Wrench Socket, 1/2" square drive, metric	17mm 19mm 22mm 24mm 27mm 30mm 36mm	
1ea	Ratchet handle, reversible male		
1ea	Adjustable spanner	250mm	
1ea	Pliers	Combination electrician 230mm, insulated to 1000v	
1ea	Ruler	Folding Plastic 1 meter	
1ea	Screw driver	General purpose 200mm x 8mm	
1ea	Toolbox tray	Sliding Model 92.0060 256 X 208 X 326	Sidchrome
1ea	Knife	Lockable blade - coping – type, 5.7cm blade	Toledo

1ea	Hammer	Engineers, 1.15kg	
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Employee Supplied Personal Tool Kit for Power Technician – Primary Sub-Stations Fitter

Qty	Item	Size	Manufacturer
1ea	Toolbox	Metal Cantilever	
1ea	Hacksaw Frame	Cantilever	Eclipse
1ea	Knife	Electrician	
1ea	Pliers	Combination – insulated	Sidchrome
1ea	Pliers	Diagonal cutting – insulated	Sidchrome
1ea	Pliers	Long Nose – insulated	Sidchrome
1ea	Pliers	Multigrip	Sidchrome
1ea	Centre Punch		
1ea	Cold Chisel	Flat 200mm	
1ea	Hammer	Engineers 675	
1ea	Ruler	Folding plastic 1 metre	
1ea	Scriber		
1ea	Square	Engineers 150mm	
1ea	Screwdriver	75mm	Stanley
1ea	Screwdriver	150mm	Stanley
1ea	Screwdriver	250mm	Stanley
1ea	Spanner	OE 8-9mm	Sidchrome
1ea	Spanner	OE 10-11mm	Sidchrome
1ea	Spanner	OE 12-13mm	Sidchrome
1ea	Spanner	OE 14-15mm	Sidchrome
1ea	Spanner	OE 16-17mm	Sidchrome
1ea	Spanner	OE 18-19mm	Sidchrome
1ea	Spanner	OE 20-22mm	Sidchrome
1ea	Spanner	OE 24-26mm	Sidchrome
1ea	Spanner	OE 21-23mm	Sidchrome
1ea	Spanner	Adjustable 250mm	Sidchrome

APPENDIX 5

Relocation (T)

RELOCATION (T)

Human Resources Manual Policy

1. POLICY OBJECTIVE

The objective of this policy is to provide managers and employees with guidelines on employees' entitlements in the event of them being permanently relocated by the Company from one SPI PowerNet site to another (existing or new) SPI PowerNet work site.

2. POLICY STATEMENT

The provisions of this policy supersede all previous agreements reached in relation to relocation payments and provisions.

3. POLICY GUIDELINES/PARAMETERS

3.1 Definitions

'Relocation' is defined as a situation where employees are required by SPI PowerNet to undertake a permanent relocation from one SPI PowerNet site to another (existing or new) SPI PowerNet work site.

3.2 Relocation Allowance

A once only Relocation Allowance shall be paid in lieu of excess fares and travelling time and in compensation for all other relocation factors. The allowance shall be as follows:

Defining by agreement between SPI PowerNet and the relevant employee, the excess time taken to travel by motor vehicle, via the shortest route between home and the new work site and return. If the shortest route involves a toll road, this will be taken into account when calculating the amount of reimbursement. This shall determine the agreed daily travel time, rounded up to the next full minute. The time will be measured at the normal times for commuting to and from work.

3.3 Calculation of Daily Requirement

Multiply the agreed daily travel in minutes by the rate per minute for salary \$54,178. (The former SECV Band 3.5 as at May 2003).

3.4 Calculation of Relocation Allowance Entitlement

Multiplying the Daily Entitlement by 203, i.e. the agreed number of working days in a year (203 days shall be used for all employees).

In any relocation under the terms of this policy, if a person is required to permanently relocate and this required additional travelling time of more than 60 minutes from home to the new work location and return (i.e. 30 minutes each way) the person will be eligible for compensation in line with this relocation policy. The maximum allowance payable shall be equal to that applying to two hours daily travel time. The allowance shall be paid through the payroll as a lump sum payment where the permanent relocation of the employee is effected.

3.5 Eligibility

An employee's eligibility to receive the Relocation Allowance is based on the following conditions:

- complying with the agreed definition of 'Relocation' for the purposes of this policy.

The provisions of this policy shall not apply to any relocation:

- initiated by an employee's request
- resulting from an appointment to an advertised position.

Where an employee is offered an opportunity to remain at the existing work location or relocate to a new SPI PowerNet-nominated work site, and actually relocates to a new work site of his or her choice, no allowance will be paid.

3.6 Other Allowances

For employees who are in receipt of a radial allowance, or availability allowance, the following shall apply:

Employees relocated to a workplace where a different allowance applies, or where no allowance entitlement exists, shall receive, on relocation, either

- (a) the higher allowance if it applies at the new location
- (b) the difference between the allowances for a two (2) year period, if a lower allowance applies to the new location; or

- (c) the total current allowance, assessed over a two (2) year period, as a lump sum payment if no allowance applies at the new location.
- (d) Provided that where an employee has been in receipt of the allowance for less than two (2) years, the payment shall be calculated on a completed months basis.

3.7 Exclusions

The policy will not provide compensation for relocations within the Central Business District.

3.8 Other Matters

Upon payment of the Relocation Allowance, SPI PowerNet shall provide to each employee who receives a Relocation Allowance, a letter stating the amount that the employee has been paid as compensation for being required to travel to a new work location.

Where an employee suffers a disadvantage due to relocation including not receiving a benefit under this policy, the employee may lodge a Grievance Appeal with SPI PowerNet. The Grievance Appeal will be dealt with in accordance with the SPI PowerNet Grievance and Appeals Policy.

Where an employee is required to move residence, e.g. from a country area to another country area or to the metropolitan area, the existing 'Movement of Employees' policy shall apply.

4. APPLICATION FOR PAYMENT OF RELOCATION ALLOWANCE

PLEASE INDICATE YOUR PERMANENT RESIDENTIAL ADDRESS AND YOUR OLD AND NEW WORK LOCATIONS:

Name: _____

Street and Number: _____

Suburb: _____ Postcode: _____

OLD WORK LOCATION: _____

NEW WORK LOCATION: _____

RELOCATION PAYMENT READY RECKONER

Enter your travel times to obtain an estimate of your relocation payment:

Existing Travel Time to current location (via motor vehicle)	Travel Time to new location (via motor vehicle)	Total extra Travel time per day (minutes)	Estimated Relocation Payment Claim

Please indicate whether you would prefer your payment as a taxable payment into your salary or as salary sacrifice into your superannuation account.

Taxable cash:

Salary sacrifice:

The above is my estimate of my entitlement to a relocation payment and I would like my claim to be paid as indicated above.

Signed: _____ Date: _____

Print name: _____

Manager approval

Signed: _____ Date: _____

Print name: _____

Position: _____

APPENDIX 6

Thermal Environment



THERMAL ENVIRONMENT (T)

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2.0 OBJECTIVE

SPI PowerNet shall minimise the risks to employees associated with thermally stressful conditions and exposure to ultra violet radiation, by limiting exposure and paying close attention to personal protection and work schedules.

3.0 SAFETY PERFORMANCE CHECKLIST

HOT WORK

- Have specific jobs or work locations been identified that can cause heat stress?
- Have these jobs or locations been examined with a view to modification to remove the heat stress potential?
- If modification is required, have these been built into the Area/Unit H&S plan?
- Are there written procedures that, when hot conditions prevail, require consideration of the following
 - Rescheduling of the work,
 - Rotation of the employees,
 - Relocation of the work,
 - Use of heat barriers,
 - Use of fans or other cooling devices?
- Are work rest regimens applied where temperatures exceed the limits given in the instruction?
- Is acclimatisation and employee condition taken into consideration when planning the work?
- Is the appropriate protective equipment used?

COLD WORK

- Have specific jobs or work locations been identified that require protection from cold?
- Are there written procedures that, when cold conditions prevail, require consideration of the following:
 - Rescheduling of work,
 - Rotation of employees,
 - Relocation of work,
 - Use of heating devices.
- Is employee condition taken into consideration when planning work?

Is the appropriate protective equipment used?

Ultraviolet radiation

Are all employees aware of the risks associated with exposure to ultraviolet (UV0 radiation)?

Do all employees have appropriate clothing and equipment to protect them against UV radiation including hats with wide brims, sunglasses and sunscreen?

Is sunscreen available on site so that it can be re-applied at least every two hours?

Have the effects of UV radiation been considered when planning work?

4.0 THERMAL ENVIRONMENT

4.1. INTRODUCTION

4.1.1 Scope

This Instruction applies to work situations in SPI PowerNet where employees may be exposed to thermally stressful conditions, both hot and cold and exposure to ultraviolet radiation. Furthermore, it establishes the conditions under which work in thermally stressful conditions shall proceed, the manner of its conduct, the precautions to be taken, the equipment, protective appliances and apparel which may be necessary and the monitoring arrangements necessary for the control of any potential health risks. The purpose of this Instruction is to identify and control thermal conditions, which may affect employees' health and safety.

This Instruction collates guidelines, which have been used in the past, in particular:

- The SECV/VTHC Inclement Weather Policy - Instruction to Line Managers and Supervisors; and
- Thermal Stress Guidelines - Heat and Indoor Work.

This Instruction does not alter the intent of those past guidelines, since they had been agreed to with the VTHC.

The parts of this Instruction that apply to outdoor work in hot and cold conditions amplifies those parts of the SECV/VTHC Inclement Weather Policy concerning cold and heat (see Section 4.1.2.1).

4.1.2 Policy

To maintain a healthy, safe and efficient workplace, employees should work in conditions that minimise thermal stress. With indoor workplaces, in many cases, it is both technically and practicably feasible to maintain a thermally comfortable workplace. With outdoor workplaces, minimal control over the thermal environment is possible, necessitating close attention to personal protection and work schedules.

4.1.2.1 SEC/VTHC Inclement Weather Agreement

The full text of this agreement, reached with the VTHC follows:

1. This agreement is intended to cover the work of outdoor workers.
2. 'Inclement weather' shall mean the existence of abnormal climatic conditions (that is rain, hail, cold, wind, dust storm, high temperature or the like or any combination thereof) by virtue of which it is neither reasonable, nor safe for outdoor workers to be exposed to or continue working whilst such conditions prevail.
3. Decisions about whether it is safe to work shall be taken at the local level through consultation and agreement between the supervisor (or employee in charge) and health and safety representative (or employee/union representative). In making such decisions consideration shall be given to the factors

referred to in (2) and the resultant presence of chemical vapours or fumes, and the need to use protective clothing and equipment under these conditions.

4. On any day where work is hindered by inclement conditions the supervisor shall confer with the health and safety representative (or employee representative) when requested and it is reasonable to do so and if consultation between the supervisor and the health and safety representative (or employee/union representative) does not occur, outdoor workers shall be entitled to cease work for the rest of the day and be paid.

5. Where prevailing conditions require, normal work shall be modified as agreed between the supervisor and health and safety representative (or employee/union representative).

6. When work has ceased due to inclement conditions, outdoor workers shall have access to shelter from the prevailing inclemency.

7. Outdoor workers may be transferred from one location where it is unreasonable to work due to inclement conditions to work at another location, which is not so affected, subject to the following:

- (i) No outdoor workers shall be transferred unless there is useful work available for them to perform.
- (ii) Transfers take place in accordance with a mutually agreed procedure and having regard to:
 - (a) The distance to be travelled;
 - (b) The climatic conditions under which travel takes place; and
 - (c) The normal work time remaining.

8. When work has ceased because of inclement weather, outdoor workers shall not be required to resume work unless it is safe to do so.

9. Pursuant to this inclement weather agreement, the SPI PowerNet shall, in consultation with the VTHC, issue specific instructions to regional offices regarding outdoor workers working in heat, that is, in the absence of other inclement factors referred to in (2) and (3). These instructions shall take normal local weather patterns and practices into account.

10. In agreed emergency situations such as loss of supply, public health and safety, safety of SPI PowerNet employees and equipment, etc., work shall continue even though inclement weather prevails. An emergency work roster shall be worked out locally whereby available labour is rostered on an equal basis. In the case of bushfires, standard SPI PowerNet practice will prevail.

11. No clauses in this policy will in any way affect award rights, or prevailing practices, including those in the building industry.

Aspects of interpretation of this Agreement are given in Appendix 7A.

4.1.3 Health Effects

Body temperature is regulated very closely in order to provide the optimum environment for body processes necessary to life. Over a normal day, if no heavy exercise is done, the body's core temperature varies by no more than 0.69 degrees Celsius for most healthy people. On the other hand, the body's skin temperature can vary over a wide range without adverse effect on performance or health. This body temperature balance is maintained in hot conditions by increasing blood flow to the skin and by sweating, and in cold conditions by reduced blood flow to the skin (conserving interior heat) and by shivering.

4.1.3.1 Cold Related Illnesses

Cold related injuries and illness could occur when the rate of body heat loss exceeds the rate of body heat production. Cold injury can affect the whole body (hypothermia) or can be localised. Some illnesses associated with cold stress are:

- Mild to moderate overexposure, which is when the body's core temperature falls between 30 to 35 degrees Celsius. Symptoms include shivering; slurred speech; fatigue; intense shivering; muscular rigidity; problems with vision; clumsiness and lack of co-ordination; confusion.
- Hypothermia, which occurs when the body's core temperature falls below 29 degrees Celsius. The symptoms include drowsiness: irrational behaviour; disorientation; the casualty is cold to touch;

decreasing level of consciousness; shallow breathing; slow pulse. In extreme cases, hypothermia can result in death. Most cases of hypothermia occur between 1 degree Celsius and 10 degrees Celsius, although it can occur at air temperatures as high as 18 degrees Celsius or water temperatures as high as 22 degrees Celsius. Body heat is lost faster if the body is wet.

- Frostnip, where skin is exposed to a cold wind. Frostnip causes the skin to turn white. Frostnip can develop into frostbite.
- Frostbite, where the skin temperature falls below zero degrees Celsius. Symptoms include changing skin colour, pain, blisters and numbness. Frostbite may lead to gangrene and loss of affected skin and tissue. Superficial or deep local tissue freezing will only occur at temperatures below minus -1 degrees Celsius, regardless of wind speed.
- Chilblains are inflammatory swellings, sore spots or sores associated with frequent exposure to cold.
- Increased incidence of arthritis, rheumatism, and bronchitis.
- Decrease in dexterity and sensitivity.
- Trench foot and immersion foot, caused by the long exposure to moisture.
- Reproductive disorders (The brain of an early developing foetus is vulnerable to severe disturbances as a result of its mother suffering hypothermia.)

Even before physical injury from cold is a risk, the manipulative skills of unprotected hands are adversely affected. At 16 degrees Celsius, this takes several hours; at 2 degrees Celsius, it takes only a few minutes. Thus, the risk from accident and injury increases with falling temperatures.

When people are working in environments where there are exposed to snow, they are not only at risk from cold related diseases, but also from exposure to UV radiation. Higher altitudes receive more UV radiation than lower altitudes and the snow also reflects the UV radiation. See sections 4.1.3.3 and 4.4.3.

As with heat stress, the physical condition of the employee is a very important consideration. In particular, people with anginal symptoms, circulatory diseases or problems (e.g. Raynaud's Phenomenon) may show adverse effects in conditions that would normally not be of concern. Furthermore, pre-existing arthritic conditions may be aggravated.

4.1.3.2 Heat related illnesses

Heat caused injuries and illnesses come about through an excessive rise in core (deep body) temperatures or by the overloading and exhaustion of the body's protective or balancing mechanisms. In very hot conditions sweat evaporation is the only means by which the body can maintain its temperature within the narrow range necessary for healthy functioning. Large amounts of fluid that can be lost by this mechanism must be replaced to prevent dehydration. People, who are overweight, physically unfit, suffer from heart disease, abuse alcohol or take certain medications are at greater risk of suffering the adverse effects of heat illnesses. The following are some illnesses associated with heat:

- Dehydration this is caused by insufficient water intake. Symptoms include headache, drowsiness, fatigue; loss of appetite; nausea; and decreased output of urine that may be dark yellow.
- Heat cramps are caused by loss of body salts. They are characterised by dizziness; faintness; tiredness; nausea, vomiting; cool moist skin; and painful muscle cramps in abdomen, legs and arms (both at rest and when moving about).
- Heat exhaustion is caused by insufficient water intake to balance losses through sweating, it occurs when the body's temperature reaches 37 to 39 degrees Celsius. Symptoms include dizziness, faintness; lack of co-ordination; fatigue; thirst; loss of appetite, nausea; pale, cool skin; profuse sweating; and rapid breathing and pulse. Without treatment, collapse is inevitable.
- Heat stroke can occur when the body's core temperature reaches 40 - 43 degrees Celsius. If not promptly treated, it can lead to death. Symptoms include headache; dizziness, faintness; blurred or double vision; irritability, aggression; flushed dry skin; rapid strong pulse; decrease level on consciousness (may lead to seizures).

Even before physical injury from heat is a possibility, the performance of the unprotected worker will decline. This is associated with increased risk of accidents.

The physical condition of the employee is a very important consideration. Individuals who are not acclimatized and people who have heart conditions, high blood pressure or several other medical conditions may show adverse reactions in conditions that would not normally be of concern. People who are not acclimatized do not efficiently sweat as those who are acclimatized. One or two weeks away from hot work can lead to a loss in acclimatization. It can take about one week to become acclimatized.

4.1.3.3 Ultraviolet radiation

Approximately 2 out of 3 Australians, who live to 75 years of age, can expect to develop some kind of skin cancer during their life time. This is the highest rate of skin cancer occurrences in the world. Exposure to the solar ultraviolet (UV) radiation, via the sun, can cause damage to the skin. (All skin types can be affected by too much exposure to sunlight.) Such exposures can also lead to eye damage including cataracts.

Exposure to sunlight should be minimised. The factors affecting the levels of exposure are:

- Time of day; (UV levels are highest when the sun is directly over head, i.e. between 10 am – 2 pm or 11 am to 3 pm during daylight savings time. These times are not necessarily the hottest part of the day.)
- Cloud cover;
- Season of the year;
- Distance to the equator;
- Altitude; (Higher altitudes receive more UV radiation. For example, Mt. Hotham can receive up to 20% higher UV levels than at sea level.)
- Extent of reflection; (Many surfaces can reflect UV radiation. The snow can reflect up to 90% of UV radiation.)
- Extent of shade;
- Amount of personal protection;

4.2. MEASURING THE THERMAL ENVIRONMENT

The measurement of the thermal environment will be determined via the temperatures given by a local radio station or by reading a thermometer at the worksite.

4.3. WORK PROCEDURES

Proper planning can reduce the risk of thermal stress.

Team Leaders, in consultation with health and safety representatives, should assess and give due consideration to local and special circumstances in assessing conditions likely to induce thermal stress.

4.3.1 Planning and Organising Work in Hot Conditions

During periods such as heatwaves in summer, work practices should be reviewed to ensure that the workload is compatible with physical capabilities of the employees and environmental limits set in this Instruction.

In anticipation of hot days, local Team Leaders/managers, in consultation with health and safety representatives, should consider the following:

- Re-scheduling of heavier work to other days or to cooler periods of the day.
- The provision of extended or more frequent work breaks.
- Rotation of employees engaged in heavier tasks.
- Change in the rate of work (e.g. taking longer to do the work).
- Provision of lighter alternate work.
- Individual's physical capabilities when planning work.
- Change in location of work.
- Maximisation of natural ventilation (e.g. doors, windows, vents).

- Use of heat barriers and insulation where appropriate (e.g. the provision of shielding of radiant heat entering windows).
- Isolation of hot processes where practicable.
- Use of air circulating fans or similar spot cooling equipment.
- Modifying clothing within limits imposed by safety considerations.

4.3.2 Mechanical Ventilation in Hot Conditions

Where mechanical ventilation is to be provided, all statutory requirements relating to the number of air changes shall be met. In areas such as workshops, stores, depots and similar large buildings where ceiling height exceed 2.7 m; total cooling will not normally be technically non practicably viable. In these instances, because of architectural and engineering considerations, further advice should be sought. Alternatively, spot cooling may be used to offset the effects of indoor heat.

4.3.3 Planning and Organising Work in Cold Conditions

During periods of severe cold or where there is a risk of extreme adverse conditions (blizzards, heavy snow and so on), work practices should be reviewed to ensure that the workload is compatible with the physical capabilities of the employees and environmental limits set in this Instruction.

4.3.3.1 Outdoor Work

In anticipation of such periods, local Team Leaders/managers, in consultation with health and safety representatives, should consider the following:

- Re-scheduling of work that may take people away from readily accessible shelter to other days.
- The scheduling of work so that light to moderate work is carried out continuously, rather than heavy work punctuated by frequent breaks. Inactivity in cold conditions increases the risk of cold stress. In addition, skin wet from sweat will cool much more rapidly than dry skin.
- Individual physical capability, condition and state of health when planning work.
- Re-scheduling of work to the warmer parts of the day.
- Use of windbreaks and barriers to avoid wind exposure.

4.3.3.2 Indoor Work

For work that involves entering cold rooms, freezers, blast chiller rooms and so on, local supervisors/managers, in consultation with health and safety representatives, should consider the following:

- Ensuring that no one can be locked in accidentally.
- The arrangement of work so that work periods in cold conditions are minimised.
- Rotation of employees who have to enter cold locations during the work period.

4.4. PROTECTION MEASURES

4.4.1 In Hot Environments

Additional to the requirements of Section 4.3.1, and irrespective of the need for rest breaks, employees should protect themselves to the greatest extent possible from heat related illnesses by:

- Altering the work schedule so that heavier work is done during cooler periods.
- Reducing the radian heat load by providing shade in outdoor work and shielding from sources of radiant heat in indoor work (e.g. furnaces).
- Increasing convective heat loss by improving air circulation.
- Promoting evaporation of sweat by reducing humidity increasing air movement and wearing suitable clothing.
- Preventing dehydration by active attention to adequate fluid replacement.
- Ensuring workers are fit acclimatized and not taking medication that will impair their ability to cope with heat stress.
- Allowing rest period if possible in air-conditioned spaces. This helps in three ways - - lowering metabolic heat production, decreasing environmental body heat and proving an opportunity to increase fluid intake.

- Allowing self-regulation of work if fatigue discomfort or other symptoms occur.
 - Wearing loose fitting cotton or cotton blend protective clothing as appropriate for the safe working requirements of the job to promote good air circulation around the body;
 - Wearing a minimum of loose fitting clothing under protective clothing; and
 - Reducing the consumption of cigarettes and alcoholic beverages.
 - No bare hand live line work is to be performed when the temperature reaches or exceeds 34°C.
- During the hot season, or when employees are exposed to additional heat (e.g. around boilers), cool drinking water will be made available to employees in such a way that they are encouraged to frequently drink small amounts, i.e. one cup every 15-20 minutes (about 150 ml). Aerated beverages are to be avoided.

4.4.2 In Cold Environments

Problems from exposure to cold are minimised by limiting the time of exposure and providing protective clothing.

In addition to the requirements of Section 4.3.3, the following precautions and procedures should be taken in cold, windy areas:

- Several layers of clothing should be worn. In this way, some air is trapped between each layer and the air is a good insulator. The 'V-I-P method' layering clothes uses this principle. V – ventilating layer, this consists of cotton, waffle weave, or fishnet type of underwear, not only providing for the trapping of body heat, but also providing the opportunity for moisture to escape. I – insulation layer, this consists of wool or some of the newer materials such as fibrefill that retain their insulating value even when they are wet. P – protective layer, the aim of this layer is to protect the other layers from the elements and to act as a windbreak, therefore a suitable material needs to be sought.
- The clothing worn should allow some venting of moisture from perspiration.
- Since metal will conduct heat away from the body quite rapidly, care should be taken when handling metal objects such as tools. If possible, and appropriate, tools that have wooden handles should be used.
- Some modifications to equipment may have to occur to allow their use with gloves.
- Approved protective clothing that does not restrict circulation should be worn. The Safety and Training Unit can advise on appropriate clothing for particular circumstances.
- Adequate insulating clothing must be provided to workers if work is performed in air temperatures below 4 degrees Celsius.
- If the air temperature falls below -
 - 10 degrees Celsius for sedentary work;
 - 4 degrees Celsius for light work; or
 - -7 degrees Celsius for moderate work,
 then gloves shall be used. If this is not possible, then provision shall be made for warming workers' hands every 10 minutes.
- At air temperatures of 2 degrees Celsius or less, workers who become immersed in water or whose clothing becomes wet must be immediately provided with a change of clothing and be treated for hypothermia.
- Eye protection for workers employed out of doors in a snow and/or ice covered terrain shall be supplied.
- Where possible warm rooms should be provided.
- Where possible warm drinks should be provided.

4.4.3 Against ultraviolet radiation

The whole body must be protected against the effects of ultra violet radiation.

Clothing – full body clothing that has a closed weave and is loose fitting should be worn. It should not allow visible light to penetrate through it, as it will allow UV rays to reach the skin. Clothing is faded or is wet it will provide less protection against UV rays.

Neck and ear protection – baseball caps and safety helmets do not provide protection to the neck and ears, and do not fully shield the face. Therefore wide brim hats (10cm to 12cm) should be worn. Inner liners for safety hats, that add a brim to the safety hat should be worn.

Eyes – sunglasses that meet Australian Standards 1337 and 1338 and also have lenses that are to be used for 'outdoor tinted or photo chromic' should be worn. Other sunglasses may not meet any Australian Standard or only meet Australian Standard 1067 do not provide adequate protection to the eye from other hazards such as flying objects.

Sunscreen – sunscreen should be used to supplement the above measures and should not be used as a sole means of protection against UV radiation. Sunscreen should be rated as broad spectrum and 30+. Sunscreen should be applied 15 – 20 minutes before going outdoors. Sunscreen should be re-applied every 2 hours, more frequently if sweating or swimming. The lips should be protected against sunburn via the use of an appropriate 'lip gloss' or zinc. Zinc can also be used to provide additional protection to the nose.

4.4.4 Personal Protection in Special Circumstances

Where modifications to a person's micro-environment, e.g. appropriate use of a cooling suit or other methods noted in Section 4.3, are sufficient to remove the dangers of thermal stress, the rest breaks provided in Section 4.5 shall not apply. However, under these circumstances, advice from medical or health and safety professionals should be obtained.

4.5. HYGIENE STANDARDS

4.5.1 Rest Breaks - Hot Conditions

The purpose of rest breaks is to lower work energy output to offset heat stress and should be considered as defining the ratio of work to rest (e.g. 30 minutes' rest in each hour means 50% work and 50% rest in any given period). The procedure of allowing rest break time to be accumulated over a day/shift and used to shorten the overall work period, rather than allowing periodic breaks, shall be prohibited.

Employees shall remain in their general work location when taking rest breaks unless authorised by supervision to do otherwise (refer to 4.1.2.1, Clause 4 and Appendix A). Where it is unreasonable to work due to hot conditions, and it is not possible to control this heat, transfers to another location may take place in accordance with a mutually agreed procedure and having regard to:

- (a) The distance to be travelled;
- (b) The availability of useful work activity upon transfer;
- (c) Normal work time remaining; and
- (d) (For outdoor work) the climatic conditions under which travel take place.

4.5.2 Work-Rest Regime for Indoor Work in Hot Conditions

If the temperature reaches 38 degrees Celsius indoors and 60-minute rest breaks are taken, this effectively means that work should stop until the temperature falls below 38 degrees Celsius. Once the temperature falls below 38 degrees Celsius, work should recommence in accordance with rest breaks given in the following table.

Duration of Paid Rest Breaks in Each Hour When the Indoor Temperature Reaches or Exceeds (All Geographic Locations)	Indoor Temperature No Direct Heat Source or High Humidity
15 minutes	32 degrees Celsius

30 minutes	34 degrees Celsius
45 minutes	36 degrees Celsius
60 minutes	38 degrees Celsius

4.5.3 Work-Rest Regime for Outdoor Work in Hot Conditions

If the temperature reaches the 60-minutes/hour-rest regime, this means that work should stop until the temperature falls below the 60-minutes/hour rest regime, where upon work should recommence in accordance with the rest breaks given in the table below.

Rest breaks should be taken in shaded, cooled or air-conditioned rest areas where available.

Duration of Paid Rest Breaks in Each Hour When the Temperature (As Determined in 2.3) Reaches and/or Exceeds	Metropolitan, South Western Gippsland	Mallee, Wimmera, North Eastern and Northern and Midland
15 minutes	30 degrees Celsius	32 degrees Celsius
30 minutes	32 degrees Celsius	34 degrees Celsius
45 minutes	34 degrees Celsius	36 degrees Celsius
60 minutes	36 degrees Celsius	38 degrees Celsius

4.5.4 Wind-chill Indices (Equivalent Chill Temperature)

Air movement is very important in cold environments since the combined effect of wind and temperature can produce a condition called 'wind-chill'. Effectively, the higher the wind speed and the lower the temperature in the work area, the greater the required insulation value of protective clothing worn. An equivalent chill temperature chart relating actual air temperature and wind velocity can be used when estimating the combined cooling effect of wind and low temperatures on exposed skin, or when determining clothing insulation requirements to maintain the deep core body temperature at a desired level.

TABLE OF WINDCHILL INDICES

Estimated

Air Velocity		Measured Dry Bulb Temperature Readings, degrees C									
		10	4	-1	-7	-12	-18	-23	-29	-34	-40
Km/hr	Knots	Equivalent Temperature, degrees C									
Calm	Calm	10	4	-1	-7	-12	-19	-23	-29	-34	-40*
8	4	9	3	-3	-9	-14	-21	-26	-32*	-38*	-44*
16	9	4	-2	-9	-16	-23	-31	-36*	-43*	-50*	-57*
24	13	2	-6	-13	-21	-28	-36*	-43*	-50*	-58*	-65#
32	17	0	-8	-16	-23	-32*	-39*	-47*	-55*	-63#	-71#
40	22	-1	-9	-18	-26	-34*	-42*	-51*	-59#	-67#	-76#
48	26	-2	-11	-19	-28	-36*	-44*	-53*	-62#	-70#	-79#
56	30	-3	-12	-20	-29	-37*	-46*	-55*	-63#	-72#	-81#
64	34	-3	-12	-21	-29	-38*	-47*	-56*	-65#	-73#	-82#

DANGER: IF NOT PROPERLY CLOTHED REDUCED MANUAL DEXTERITY
 LITTLE DANGER: For exposure of less than one hour if skin is dry. Maximum danger of false sense of security.

*DANGER OF FREEZING EXPOSED FLESH INCREASING DANGER Danger from freezing of exposed flesh within one minute

#VERY DANGEROUS

Combination of estimated air velocity and the measured dry bulb temperature readings given in the first row (above) of the Table.

4.5.5 Work Guidelines Under Cold Conditions

The following guidelines are based upon Equivalent Chill Temperatures (ECT) which can be derived from the previous table.

ECT DEGREES C GUIDELINES

- 7 degrees C If work is performed continuously (all day):

- Heated warming shelters shall be available nearby;
- Dry clothing must be available; and
- Warm drinks should be provided.

-12 degrees C Each worker shall be under constant protective observation (buddy system).

- Work rate should not be so high as to cause heavy sweating. If heavy work is required, heated shelter must be provided.
- Employees must be accustomed to the work and have undergone training (see Section 4.6).
- Periods of inactivity must be minimised.

-23 degrees C A regime of 10 minutes' warm up in a warm location and 30 minutes' work shall be implemented.

-40 degrees C Only emergency work should occur.

'White out' conditions can occur in the snow where orientation and direction can be lost. Work should not be planned in these conditions, although it is recognised that sudden changes in weather can catch work parties away from base.

4.6. ACCLIMATISATION

All employees returning from prolonged leave (e.g. greater than two weeks) moving into an area where there may be a potential danger to health due to low or high temperatures should be given time to acclimatise; this would normally be one week.

4.6.1 In Hot Conditions

Acclimatisation is very important in hot environments. Variations to the temperatures listed in Sections 4.5.2 and 4.5.3 are applicable if the employee is obese or elderly, or if the employee has other medical conditions that are likely to cause adverse effects when working in hot conditions.

Team Leaders should seek advice from Health and Safety professionals if any of the following circumstances arise and are cause for concern:

- New un-acclimatised employees moving into an area of potential danger to health due to high temperatures.
- Employees returning to work in a hot environment after an absence exceeding two weeks.
- Employees indicating a history of health problems when exposed to heat.

4.6.2 In Cold Conditions

Physical acclimatisation to cold is minimal. At best, tolerance to cold increases. Much more important is to ensure that ALL workers are instructed in appropriate safety and health procedures in cold environments. This should occur on an annual basis at the beginning of winter.

Such a training program should include as minimum instruction, details on:

- Proper re-warming procedures;
- Appropriate first aid treatment;
- Proper clothing practices;
- Proper eating and drinking habits;
- Recognition of impending frost-bite;
- Recognition signs and symptoms of impending hypothermia or excessive cooling of the body when shivering does not occur; and
- Safe work practices.

The following medical precautions should be taken:

- Employees shall be excluded from work in cold at minus 1 degrees Celsius or below if they are suffering from diseases or taking medication which interferes with normal body temperature regulation or reduces tolerance to work in cold environments.
- Employees exposed routinely to temperatures below minus 18 degrees Celsius should be medically certified as fit for such exposures. Advice on such requirements should be sought from Medical Officers.

4.7. EMERGENCY CONDITIONS

In agreed emergency conditions such as loss of supply, public health and safety, safety of SPI PowerNet employees and equipment, etc., work shall continue in order to secure the immediate emergency. A work roster shall be determined locally whereby available labour is rostered on an equal basis. In the case of bushfires, standard SPI PowerNet practice will prevail (refer Section 4.1.2.1, Clause 10).

There shall be no such exemption from the provisions of this Instruction without agreement between local management and employees.

4.8. INDIVIDUAL EMPLOYEE'S RIGHTS

This Instruction does not preclude any individual employees from ceasing work if the thermal environment genuinely distresses them. Team Leaders/Management, and health and safety staff as appropriate, shall be informed of cessation of work.

4.9. UNIT/AREA RESPONSIBILITY

The Unit/Area carrying out work, which may expose employees to an adverse thermal environment, is responsible for ensuring that the provisions of this Instruction are carried out.

APPENDIX 7 A: INCLEMENT WEATHER POLICY INTERPRETATION (T)

This is an agreed interpretation of the Inclement Weather Policy between the SEC and ETU, and is contained in a memorandum from Manager, Employee Relations, dated 14 July 1986.

The ETU has acknowledged that employees should not leave the workplace without being authorised by management.

The SPI PowerNet and ETU see the need for a consistent approach to be adopted when the temperature has reached the level at which 60-minute rest breaks are to be taken.

Under the terms of the Inclement Weather Policy, employees may be transferred from a location which is affected by heat, to another location which is not affected, provided that there is useful activity available for the employees to perform at the new location. The transfers should also have regard to the distance to be travelled, the climatic conditions of the travel and the normal work time remaining.

The ETU considers that if a stressful and unhealthy work environment exists, with no alternative work situations or locations available, management should authorise the employees to leave the workplace.

It is agreed that if it is consistent with the Inclement Weather Policy

(Section 4.2.1, Clause 7), then authorisation to leave the workplace should be given.

Supervisors and line management on individual work sites should exercise some discretion, taking into consideration the time that the prescribed temperature level is reached and the normal work time remaining.

There is agreement that in emergency situations, such as loss of supply, public health and safety, and safety of employees and equipment work shall continue, even though inclement weather prevails (Section 4.1.2.1, Clause 10).

APPENDIX 7B - INCLEMENT WEATHER POLICY (D)

This Policy provides guidelines to identify, assess and control work conditions that may affect the health and safety of SPIA employees exposed to inclement weather conditions.

SPIA shall, where planning work outside its geographic area, include as part of the Risk Assessment, the working environment, taking into account hazards associated with working in the outdoors such as critical attention to realistic work/schedules/targets, and personal protective measures and by examining:

- * Engineering controls, that is, physical barriers
- * Administrative controls, that is, procedures and time of activities and training, Work Rest /Regime
- * Personal Protective Equipment - appropriate clothing and equipment.

In agreed emergency situations such as loss of supply, public health and safety, the safety of SPIA employees and equipment, etc., work shall continue though inclement weather prevails. An emergency work roster shall be arranged locally whereby available labour is rostered on an equal basis and additional labour will be sought as necessary.

This policy does not preclude any individual employee from ceasing work when distressed by the thermal environment. Line supervision, health and safety staff as appropriate, shall be informed of cessation of work.

Planning & Monitoring Work to Limit Thermal Environment Stress

Detailed planning of work procedures shall include appropriate controls to minimise employees' potential to develop thermal stress, including consultation with employees, unions or other relevant parties. Such planning shall consider local and extra-ordinary circumstances with the potential to induce thermal stress, when assessing work environments.

Work Group Leaders shall during periods of high heat/humidity, monitor the work practices and condition of each employee in their group to reduce thermal stress risk. Employees shall be given time to acclimatise to conditions. (All people are different and the time frame for acclimatisation will vary from individual to individual, particularly new or un-acclimatised employees moving into an area of potential health hazard due to high temperature/humidity working environment).

Supervisors, Project Managers and Leaders should consider the following when planning or undertaking works where thermal stress may apply:

- * Rotating duties and rest breaks as appropriate
- * Ensure workloads remain compatible with the physical capabilities * Re-scheduling work to cool times of the day or re-scheduling work to another day
- * Frequent rotation of employees carrying out Live Line tasks or heavy physical tasks
- * Provision of shade, preferably with a means of air circulation
- * Individual employees physical capabilities
- * Provision of frequent rest breaks
- * Provision and storage of cool fluids
- * Ensure adequate cool drinking water is made available to all employees working in hot/humid conditions, and that employees are encouraged to maintain hydration through frequent drinks (continual fluid top ups are recommended throughout the day before thirst occurs).
- * Ensure sunscreens with a minimum protection Factor (SPF) of 30+, is available to employees
- * Discourage the use of fluids with high sugar contents and the use of salt tablets because of osmotic fluid transfer with the circulation to the stomach.
- * Employees should be briefed on the symptoms of heat stress (headache, vagueness, fatigue and nausea.)
- * Where employees complain of or are identified as being a victim of heat stress then medical assistance should be sought following first aid guidelines or from a trained professional where required.

Employee Responsibilities Whilst Working In A Thermal Environment

Employees are responsible to optimise personal safety measures to prevent heat stress by:

- * Wearing loose fitting cotton or cotton blend protective clothing (approved SPIA Workwear) safe to the job requirement, to promote air circulation around the body
- * Wearing minimal, loose fitting clothing under protective clothing
- * Wearing clothing to cover as much skin as possible to limit sun exposure
- * Wearing chilled thermal scarves, bandannas, fabric helmets designed to cool the wearer
- * Wearing a broad brimmed hat where possible
- * At least two (2) hourly applications of sunscreens with a minimum protection Factor (SPF) of 30+
- * During hot / humid conditions drink plenty of fluid (water) prior to the commencement of work and maintain hydration through frequent drinks.

Business Unit Responsibility

The Business Unit carrying out work, which may expose employees to adverse thermal environment, is responsible for ensuring that the provisions of this instruction are carried out.

Inclement Weather Agreement

This Agreement, which remains current and is applicable to SPIA, is as follows:

- 1) This agreement is intended to cover the work of outdoor workers.
- 2) 'Inclement weather' shall mean the existence of abnormal climatic conditions (that is rain, hail, cold, wind, dust storm, high temperature or the like or any combination thereof) by virtue of which it is neither reasonable, nor safe for outdoor workers to be exposed to or continue working whilst such conditions prevail.
- 3) Decisions about whether it is safe to work shall be taken at the local level through consultation and agreement between the Crew leader and Health and Safety Representative. In making such decisions consideration shall be given to the factors referred to in (2) and the resultant presence of chemical vapours or fumes, and the need to use protective clothing and equipment under these conditions.
- 4) On any day where work is hindered by inclement conditions the Crew leader shall confer with the Health and Safety Representative when requested and it is reasonable to do so and if consultation between the Crew leader and the Health and Safety Representative does not occur, outdoor workers shall be entitled to cease work for the rest of the day and be paid.
- 5) Where prevailing conditions require, normal work shall be modified as agreed between the Crew leader and Health and Safety Representative
- 6) When work has ceased due to inclement conditions, outdoor workers shall have access to shelter from the prevailing inclemency.
- 7) Outdoor workers may be transferred from one location where it is unreasonable to work due to inclement conditions to work at another location which is not so affected, subject to the following:
 - * No outdoor workers shall be transferred unless there is useful work available for them to perform.
 - * Transfers take place in accordance with a mutually agreed procedure and having regard to:
 - * the distance to be travelled;
 - * the climatic conditions under which travel takes place; and
 - * the normal work time remaining.
- 8) When work has ceased because of inclement weather, outdoor workers shall not be required to resume work unless it is safe to do so.
- 9) Pursuant to this inclement weather agreement, SPIA shall, issue specific instructions to regional offices regarding outdoor workers working in heat, that is, in the absence of other inclement factors referred to in (2) and (3). These instructions shall take normal local weather patterns and practices into account.
- 10) In agreed emergency situations such as loss of supply, public health and safety, safety of employees and equipment, etc., work shall continue even though inclement weather prevails. An emergency work roster shall be worked out locally whereby available labour is rostered on an equal basis. In the case of bushfires, standard practice will prevail.
- 11) No clauses in this policy will in any way affect award rights, or prevailing practices, including those in the building industry.

This Inclement Weather Agreement is also subject to the following agreed Interpretation:

- * The Union has acknowledged that employees should not leave the workplace without being authorised by management.
- * Both Parties see the need for a consistent approach to be adopted when the temperature has reached the level at which 60-minute rest breaks are to be taken.
- * Under the terms of the Inclement Weather Policy, employees may be transferred from a location,

which is affected by heat, to another location, which is not affected, provided that there is useful activity available for the employees to perform at the new location. The transfers should also have regard to the distance to be travelled, the climatic conditions of the travel and the normal work time remaining.

The ETU considers that if a stressful and unhealthy work environment exists, with no alternative work situations or locations available, management should authorise the employees to leave the workplace.

It is agreed that if it is consistent with the Inclement Weather Policy (Clause 7 above), then authorisation to leave the workplace should be given.

Crew leaders and line management on individual work sites should exercise discretion, taking into consideration the time that the prescribed temperature level is reached and the normal work time remaining.

There is agreement that in emergency situations, such as loss of supply, public health and safety, and safety of employees and equipment, work shall continue, even though, inclement weather prevails.

Health Effects

Heat caused injuries and illnesses come about through an excessive rise in core (deep body) temperatures or by the overloading and exhaustion of the body's protective or balancing mechanisms. The following are some illnesses associated with heat stress:

- * Heat exhaustion is caused by insufficient water intake to balance losses through sweating. Symptoms include clammy moist skin, weakness and extreme fatigue, nausea, headache and weak pulse. Without treatment, collapse is inevitable.
- * Heat cramps are caused by loss of body salts. They are characterised by painful muscle spasms.
- * Heat stroke can occur when the body's core temperature reaches 41 degrees Celsius. If not promptly treated, it can lead to death. Symptoms include hot, dry skin, rapidly rising body temperature, collapse, convulsions and loss of consciousness.

Even before physical injury from heat is a possibility, the performance of the unprotected worker will decline. This is associated with increased risk of accidents.

The physical condition of the employee is a very important consideration. Unacclimatised individuals and people who have heart conditions, high blood pressure or several other medical conditions may show adverse reactions in conditions that would not normally be of concern.

First Aid

Where possible, first aid should be given by a trained person. However, in many cases, this may not be immediately possible. The following are guidelines to emergency treatment:

- * Heat Exhaustion - Treatment is rest in a cool place and drinking of slightly salted water.
- * Heat Cramps - Same treatment as for heat exhaustion.
- * Heat Stroke - The victim should be cooled as quickly as possible.

Hygiene Standards - Rest Breaks

The purpose of rest breaks is to lower work energy output to offset heat stress and should be considered as defining the ratio of work to rest (e.g. 30 minutes rest in each hour means 50% work and 50% rest in any given period). The procedure of allowing rest break time to be accumulated over a day/shift and used to shorten the overall work period, rather than allowing periodic breaks, shall be prohibited.

Employees shall remain in their general work location when taking rest breaks unless authorised by supervision to do otherwise. Where it is unreasonable to work due to hot conditions, and it is not possible to control this heat, transfers to another location may take place in accordance with a mutually agreed procedure and having regard to:

- * The distance to be travelled;
- * The availability of useful work activity upon transfer;
- * Normal work time remaining; and
- * (For outdoor work) the climatic conditions under which travel take place

Work-Rest Regime for Indoor Work in Hot Conditions

Duration of Paid Rest Breaks in each hour when the Indoor temperature reaches or exceeds:	Indoor Temperature (Dry Bulb)
15 minutes	30 degrees Celsius DBT
30 minutes	32 degrees Celsius DBT
45 minutes	34 degrees Celsius DBT
60 minutes	36 degrees Celsius DBT

Work-Rest Regime for Outdoor Work in Hot Conditions

Rest breaks should be taken in shaded, cooled or air-conditioned rest areas where available.

Temperatures issued by a locally nominated radio station will be used.

Duration of Paid Rest Breaks in each hour when the Outdoor temperature reaches and/or exceeds:

15 minutes	30 degrees C
30 minutes	32 degrees C
45 minutes	34 degrees C
60 minutes	36 degrees C

Note: If the temperature reaches the 60 minutes/hour rest regime, this means that work should stop until the temperature falls below the 60 minutes/hour rest regime, where upon work should recommence in accordance with the rest breaks given in the tables above.

Working in the Heat for Glove & Barrier

Where Glove & Barrier or Bare Hand work is to be carried out in the heat of the day the following precautions will be adhered to:

When the temperature reaches 32 degrees Celsius Live Lineworker will work for no more than 30 minutes at a time rotating to reduce fatigue.

When the temperature reaches 34 degrees all Glove and Barrier work will cease.

The intent of the above temperatures does not preclude any employee from ceasing work earlier than indicated above if the extreme heat distresses them.

APPENDIX 7

Radial Allowance

*Historical Reference on intention and structure of Radial Allowance – figures relate to November 2006 provisions extracted from Clause 22 of the 1998 Enterprise Agreement.

22. The Radial Allowances shown below are payable during the term of this Agreement. Payment of a Radial Allowance is made strictly on the basis that an employee incurs transport costs and travelling time in attending a work site. Distance is calculated from the employee's designated base. If an employee finishes at a location other than the one at which the employee started, payment for that day to be claimed as for the station at the greater distance. Payment applies only to those work groups where there is an established and continuing custom and practice to pay Radial Allowances, with the exception of the Latrobe Valley which is now to be included in the radial scale scheme.

An annual adjustment of radial allowance will take place in November each year.

Current rates as at September 2013 below:

Radial Distance	\$
0-4 km	\$14.40
4-8 km	\$22.10
8-12 km	\$29.00
12-16 km	\$36.00
16-20 km	\$43.10
20-24 km	\$49.90
24-28 km	\$56.60
28-32 km	\$62.90
32-36 km	\$69.30
36-40 km	\$75.90
40-44 km	\$82.30
TVL GTS	\$124.30

APPENDIX 8

Power Technician Structure Review

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Power Technician Structure Review

SPI PowerNet

August 2001

Private & Confidential

Power Technician Structure Review

SPI PowerNet

August 2001

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INTRODUCTION

In March 2001 a review team comprising management and union representatives was formed to undertake a review of the Power Technicians structure. Mercer Cullen Egan Dell was engaged by SPI PowerNet as an independent facilitator and resource to the review team.

The review team was formed under the auspices of the SPI PowerNet Single Bargaining Review with draft terms of reference agreed as follows:

“Clause 23 of the SPI PowerNet Enterprise Development Agreement provides for a review of the Power Technician structures.

The review team will examine the Power Technician (Primary, Lines, Secondary and Communications) structures.

In conducting its review, the review team will also consider the concept of a ‘Worksite Leader’ for situations where there is no on-going direct supervision available on site for work teams (Primary and Lines).

The review team will have regard to the principles contained in the letter dated 6 March 2000 addressed to the ETU signed by the General Manager Human Resources. The review team will also have regard to the need to ensure SPI PowerNet has work level structures that neither lead nor fall behind in the market place in terms of pay relativities.

The review team will recommend work level structures with relevant pay levels and will define the level of training, qualifications and competencies required to satisfactorily carry out the tasks applicable to each position.

In carrying out its task, the review team will examine Power Technician structural arrangements that apply in the Victorian Distribution Companies and the pros and cons of those structures.

The review team will comprise management and union representatives and an independent facilitator.

The review team will prepare a report with related recommendations. The Single Bargaining Unit will consider the report.

The review team will meet initially two days per week for the first four weeks and then review progress. The review team is to complete its work and submit its report to the SBU within three months of its commencement.”

This report includes the following components and outcomes:

- review approach
- current basis for pay
- proposed classification structure
- competency frameworks
- market data
- advancement guidelines
- recommended pay levels.

Towards the conclusion of the review the representative of the Power Technician (Primary) from the Eastern Area – Hazelwood withdrew from the review team due to a number of concerns about the process and outcomes. A copy of the advice of withdrawal is attached at Appendix 1.

REVIEW APPROACH

The review team's approach included the following steps.

Examination of Current Pay Practices and Rates for Power Technicians

This step involved the review team clarifying current rates of pay for various work levels and competencies across the full range of experience and competence for each of the Technician Streams. It included discussion of allowances and reasons for their payment.

Development of a Framework for Current Pay

The review team examined the skills and competencies required to advance from newly qualified apprentice/trainee to experienced technician. In addition the likely timeframes required to gain the experience, skill and competence were also considered, as were the points at which major work and capability skills occurred through this continuum.

The framework provided a basis for allocation of pay points within the ranges, which in turn enabled a more meaningful comparison with external organisations' rates of pay.

Market Comparative Data

Mercer Cullen Egan Dell approached a number of organisations in the electricity distribution and transmission business in Victoria, New South Wales and Queensland to obtain comparative pay data with the SPI PowerNet pay levels.

Information was gathered on the classification structure, the experience and competence required at different levels and the actual rates of pay for positions assessed as broadly similar to the SPI PowerNet roles.

The information gathered was considered by the review team and judgements were made concerning the extent to which the organisation and the roles undertook work of a similar nature and supporting documentation and descriptions were similar to that of the SPI PowerNet and the SPI PowerNet Power Technician roles.

It was recognised that each company operated in a different manner and that there would be no perfect match of roles. In many instances there was very little comparability between the roles undertaken in SPI PowerNet and the comparator organisations. This resulted in the progressive exclusion of several organisations from the list of comparators as further information and clarification was obtained. Details of the organisations contacted, together with brief comments on the comparability with the SPI PowerNet roles, are attached at Appendix 3.

Where possible current Enterprise Agreements were sourced and used as the pay reference for comparator organisations in this report.

Base rates were reviewed to ensure they were exclusive of allowances.

Allocation of Vocational Competencies to SPI PowerNet Classification

Following the development of the classification framework, the review team members examined the existing draft vocational competencies for the Power Technician Disciplines. The vocational competencies were reviewed, updated and new competencies added as required. Each competency was then allocated to the most appropriate level within the classification framework. The decisions as to which competency was allocated to which level were based on natural competency progression, if appropriate, or the most likely timeframe within which a competency would be acquired. It is understood that the Vocational Competencies will be a “working document”, i.e. updated as practices develop and evolve, and that the classification framework remains the backbone document. A copy of the draft Vocational Competency Framework is attached at Appendix 2.

Comment: SPI PowerNet agrees to provide the following additional words to the Report. “Any changes to details contained in this Report can only be made after consultation between the parties.

CURRENT BASIS FOR PAYMENT

The team found that within the existing pay bands, i.e. \$35,118 - \$45,879[#] (Primary and Lines) and \$35,118 - \$55,042[#] (Secondary and Communications), the rationale for advancement or higher payments was limited to payments for experienced Technicians, as follows:

Base Rate – Experienced Technician (The figures in this column are related to old bands)	Additional Payments
Primary \$39,769	Currently employees may receive additional payments for performing: <p style="text-align: center;">Operating Stream</p> <ul style="list-style-type: none"> ▪ Operating 1 \$2,306 ▪ Operating 2 \$2,306 ▪ Operating 3 \$1,635 <p style="text-align: center;">Total : \$46,016*</p>
Lines \$39,769	Currently employees receive additional payments for performing: <p style="text-align: center;">Bare Hand Live Line</p> <ul style="list-style-type: none"> ▪ Bare Hand Live Line 1 \$2,306 ▪ Bare Hand Live Line 2 \$2,306 ▪ Issue Access Authorities \$574 <p style="text-align: center;">Total : \$44,955</p>
Secondary \$49,910	
Communications \$49,910	

* Note: exceeds current maximum which is \$45,879

As per EDA

It was noted that no agreed rationale exists for advancement from newly qualified Apprentice (\$35,118) to the maximum of the Senior Power Technician Primary and Lines (\$45,879) and \$55,042 for Secondary and Communications.

DEVELOPMENT OF SPI POWERNET CLASSIFICATION LEVELS

The review team found that there was no agreed or well understood basis for pay advancement from the commencing rate for a newly qualified Apprentice or current employees to the maximum of each discipline within the Power Technician job family.

The lack of an agreed and understood framework for advancement was causing a number of problems, including:

- Perceived inequitable treatment within and between different work areas
- No career map or “ladder” for technicians to climb as they gained experience and competence
- Uncertainty about pay rates
- An inability to easily compare SPI PowerNet rates with other organisations.

The review team developed a structure for each discipline that took account of the increasing skills, competence, the greater depth of experience gained and the changing nature of the work as a Technician moved from newly qualified Apprentice to very experienced and Senior Technician.

The review team examined a number of options, however, finally settled on 3 levels for each discipline. These levels are:

- Competent
- Experienced
- Senior.

The review team recommends a broad structure allowing steps but remaining flexible and not overly prescriptive. This allows accommodation for the varying needs of each area and allows a different career pace for individuals.

In assessing the levels the review team members reviewed pre-existing draft sets of vocational competencies and allocated the competencies to the 3 levels. These draft vocational competencies are attached as Appendix 2.

The following summary of the key features at each level was prepared by the review team members.

It is agreed that Leadership qualifications will not be required for higher duties purposes. Clearly, the employees selected to act as Team Leader will be those that have demonstrated leadership potential.

Competency Summaries – Key Features

Power Technician – Lines

Level 1: Competent

- Requires a completed 4 year apprenticeship and Extra High Voltage training (EHV school)
- Requires basic computer skills (word processing, spreadsheet and email)
- Gains competency in 2-3 Level 1 skills/licenses and familiarise self with further 2-3 skills licenses to be required for Level 2 including:
 - Heavy truck
 - Heavy articulation truck
 - Vehicle loading crane operation & winch
 - Dogging
 - Basic and intermediate rigging
 - Forklift
- Develops the ability to become an 'authorised recipient'
- Requires basic communication skills to interact with land owners
- Works on basic tasks under limited supervision, although established procedures and guidelines exist
- Undertakes basic tasks under outage conditions including:
 - Insulator changing
 - Basic line hardware repair
 - Mid-span and dead end joints
- Develops skills in core vocational competencies for installation and maintenance of lines and ancillary equipment including:
 - Maintaining lines under outage conditions, including earthing of tower lines
 - Inspecting lines easements and stations
 - Breakdown and fault repairs
 - Installing lines, including fibre optic
 - Managing vegetation control

Level 2: Experienced

- Demonstrates full competence in Level 1 requirements
- Gains competence in Level 2 Vocational competencies
- Obtains an additional 2-3 relevant certificates and licenses
- Develops the ability to be Recipient in Charge and perform the role of Work Site Leader
- Obtains limited operator earthing authority
- Requires competencies in:
 - Live line work using hot stick method
 - Insulator washing
 - Foreign object removal
 - Multi-party permits
- Requires skills in contract supervision, including issuing of:
 - P/W – Permit to Work
 - C/A & MCA– Contractors Authority¹
- Completes more complex tasks in accordance with established procedures, although work is not closely supervised
- Works both in a team environment and independently, as required
- Operates relevant SPI PowerNet field IT systems
- Ability to perform availability second response
- Resolves field problems without supervision
- Provides technical support & training to other lines personnel and other functional groups
- May be involved in limited field work organisation with the Team Leader

Level 3 – Senior²

- Demonstrates full competence in Level 2 requirements*
- Understands and applies functions, methods, structures and operations of the work area*
- Obtains cooperation from others in order to complete jobs*
- Mentors junior employees and oversees their work*

¹ Note: The meaning and intent of this definition is to focus on the issuing, cancellation and gather of field data for preparation of the Permit to Work documents.

² Attributes expected to be displayed by an employee at the senior level as part of their Senior role are marked with an asterisk. The remaining competencies in this section will attract payments of up to \$1000.

- Provides technical support and training to other Lines personnel and other functional groups*
- Resolves problems as they arise, with little consultation*
- May be required to schedule activities, prepare timetables, and check the quality of work completed by others*
- Lead major project teams
- Obtains bare hand live line authority for 500kV
- Issues EAPs to work parties
- Applies for A/Permits and Live Line Switching Authority
- Act for Team Leader and perform the Leadership role
- Working knowledge of Primary Equipment
- Contract supervision of major projects

Competency Summaries – Key Features

Power Technician – Primary

Level 1: Competent

- Requires a completed 4 year apprenticeship
- Requires basic computer skills (word processing, spreadsheet and email)
- Works on basic tasks under limited supervision, although established procedures and guidelines exist
- Develops skills in core vocational competencies for installation and maintenance of primary and ancillary equipment
- Develops the ability to become an ‘authorised recipient’
- Gains competency in 2-3 Level 1 skills/licenses and familiarise self with further 2-3 skills licenses to be required for Level 2 including:
 - Basic and intermediate scaffolding
 - Boom-type elevating Work Platform Operation
 - Intermediate Scaffolding
 - Basic and intermediate rigging
 - Heavy truck
 - Heavy articulation truck
 - Vehicle loading crane operation
 - Dogging
 - Bridge and gantry crane operation
 - Forklift truck operation

Level 2: Experienced

- Demonstrates full competence in Level 1 requirements
- Gains competence in Level 2 Vocational competencies
- Requires the potential to obtain an additional 2-3 relevant certificates and licenses
- Completes more complex tasks under limited supervision and works independently on basic tasks
- Tasks must be performed in accordance with established procedures, although work is not closely supervised
- Develops the ability to be Recipient in Charge of a small number of Technicians on minor jobs
- Work autonomously and makes decisions in the day to day operating environment
- Ability to perform availability second response
- Resolves field problems without supervision
- Requires skills in contract supervision, including issuing of:
 - C/A – Contractors Authority
- Operates relevant SPI PowerNet IT systems
- Provides technical support & training to other Primary personnel and other functional groups

Level 3 – Senior³

- Demonstrates full competence in Level 2 requirements*
- Understands and applies functions, methods, structures and operations of the work area*
- Obtains cooperation from others in order to complete jobs*
- Mentors junior employees and oversees their work*
- Provides technical support and training to other Lines personnel and other functional groups*
- Resolves problems as they arise, with little consultation*
- May be required to schedule activities, prepare timetables, check the quality of work completed by others*
- Act for Team Leader and perform the Leadership role
-

³ Attributes expected to be displayed by an employee at the senior level as part of their Senior role are marked with an asterisk. The remaining competencies in this section will attract payments of up to \$1000.

- Lead major project teams
- Contract supervision of major projects
- Ability to switch isolate & earth and restore plant (Level 1 Op)
- Ability to prepare, issue and cancel access authorities (Level 2 Op)
- Perform availability first response, station inspections and respond to station alarms and faults (Level 3 Op)
- Operate major oil processing equipment
- Apply for access authorities / notifications
- Obtain 'A' Grade Electricians Licence

Competency Summaries – Key Features

Power Technician – Secondary

Level 1 : Competent

- Requires the appropriate completed TAFE Certificate IV/Diploma
- Computer skills to operate SPI PowerNet systems, including word processing, spreadsheets and email
- Develops the ability to become an 'authorised recipient' for EAPs
- Assists the experienced testers by completing basic tasks under close supervision and where established procedures and guidelines exist
- Demonstrates a working knowledge/ understanding of transmission systems
- Under close supervision, the position maintains, installs and performs fault analysis of basic schemes including:
 - Protection
 - Alarm
 - SCADA
 - Metering
 - Instrumentation
 - Control
- Undertakes investigations and produces technical reports
- Manages small projects as required
- Is aware of risk management considerations when carrying out tasks

Level 2: Experienced

- Demonstrates full competence in Level 1 requirements
- Gains competence in Level 2 Vocational competencies
- Requires good written and oral communication skills
- Requires good PC skills in order to operate automated Relay Test applications
- Advises and liaises with Technical experts and Design Engineers
- Acts as recipient in charge for EAPs
- Applies for and accepts SWNs for major works
- Manages medium sized projects, under the guidance of the Team Leader

- Maintains, installs and performs fault analysis of complex schemes including:
 - Protection
 - Alarm
 - SCADA
 - Metering
 - Instrumentation
 - Control
- Supervises contracts for minor secondary projects
- Trains junior Testers
- Ability to perform availability second response
- Conducts more complex tasks with limited supervision, e.g. fault investigation
- Demonstrates an extensive knowledge/ understanding of the transmission system
- Develops the ability to become an 'authorised recipient' for SFTs
- Provides technical support & training to other Secondary personnel and other functional groups

Level 3 – Senior⁴

- Demonstrates full competence in Level 2 requirements*
- Understands and applies functions, methods, structures and operations of the work area*
- Obtains cooperation from others in order to complete jobs*
- Mentors junior employees and oversees their work*
- Provides technical support and training to other Lines personnel and other functional groups*
- Resolves problems as they arise, with little consultation*
- May be required to schedule activities, prepare timetables, and check the quality of work completed by others*
- Act for Team Leader and perform the Leadership role
- Lead major project teams
- Assists and/or prepares estimates for jobs
- Inputs into project design
- Contract supervision of major projects

⁴ Attributes expected to be displayed by an employee at the senior level as part of their Senior role are marked with an asterisk. The remaining competencies in this section will attract payments of up to \$1000.

- Requires high level PC skills
- Utilises software packages to design digital relay configuration
- Applies for SFTs and EAP
- Develops the ability to become Tester in Charge for SFTs
- Ability to switch isolate & earth and restore plant (Level 1 Op)
- Requires a good working knowledge of grid communication systems interfacing with secondary systems
- Carry out Control Wiring in the Primary role

Competency Summaries – Key Features

Power Technician – Communications

Level 1: Competent

- Requires the appropriate completed TAFE Certificate IV/Diploma /Licences (e.g. ACA)
- Requires the appropriate Basic Computer skills (basic word processing, spreadsheets, databases, etc.)
- Develop skills and maintain competence in work/job safety
- Develops skills in the Communication core competencies:
 - Cable/fibre reticulation & distribution systems
 - Work standards/practices
 - Record keeping & documentation
 - Work resourcing/purchasing
- Performs communications work, as per job duties, under close supervision and where established procedures and guidelines exist
- Requires limited knowledge of specific Communications systems (eg. PLC, PSL, PDH/SDH, Bearers, SCADA, Telephone, radio, alarms, VF)
- Develops skills in investigating and producing technical reports
- Manages small projects as required

Level 2: Experienced

- Demonstrates full competence in Level 1 requirements.
- Gains competence in Level 2 Vocational competencies
- Operates relevant SPI PowerNet IT systems
- Provides trainee and development/training as required
- Performs communication work as per job duties, under limited supervision
- Requires broad knowledge of specific communications systems (eg. PLC, PSL, PDH/SDH, Bearers, SCADA, Teleprot, Telephone, Radio VF, Alarms)
- Provide technical support and expertise as required
- Perform work-team leadership as required

- Requires working knowledge of:
 - Systems interfacing techniques
 - Secondary systems
 - IT systems
 - The transmission network
- Performs and participates in planning processes (e.g. Training, Work improvement)
- Leads field Installation teams (medium size projects)
- Works as a single person team in performing job duties within existing guidelines
- Resolves field problems without supervision
- Writes technical reports
- Ability to perform availability second response
- Applies for SWNs

Level 3 : Senior⁵

- Demonstrates full competence in Level 2 competencies*
- Understands and applies functions, methods, structures and operations of the work area*
- Obtains cooperation from others in order to complete jobs*
- Mentors junior employees and oversees their work*
- Provides technical support and training to other Lines personnel and other functional groups*
- Resolves problems as they arise, with little consultation*
- May be required to schedule activities, prepare timetables, and check the quality of work completed by others*
- Act for Team Leader and perform the Leadership role
- Lead major project teams
- Assists and/or prepares estimates for jobs
- Contract supervision of major projects

⁵ Attributes expected to be displayed by an employee at the senior level as part of their Senior role are marked with an asterisk. The remaining competencies in this section will attract payments of up to \$1000.

- Inputs into project design
- Requires high level PC skills
- Requires good working knowledge of secondary systems interfacing with communications systems
- Undertakes secondary responsibilities
- Ability to switch isolate & earth and restore plant (Level 1 Op)
- Provides technical support & training to other Communications personnel and other functional groups

POWER TECHNICIAN CAREER MAP

During the course of the project the review team considered the possible options for progression for each of the Technician Streams.

While it is expected that incumbents will advance over time to the maximum of the Experienced level pay range, subject to certain conditions, other options for advancement exist. These areas include:

- transfer to another stream
- transfer to another designation, e.g. WPO, NCO.

The following table summarises the options available for each stream. ✓✓ *Progression within streams* ✓ *Progression outside stream*

Competency	Primary	Lines	Secondary	Communications
Intro. Communications			✓✓	
Intro. Secondary	✓✓			✓✓
Operating 1	✓✓		✓✓	✓✓
Operating 2	✓✓			
Operating 3	✓✓			
Bare Hand Live Line		✓✓		
Issue Access Permits		✓✓		
Maintain Isolators and Earth Switches		✓✓		
Team Leader	✓✓	✓✓	✓✓	✓✓
Work Planning Officer	✓	✓	✓	✓
Network Coordinator	✓		✓	✓
VNSC Controller	✓		✓	✓
Contracts/Logistics Officer	✓			

Competency	Primary	Lines	Secondary	Communications
Engineering	✓	✓	✓	✓

Comment: Agreed

WORK SITE LEADER⁶

The team addressed the concept of a Work Site Leader.

The review team noted that current staffing arrangements do not provide for a formal Work Site Leader. It is recommended that a formal role be appointed on a daily/job/project basis by the Team Leader. The Work Site Leader will undertake the following tasks:

- supervision of between 3-10 additional people
- performing role of Recipient in Charge of an EAP or SFT
- act as ‘go-between’ for Team Leader and Team
- liaises with Engineers etc.
- submits relevant field paperwork/reports for the day/job project as applicable
- demonstrates leadership.

The team recommends an allowance of 5.5% of the top of the Power Worker pay range, pro rata on a daily basis. (note: current rate of \$8.21 per day with increase to \$8.50 per day based on recommendations in this report).

⁶ SPI PowerNet is of the view that this function is already embedded in the current roles and practices of our work teams. Accordingly, the concept has not been accepted by SPI PowerNet for any group. This claim was subsequently withdrawn by the ETU, but on the basis that if at some future time there is a legislative requirement for SPI PowerNet to introduce a Worksite Leader, the ETU will seek to claim the allowance as listed in this report.

ADVANCEMENT CRITERIA

The review team developed a series of criteria for advancement within the draft Power Technician Classification Structure. These criteria recognised that advancement would typically occur over a period of years as the incumbent gained competence through each level. The criteria also recognised that each incumbent would have an annual development plan prepared as a result of a discussion with their Team Leader and/or Manager, at which time consideration would be given to the incumbent's development needs and the operational requirements of the business unit. SPI PowerNet notes that this process will require properly documented annual employee development reviews, involving full consultation between the employee and his Team Leader/Manager.

Company Expectations

- Company policy in relation to pay ranges for levels and advancement within and between levels should be transparent to all staff.
- New recruits in all disciplines should expect to advance to the top of the Experienced Power Technician level pay range subject to the conditions below.
- It is expected that advancement to the maximum of the Experienced level pay range in the Primary and Lines disciplines should take approximately 4 years and, in the Secondary and Communications disciplines, approximately 10 years. Subject in all cases to satisfactorily progress against the Development Plan.
- Advancement to the senior level in each discipline will depend on a combination of Company needs and the individuals' development interests.
- Failure of SPI PowerNet to deliver planned training within agreed timeframes will result in payment backdated by the difference between the agreed start date and actual start date, on achievement of the competencies.
- The guidelines do not preclude accelerated advancement within or between levels where agreed competency and performance requirements have been met.
- If the employee does not meet the agreed competency and performance standards, a pro rata payment will be made.

Advancement Within Levels

- Would normally be based on annual review.
- Would be linked to an annual development plan.
- Will take into account an individual's experience and competence.
- Will be dependent on obtaining the specified relevant licences/tickets.
- Will be dependent on good performance.
- Will be dependent on the acceptance of the appropriate level of responsibility.
- Does not require all of the competencies to advance to the maximum of each level.

Advancement Between Levels

- Will not require an individual to be at the top of the existing level before moving to next level.
- Will be subject to attaining agreed competencies.
- Will be formally acknowledged as a promotion or similar.
- Will be dependent on accepting full responsibility in the role.

MARKET DATA

Objective

The SPI PowerNet Single Bargaining Unit required information, in relation to Power Technician roles within comparator organisations, to provide meaningful comparisons between rates of pay within the industry. SPI PowerNet's stated position in relation to pay position is to pay at the 'middle of the market'.

The Power Technicians expressed a view that the skill level required of Power Technicians in SPI PowerNet is greater than that of Power Technicians within distribution companies.

Approach

Mercer Cullen Egan Dell was commissioned to gather comparative market data for Power Technicians in each discipline or similar roles within the electricity industry.

Table 1 refers to comparisons made with external organisations which were considered an appropriate match in terms of competencies (i.e. a "strong match"). To enable a meaningful comparison, the following procedure was applied:

Step 1 : Telephone Approach

Various organisations were contacted via telephone to determine the possible existence of comparable positions to SPI PowerNet Power Technician roles.

Step 2 : Written Confirmation of Match

Where a similar role existed within their organisation, a table was emailed to the company for completion, together with a Competency Summary for each Power Technician Position.

The company was requested to read the Summary Competency for each position and complete the table which outlined the following details for each position:

- title of the comparative role
- qualifications required for the role
- grading structure used for the position
- pay for each grade
- advancement criteria between grades
- allowances.

Details of allowances paid by each organisation are provided at Appendix 4.

Step 3 : Additional Clarification

After discussions with the Working Party, companies approached in Steps 1 and 2 were approached again for additional information including:

- basic skills
- complexity of equipment (i.e. Distribution or Transmission Company)
- determinant of progressions between grades (i.e. Business needs based, skills based or a combination of business needs and skills based)
- details of allowances received
- adjustments for indexed pay rates
- timelines for advancement.

Step 4 : Elimination of “Weak Matches”

At this stage of discussions, it was determined that certain organisations were not suitable for meaningful comparisons based on the following:

- number of roles for the relevant position was either very small or non-existent and therefore pay levels are incumbent-based
- documentation provided by the relevant organisations did not enable a strong basis for comparison purposes
- equipment and task complexity was too different to enable comparison between roles.

Step 5 : Summaries of Findings

A Summary of comparator organisation findings was completed. This summary included:

- comparator organisation pay rates (exclusive of fixed allowances)
- an explanation of comparator organisation pay details (which outlined the source basis for these matches)
- comparator organisation allowance details
- comparator organisation match rationale.

The following table provides a summary of all organisations contacted and the progress of the matching process through each step.

Process for Determining Comparator Organisations – Summary

Organisations	Steps 1 & 2	Step 3	Steps 4 & 5			
			Lines	Primary	Secondary	Communications
AGL	✓	✓	✓	✓	✓	✓
Alstom	✓	✓	X	X	X	X
Citipower	✓	✓	X	✓	X	X
Electrix	✓	✓	✓	X	X	✓
Enetech	✓	✓	X	X	X	X
NPS	✓	✓	X	X	X	X
Powercor	✓	✓	✓	✓	✓	✓
Powerlink	✓	✓	X	X	X	X
Transgrid	✓	✓	✓	✓	X	X
United Energy	✓	✓	X	X	X	X

COMPARATIVE PAY LEVELS

The following table provides a summary of the agreed comparator rates by level for each discipline.

Power Technician Primary

		SPI	Powercor	AGL	Citipower	Average
Competent	Min.	\$35,118	\$34,886	\$35,192	\$34,451	\$34,911
	Max.	\$37,443				
Experienced	Max.	\$39,769	\$41,110	\$44,591	\$41,190	\$41,665
Senior	Max.	\$45,879	\$45,650	\$47,388	\$48,880	\$46,949

Power Technician Lines

		SPI	Powercor	AGL	Electrix	Average
Competent	Min.	\$35,118	\$34,886	\$35,192	\$34,710	\$34,976
	Max.	\$37,443				
Experienced	Max.	\$39,769	\$41,110	\$44,591	\$39,400	\$41,217
Senior	Max.	\$45,879	\$45,650	\$47,388	\$42,580	\$45,374

Power Technician Secondary

		SPI	Powercor	AGL	Average
Competent	Min.	\$35,118	\$43,705*	\$45,977*	N/A
	Max.	\$42,514			
Experienced	Max.	\$49,910	\$51,486	\$55,558	\$52,318
Senior	Max.	\$55,042	\$57,321	\$59,697	\$57,353

Power Technician Communications

		SPI	Powercor	AGL	Electrix	Average
Competent	Min.	\$35,118	\$43,705	\$45,977*	\$39,220*	N/A
	Max.	\$42,514				
Experienced	Max.	\$49,910	\$51,486	\$54,271	\$45,160	\$50,206
Senior	Max.	\$55,042	\$57,321	\$59,697	\$54,380	\$56,610

* Rates reflect current staffing, i.e. there are no “trainees” and recent recruits have been experienced personnel
 Averages have been utilised as the preferred measure due to the small sample numbers in each case

Following the analysis of comparative market data, the review team developed a final recommendation for the Secondary and Communications Technician and a number of options for payment to Primary and Lines Technicians working at the ‘senior’ level and undertaking Operating or Bare Hand Live Line and Permit Issue duties.

The review team recommends that the historical parities between communications/secondary technicians and lines/primary be maintained. Given this the recommendations for the paypoint for the Secondary and Communications is based on the higher average of the data for the two disciplines (see Table on p. 24). It would be inappropriate to reduce the Secondary Technicians’ values to the Communications level. It is also recommended that the current minimum be retained in all the disciplines.

The ASU agrees that the Comms rate be lifted to Secondary rate.

In the Primary/Lines data it is recommended again to use the higher average at the competent level – a series of options has been developed for the experienced and senior range to take into account the existing payments for specific competencies. The review team agreed and recommended that Option 3 was preferred as it best accommodated the following key points:

- appropriate recognition of the competencies at that level
- obtains parity for the skill of Operating 3 and Lines Permit Issue
- there is a compromise (reduction of the Operating 3 payment from \$1,635 currently to \$1,148) to keep the maximum at a reasonable level being equivalent to the senior maximum average.

	SPI PowerNet Current	Powercor Current	Powercor Current	Option 1 Average	Option 2	Option 3 Preferred	Option 4
Experienced Max.	\$39,769	\$41,110	\$41,110	\$41,665	\$41,110	\$41,665	\$41,665
Operating 1 & 2	\$4,612	\$4,540	\$4,612	\$4,612	\$4,612	\$4,612	\$4,612
Total	\$44,381	\$45,650	\$45,722	\$46,277	\$45,722	\$46,277	\$46,227
Operating 3	\$1,635	\$1,300	\$1,227	\$1,635	\$1,635	\$1,148	\$672
Total	\$46,016	\$46,949	\$46,949	\$47,912	\$47,357	\$47,425	\$46,949

	SPI PowerNet Current	Powercor Current	Powercor Current	Option 1 Average	Option 2	Option 3 Preferred	Option 4
Explanation	Current payments	Powercor and adjusted SPI Operating 1, 2 and 3 to achieve average maximum	Powercor and adjusted Operating 3 only to achieve average maximum	Average plus Operating 1, 2 and 3	Powercor and Operating 1, 2 and 3	Average and Operating 1 and 2 and aligning Operating 3 to Lines Permit Issue	Average adjusted Operating 3 to achieve average maximum

RECOMMENDATIONS

After consideration of the issues raised in this report and an analysis of the data, the Review Team makes the following recommendations:

Power Technicians

- No individual’s pay to fall below current levels
- No pay levels to be below current Powercor comparable rates
- Primary and Lines pay rates be aligned
- Secondary and Communications pay rates be aligned
- Lines Technician Lines "Access Authority Issue" payment be increased from \$574 to \$1,148 to recognise the higher level of responsibility for this role⁷
- SPI PowerNet notes that the Confined Space Permit is also a requirement and there will not be an additional separate payment for that role
- Primary and Lines pay rates be increased to:

	PRIMARY AND LINES		
		COMPETENT MIN.	\$35,118
	Max.	\$38,392	
Experienced:	Max.	\$41,665	
Senior:	Min.	\$41,665	
Operating 1 and 2 or Bare Hand Live Line:		\$4,612	
		OPERATING 3 OR LINES PERMIT ISSUE	\$1,148
	Max:	\$47,425	

⁷ Accepted by SPI PowerNet.

Secondary and Communications

Competent	Min:	\$35,118
	Max:	\$43,718
Experienced	Max:	\$52,318
Senior	Max:	\$57,353

- Power Technicians who are currently paid above the recommended maximum will be frozen at current levels
- Power Technicians, Secondary and Communications currently paid between the minimum and maximum will have their salary increased based on the % increase to a Senior Power Technician, i.e. from \$55,042 to \$57,353 = 4.2% subject to the previous recommendation.
- Power Technicians, Primary and Lines, currently paid between the minimum and maximum will have their salary increased based on the % increase to a Senior Power Technician, i.e. from \$45,879 to \$47,425 = 3.36%.
- Power Technicians will not be able to exceed their maximum Senior salary even if they acquire all of the Senior competencies.
- SPI PowerNet acknowledges that some employees may elect not to obtain additional competencies after they reach the maximum level in their pay range. This will be the employee's choice but it is not management's preference.
- All salary and allowance increases will be back paid to 7 January 2001.

Power Workers

The review team recommends the percentage increase for Power Workers due to the historical parity between their classification and that of the Power Technicians:

- The Power Workers' increase be based on the % increase applicable to a Senior Power Technician Primary, i.e. from \$45,879 to \$47,425 = 3.36%
- Based on 3.36% increase, Power Workers' maximum increases from \$35,118 to \$36,301
- Power Workers who are currently paid above the recommended maximum will be frozen at current levels
- Power Workers currently paid between the minimum and maximum will be increased by 3.36% subject to previous recommendation.

Advancement Criteria

- The advancement criteria developed by the Review Team and included in this report be adopted by SPI PowerNet
SPI PowerNet will back pay the salary and allowance increases to 7 January 2001.

APPENDIX 1 : ADVICE OF WITHDRAWAL

(Insert Appendix 1)

APPENDIX 2 : DRAFT VOCATIONAL COMPETENCY FRAMEWORK

LINES COMPETENT

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LC	Provide basic support to other lines personnel and other functional groups.	Provide basic support and advice to assist and support the maintenance and augmentation of lines and easements including: <ul style="list-style-type: none"> ▪ Towers and line hardware. ▪ Overhead conductor. ▪ Vegetation control. ▪ Poles and associated line hardware. ▪ Fibre optic cables. ▪ Support plant and equipment. 	<ul style="list-style-type: none"> ▪ There is a need to have a basic knowledge of lines plant and equipment to enable a basic evaluation and assessment of their performance. ▪ A basic working knowledge of the characteristics, capabilities and uses of towers, poles, line hardware and conductor. ▪ A basic knowledge of conductor stringing and sag calculation techniques. ▪ Knowledge of stringing and maintenance techniques for fibre optic cables. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A basic knowledge of lines field work procedures and practices. ▪ Understanding work instructions. ▪ Ability to understand and interpret basic line information from various sources, e.g. Circuit data sheets. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LC	Inspect Lines, easements and stations	Inspect lines including towers, poles, line hardware, conductor, ground wires, rack-to-rack spans, droppers, and structures.	<ul style="list-style-type: none"> ▪ Inspections are carried out on a time basis or following faults. ▪ Inspections may be carried out on foot, conventional ground based vehicle or from the air either from the tower, fixed wing aircraft or helicopter. or other methods ▪ Inspections may include the use of video, still or infrared camera. ▪ Inspections to include all tower members, footings and overhead conductors, insulators, fittings and other line hardware. Also vegetation, roads, gates, culverts and fences. ▪ Ability to navigate, locate and identify line assets using helicopter and fixed wing aircraft. ▪ Utilise hand held devices in conjunction with the work planning system to accurately record and complete defects and plan corrective action. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LC	Assist with the maintenance of lines under outage conditions.	Ensure all lines are serviceable and performing to their design capabilities.	<ul style="list-style-type: none"> ▪ Maintain lines, including repair or replacement, in accordance with correct maintenance procedures and practices. ▪ Earth lines in accordance with procedures ▪ Maintain fibre optic cable. ▪ Complete work to agreed levels of quality, cost and time with minimum waste. ▪ Ensure the worksite is re-instated to an acceptable condition. ▪ Record work performed and update records. ▪ Maintenance will be performed under outage conditions unless prerequisite competencies to work on relevant energised lines are also held. ▪ Assess and evaluate all inspection and test results and provide feedback. ▪ Work is required to be performed under minimum supervision where working as an effective member of a self directed work team is important. 		
LC	Breakdown and fault repair of lines.	Assist with the repair and return to service of fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system through hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LC	Breakdown and fault repair of fibre optic cable.	Assist with the repair and return to service of fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system through hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. 		
LC	Monitor line performance	Collect data to enable the monitoring of line performance.	<ul style="list-style-type: none"> ▪ Ensure that line performance data is recorded and collated as required to enable identification of short & long term requirements for network enhancement. 		
LC	Install lines	Assist with the construction, augmentation and commissioning of lines including poles.	<ul style="list-style-type: none"> ▪ Construct, augment and commission lines including towers, line hardware and conductor, and fibre optic cable. ▪ Work to be co-ordinated with other work groups when making end span connections in stations. ▪ Work to be completed to agreed levels of quality, cost and time with minimum waste. ▪ Work to be completed in accordance with relevant technical standards and procedures. ▪ Work to be completed in accordance with relevant procedures. 		
LC	Receive Electrical – Access - Permits	Receive electrical access permits as an authorised recipient	<ul style="list-style-type: none"> ▪ Be fully authorised to receive EAP in accordance with relevant SPI PowerNet procedures 		
LC	Training	Receive and provide training as required.	<ul style="list-style-type: none"> ▪ Provide training for trainees ▪ Ensure training is both relevant and appropriate. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LC	Self directed work teams	Participate as a member of a self directed work team.	<ul style="list-style-type: none"> ▪ Ability to work effectively with minimum supervision. ▪ Encourage and participate in effective and productive work. 		
LC	Support Plant & Equipment	Understand use and operation of Lines plant and equipment	<ul style="list-style-type: none"> ▪ Understand industry standards and operating capabilities of plant and equipment. ▪ WorkCover standards ▪ Receive authorities use of this plant and equipment ▪ Hold certificates to use this equipment ▪ Inspect and maintain plant and equipment 		
LC	Accredited Certificates & Licences	Ability to obtain relevant accredited certificates to job requisition	<ul style="list-style-type: none"> ▪ Pass and receive certificates specific to job requirements ▪ Dogman, rigger, winch crane heavy articulated truck, forklift & heavy truck licences as per requirements of team & management. 		
LC	Basic Computer Skills	Perform basic computer skills	<ul style="list-style-type: none"> ▪ Have basic computer skills including word processing, spreadsheets and email. ▪ Operate hand-held data devices in field. 		

LINES EXPERIENCED

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Provide technical support to other lines personnel and other functional groups.	<p>Provide technical support and advice to assist and support the maintenance and augmentation of lines and easements including:</p> <ul style="list-style-type: none"> ▪ Towers and associated line hardware. ▪ Overhead conductor. ▪ Vegetation control. ▪ Poles and associated line hardware. ▪ Fibre optic cables. ▪ Support plant and equipment. 	<ul style="list-style-type: none"> ▪ There is a need to have sufficient technical knowledge of a reasonable range of lines plant and equipment to enable a proper evaluation and assessment of their performance. ▪ Provide technical support and assistance as required to resolve basic problems and issues. ▪ A working knowledge of the characteristics, capabilities and uses of towers, poles, line hardware and conductor. ▪ A working knowledge of conductor stringing and sag calculation techniques. ▪ Knowledge of stringing, splicing and maintenance techniques for fibre optic cables. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A reasonable knowledge of lines field work procedures and practices. ▪ Ability to correctly interpret inspection and test results as a basis for recommending service ability of lines. ▪ Issue and check work instructions. ▪ Check completed work reports and follow up on outstanding work. ▪ Ability to understand and interpret line technical information from various sources, e.g. Circuit data sheets. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Maintain lines under outage conditions.	Ensure all lines are serviceable and performing to their design capabilities.	<ul style="list-style-type: none"> ▪ Maintain lines, including repair or replacement, in accordance with correct maintenance procedures and practices. ▪ Earth lines in accordance with procedures ▪ Maintain fibre optic cable. ▪ Complete work to agreed levels of quality, cost and time with minimum waste. ▪ Ensure the worksite is re-instated to an acceptable condition. ▪ Record work performed and update records. ▪ Maintenance will be performed under outage conditions unless prerequisite competencies to work on relevant energised lines are also held. ▪ Assess and evaluate all inspection and test results and provide feedback. ▪ Work is required to be performed under minimum supervision where working as an effective member of a self directed work team is important. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Maintain Lines under live conditions. (non bare hand)	Ensure all lines are serviceable and performing to their design capabilities excluding live line bare hand techniques	<ul style="list-style-type: none"> ▪ Participate in the development of live line techniques. ▪ A detailed knowledge of the procedures and practices relating to live line work using stick techniques. ▪ Perform replacement/repair of structures, line hardware and conductor using these techniques. ▪ Perform work from EPV's, ladders, ground structures and other supporting devices. ▪ Ability to perform insulator washing. ▪ All work to be performed strictly in accordance with approved/authorised methods and procedures. ▪ Complete work to agreed levels of quality, cost and time with minimum waste. ▪ Ensure the worksite is re-instated to an acceptable condition. ▪ Record work performed and update records. ▪ Assess and evaluate all inspection and test results and provide feedback. ▪ Work is required to be performed under minimum supervision where working as an effective member of a self directed work team is important. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Manage vegetation control & bushfire mitigation requirements	Be involved in the planning, preparation and implementation of the continuous vegetation control program.	<ul style="list-style-type: none"> ▪ Understand that vegetation control measures may include slashing, herbicide treatment, machinery assisted clearing and hand clearing. ▪ Work may be conducted from a ladder, EPV, tree or ground. ▪ Knowledge of vegetation recognition and the characteristics, capabilities, uses and costs of various vegetation control measures. ▪ Identification and use of hazardous chemicals and related protection processes. ▪ Company documentation and procedures on bushfire mitigation and vegetation control. ▪ Supervision of contractors to ensure conditions of contract are met ▪ Knowledge of the responsibilities and rights of customers, contractors, landowners and other authorities. ▪ Techniques for the non-confrontationalist resolution of sensitive environmental issues. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Inspect Lines, easements and stations	Inspect lines including towers, poles, line hardware, conductor, ground wires, rack-to-rack spans, droppers, and structures.	<ul style="list-style-type: none"> ▪ Inspections are carried out on a time basis or following faults. ▪ Inspections may be carried out on foot, conventional ground based vehicle or from the air either from the tower, fixed wing aircraft or helicopter. or other methods ▪ Inspections may include the use of video, still or infrared camera. ▪ Inspections to include all tower members, footings and overhead conductors, insulators, fittings and other line hardware. Also vegetation, roads, gates, culverts and fences. ▪ Ability to navigate, locate and identify line assets using helicopter and fixed wing aircraft. ▪ Utilise hand held devices in conjunction with the work planning system to accurately record and complete defects and plan corrective action. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Breakdown and fault repair of lines.	Repair and return to service of all lines, excluding fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep internal stakeholders advised of corrective action including anticipated timeframes. ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system on hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. ▪ Have the ability to perform second response availability 		
LE	Breakdown and fault repair of fibre optic cable.	Repair and return to service of fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep internal stakeholders advised of corrective action including anticipated timeframes. ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system on hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. 		
LE	Monitor line performance	Collect data to enable the monitoring of line performance.	<ul style="list-style-type: none"> ▪ Ensure that line performance data is recorded and collated as required to enable identification of short & long term requirements for network enhancement. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Install lines	Construct, augment and commission lines including poles.	<ul style="list-style-type: none"> ▪ Construct, augment and commission lines including towers, line hardware and conductor, and fibre optic cable. ▪ Work to be co-ordinated with other work groups when making end span connections in stations. ▪ Work to be completed to agreed levels of quality, cost and time with minimum waste. ▪ Work to be completed in accordance with relevant technical standards and procedures. ▪ Work to be completed in accordance with relevant procedures. 		
LE	Works Management System.	Maintain the Works Management System through hand-held units.	<ul style="list-style-type: none"> ▪ Raise Work Order numbers for each work activity with correct job number. ▪ Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
LE	Working knowledge of primary plant and equipment.	Have an understanding of primary plant and equipment.	<ul style="list-style-type: none"> ▪ Have an understanding of primary plant to enable a proper assessment of its role in the operation and maintenance of lines. 		
LE	Landowner interfaces	Liaise with Landowner regarding work activities	<ul style="list-style-type: none"> ▪ Understand the responsibilities of and issues concerning, contractors, landowners and other authorities. ▪ Keep contractors, landowners and other authorities informed. ▪ Discuss work issues with them. 		
LE	Training	Receive and provide training as required.	<ul style="list-style-type: none"> ▪ Provide training for trainees and other functional groups. ▪ Ensure training is both relevant and appropriate. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Receive Access/Work Authorities	<ul style="list-style-type: none"> ▪ Receive access/work authorities ▪ Receive E.A.P as a recipient in charge ▪ Receive V/A's 	<ul style="list-style-type: none"> ▪ Receive access/work authorities including A/P's, VA's, Live Line and HV switching authorities in accordance with relevant procedures. 		
LE	Issue Work Authorities	<ul style="list-style-type: none"> ▪ Issue and cancel work authorities ▪ Minor contractors authorities ▪ Contractors authorities ▪ Permit-to-work authorities 	<ul style="list-style-type: none"> ▪ Issue and cancel work authorities in accordance with relevant procedures, including: - ▪ Barriers and boards are positioned correctly ▪ Issue and cancellation procedures are followed ▪ Apparatus covered matches the scope of work. ▪ Earthing is adequate for the job. 		
LE	Self directed work teams	<ul style="list-style-type: none"> ▪ Participate as a member of a self directed work team. 	<ul style="list-style-type: none"> ▪ Ability to work effectively with minimum supervision. ▪ Encourage and participate in effective and productive work. 		
LE	Support Plant & Equipment	<ul style="list-style-type: none"> ▪ Provide technical expertise in use and operation of Lines plant and equipment 	<ul style="list-style-type: none"> ▪ Have knowledge of industry standards and a thorough understanding of operating capabilities of plant and equipment. ▪ Receive authorities use of this plant and equipment ▪ Hold certificates to use this equipment ▪ Inspect and maintain plant and equipment 		
LE	Ability to conduct limited operator tasks	Apply 'O' type earths on behalf of the operational authority	<ul style="list-style-type: none"> ▪ Receive verbal instructions from operator at terminal station ▪ Confirm isolations and earthing are in accordance with switching program ▪ Earth line as directed in accordance with procedures ▪ Remove earths as directed in accordance with procedures working under verbal instructions from station operator. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LE	Accredited certificates and licences	Ability to obtain relevant accredited certificates to job requisition.	<ul style="list-style-type: none"> ▪ Pass and receive certificates specific to job requirements. ▪ Dogman, rigger, winch-crane, heavy articulated truck, forklift and heavy truck licences. As per requirements of the team and management. 		
LE	Worksite Leader	Ability to carry out duties required by a leading hand.	<ul style="list-style-type: none"> ▪ Organise fieldwork groups and their tasks. ▪ Liaise with team-leader and other relevant parties in this capacity. ▪ Ensure PowerNet procedures are followed. 		
LE	Computer skills	Perform computer skills to an adequate level.	<ul style="list-style-type: none"> ▪ Operate relevant SPI PowerNet IT systems. 		

LINES SENIOR

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LS	Provide technical support to other lines personnel and other functional groups.	<p>Provide technical expertise and advice to assist and support the maintenance and augmentation of lines and easements including:</p> <ul style="list-style-type: none"> ▪ Towers and associated line hardware. ▪ Overhead conductor. ▪ Vegetation control. ▪ Poles and associated line hardware. ▪ Fibre optic cables. ▪ Support plant and equipment. 	<ul style="list-style-type: none"> ▪ There is a need to have sufficient technical knowledge of a very wide range of lines plant and equipment to enable a proper evaluation and assessment of their performance. ▪ Provide technical support and assistance as required to resolve technical problems and issues. ▪ A working knowledge of the characteristics, capabilities and uses of towers, poles, line hardware and conductor. ▪ A working knowledge of conductor stringing and sag calculation techniques. ▪ Knowledge of stringing, splicing and maintenance techniques for fibre optic cables. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A detailed knowledge of lines field work procedures and practices. ▪ Ability to correctly interpret inspection and test results as a basis for recommending serviceability of lines. ▪ Issue and check work instructions. ▪ Check completed work reports and follow up on outstanding work. ▪ Ability to understand and interpret line technical information from various sources, e.g. Circuit data sheets. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LS	Maintain Lines under live conditions. (Bare hand)	Ensure all lines are serviceable and performing to their design capabilities utilising live line bare hand techniques	<ul style="list-style-type: none"> ▪ Participate in the development of live line techniques. ▪ A detailed knowledge of the procedures and practices relating to live line work using bare hand techniques. ▪ Perform replacement/repair of structures, line hardware and conductor using these techniques. ▪ Perform work from EPV's, ladders, ground structures or helicopter and other supporting devices. ▪ All work to be performed strictly in accordance with approved/authorised methods and procedures. ▪ Prepare and submit access authority applications/notifications in accordance with VESI Blue Book and PowerNet procedures. ▪ Complete work to agreed levels of quality, cost and time with minimum waste. ▪ Ensure the worksite is re-instated to an acceptable condition. ▪ Record work performed and update records. ▪ Assess and evaluate all inspection and test results and provide feedback. ▪ Work is required to be performed under minimum supervision where working as an effective member of a self directed work team is important. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LS	Breakdown and fault repair of lines.	Co-ordinate repair and return to service of all lines, excluding fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action including anticipated timeframes. ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system on hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. 		
LS	Breakdown and fault repair of fibre optic cable.	Co-ordinate repair and return to service of fibre optic cable, following breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action including anticipated timeframes. ▪ Understand and appreciate the system implications of line outages. ▪ Report and record each fault in the Maximo system on hand-held units. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse and diagnose line failures and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LS	Working knowledge of primary plant and equipment.	Have a working knowledge of primary plant and equipment.	<ul style="list-style-type: none"> ▪ Have working knowledge of primary plant to enable a proper assessment of its role in the operation and maintenance of lines. ▪ Under supervision of experienced primary personnel assist with primary maintenance 		
LS	Apply for Access/Work Authorities	Apply for access/work authorities.	<ul style="list-style-type: none"> ▪ Apply for access/work authorities as per above in accordance with relevant procedures. 		
LS	Ability to issue & cancel access authorities to a lines work party	Issue and cancel access authorities on lines only	<ul style="list-style-type: none"> ▪ Isolations and earthing are confirmed, receive permission to proceed to issue access authority ▪ Access authority is written in accordance with procedures ▪ Access authority is issued in accordance with procedures ▪ Access authority is cancelled in accordance with procedures 		
LS	Contract Supervision	Ability to manage/monitor Contractors on major projects	<ul style="list-style-type: none"> ▪ Liaise with contractors ▪ Ensure work is carried out in a timely and efficient manner ▪ Ensure work carried out meets contract specifications ▪ Ensure safety requirements are met 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
LS	Major Project Work Management	Provide management and technical skills for major Capital Work programs	<ul style="list-style-type: none"> ▪ Assist in the development of project scopes ▪ Assist in the development of responsible estimates for both time and cost. ▪ Install pre-commission and commission projects in a timely manner to meet quality, time and cost commensurate with competency level. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party. 		

PRIMARY COMPETENT

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Maintain minimum oil circuit breakers	Maintain minimum oil circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust simple mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		
PC	Maintain bulk oil circuit breakers	Maintain bulk oil circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust simple mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PC	Maintain air blast circuit breakers	Maintain air blast circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust simple mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Maintain SF6 circuit breakers	Maintain SF6 circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust simple mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PC	Maintain isolators and earth switches	Maintain isolators and earth switches	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain isolators and earth switches according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PC	Maintain transformers and tap changers	Maintain transformers and tap changers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain transformer and tap changers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Maintain compressors and air systems	Maintain compressors and air systems	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain compressors and air systems according to the SMI ▪ Attend to PDRs and Das ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PC	Maintain batteries and DC equipment	Maintain batteries and DC equipment	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain batteries and DC equipment according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PC	Maintain capacitor banks	Maintain capacitor banks	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain capacitor banks according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Maintain SVCs	Maintain SVCs (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain SVCs according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		
PC	Maintain synchronous condensers	Maintain synchronous condensers (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain synchronous condensers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		
PC	Maintain instrumentation transformers	Maintain instrumentation transformers including: <ul style="list-style-type: none"> ▪ CTs ▪ VTs ▪ CVTs 	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain instrumentation transformers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Install primary plant	Install primary plant including: <ul style="list-style-type: none"> ▪ Circuit breakers ▪ Isolators and other switchgear ▪ Transformers ▪ GIS equipment and its SF6 gas processing methods ▪ Compressors and air systems ▪ 415v S/S supplies and LV electrical panels cabling and switchgear ▪ Batteries and DC equipment ▪ Capacitor banks 	<ul style="list-style-type: none"> ▪ Demonstrate a working knowledge of drawing interpretation, identify drawing faults and drawing alterations ▪ Demonstrate knowledge and an understanding of relevant codes and regulations 		
PC	Receive access authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Be fully authorized to receive access authorities in accordance with procedures 		
PC	Receive Confined Space authority	Receive Confined Space authority	<ul style="list-style-type: none"> ▪ Be fully authorized to receive confined space authority in accordance with procedures 		
PC	Accredited Certificates & Licences	Ability to obtain relevant accredited certificates to job requisition	<ul style="list-style-type: none"> ▪ Pass and receive certificates specific to job requirements ▪ Dogman, rigger, crane, heavy articulated truck, forklift & heavy truck licences as per requirements of team & management. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PC	Purchasing.	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for Power Net. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		
PC	PETE Testing	Perform PETE Testing	<ul style="list-style-type: none"> ▪ Understand the requirements for PETE testing ▪ Record all results ▪ Assess and evaluate test results and provide feedback ▪ Update PETE register 		
PC	Basic Computer Skill	Computer Skills	<ul style="list-style-type: none"> ▪ Basic word processing, spreadsheets and E Mail 		
PC	Maintain GIS equipment and its SF6 gas processing methods	Maintain GIS equipment and its SF6 gas processing methods (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed. ▪ Maintain GIS equipment and its SF6 gas processing methods according to the SMI. ▪ Attend to PDRs and DAs. ▪ Record all results, repairs performed and abnormalities. ▪ Assess and evaluate all test results and provide feedback. 		

PRIMARY EXPERIENCED

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Maintain minimum oil circuit breakers	Maintain minimum oil circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust complex mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain bulk oil circuit breakers	Maintain bulk oil circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust complex mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain air blast circuit breakers	Maintain air blast circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust complex mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Maintain SF6 circuit breakers	Maintain SF6 circuit breakers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain circuit breaker according to the SMI ▪ Adjust complex mechanisms ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain isolators and earth switches	Maintain isolators and earth switches	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain isolators and earth switches according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain transformers and tap changers	Maintain transformers and tap changers	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain transformer and tap changers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Maintain compressors and air systems	Maintain compressors and air systems	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain compressors and air systems according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain batteries and DC equipment	Maintain batteries and DC equipment	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain batteries and DC equipment according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain capacitor banks	Maintain capacitor banks	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain capacitor banks according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback. 		
PE	Maintain SVCs	Maintain SVCs (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain SVCs according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Maintain synchronous condensers	Maintain synchronous condensers (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain synchronous condensers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		
PE	Maintain instrumentation transformers	Maintain instrumentation transformers including: <ul style="list-style-type: none"> ▪ CTs ▪ VTs ▪ CVTs 	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed ▪ Maintain instrumentation transformers according to the SMI ▪ Attend to PDRs and DAs ▪ Record all results, repairs performed and abnormalities ▪ Assess and evaluate all test results and provide feedback 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Install primary plant	Install primary plant including: <ul style="list-style-type: none"> ▪ Circuit breakers ▪ Isolators and other switchgear ▪ Transformers ▪ GIS equipment and its SF6 gas processing methods ▪ Compressors and air systems ▪ 415v S/S supplies and LV electrical panels cabling and switchgear ▪ Batteries and DC equipment ▪ Capacitor banks 	<ul style="list-style-type: none"> ▪ Demonstrate a working knowledge of drawing interpretation, identify drawing faults and drawing alterations ▪ Demonstrate knowledge and an understanding of relevant codes and regulations 		
PE	Receive access authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Be fully authorized to perform the role of RIC of access authorities in accordance with procedures 		
PE	Issue Confined Space authority ⁸	Issue Confined Space authority	<ul style="list-style-type: none"> ▪ Be fully authorized to issue confined space authority in accordance with procedures 		

⁸ In reality the 3.36% pay increase is contingent upon delivery of this competency. SPI PowerNet is not prepared to pay an additional allowance for this competency. We regard this as non-negotiable and the entire Report package is at risk if this cannot be agreed.

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Purchasing.	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for Power Net ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		
PE	Self directed work teams	Participate as a member of a self directed work team	<ul style="list-style-type: none"> ▪ Use of initiative and group skills to achieve completion of tasks 		
PE	PETE Testing	Perform PETE Testing	<ul style="list-style-type: none"> ▪ Understand the requirements for PETE testing ▪ Record all results ▪ Assess and evaluate test results and provide feedback ▪ Update PETE register 		
PE	Computer Skills	Computer Skills	<ul style="list-style-type: none"> ▪ Operate relevant SPI PowerNet IT systems 		
PE	Maintain GIS equipment and its SF6 gas processing methods	Maintain GIS equipment and its SF6 gas processing methods (As applicable)	<ul style="list-style-type: none"> ▪ Ensure that all works instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are received. ▪ Visual inspection is performed. ▪ Maintain GIS equipment and its SF6 gas processing methods according to the SMI. ▪ Attend to PDRs and Das. ▪ Record all results, repairs performed and abnormalities. ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Provide technical expertise / support to other primary personnel and other functional groups.	Provide technical expertise / support and advice to maintain, rectify faults and installation of: <ul style="list-style-type: none"> ▪ Circuit breakers ▪ Isolators and other switchgear ▪ Transformers ▪ GIS equipment and its SF6 gas processing methods ▪ Compressors and air systems ▪ 415v S/S supplies and LV electrical panels cabling and switchgear ▪ Batteries and DC equipment ▪ Capacitor banks ▪ Fire service equipment ▪ Land and building maintenance 	<ul style="list-style-type: none"> ▪ There is a need to have sufficient technical knowledge of a very wide range of primary equipment to enable a proper evaluation and assessment of their performance. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A detailed knowledge of primary maintenance practices. ▪ Ability to correctly interpret test results as a basis for recommending serviceability of plant and equipment. ▪ Issue or check work instructions 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PE	Breakdown and fault repair of primary plant	The repair and return to service of primary plant and equipment breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep internal stakeholders advised of corrective action. ▪ Report and record each fault in maintenance management system ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. ▪ Have the ability to perform second response availability 		
PE	Works Management System.	Maintain the Works Management System.	<ul style="list-style-type: none"> ▪ Raise Work Order numbers for each work activity with correct job number. ▪ Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
PE	Provide Training	Provide training for trainees and other functional groups	<ul style="list-style-type: none"> ▪ Ensure training is both relevant and appropriate 		
PE	Oil treatment / testing	Operate basic oil processing equipment	<ul style="list-style-type: none"> ▪ Operate oil processing equipment including paper & cartridge presses ▪ Take oil samples from electrical equipment and perform Di-electric strength tests ▪ Comply with environmental policies and procedures ▪ Operate oil processing equipment and associated accessories according to policies and procedures 		

PRIMARY SENIOR

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PS	Operate oil processing equipment	Operate oil processing equipment	<ul style="list-style-type: none"> ▪ Demonstrate a detailed knowledge of capabilities, uses and limitations of very complex oil processing equipment ▪ Operate oil processing equipment including paper & cartridge presses vacuum press Micafil and Argus. Take oil samples from electrical equipment and perform test including Di-electric Acidity, Resistivity and colour ▪ Comply with environmental policies and procedures ▪ Operate oil processing equipment and associated accessories according to policies and procedures 		
PS	Apply for access authorities / notifications	Apply for access authorities / notifications	<ul style="list-style-type: none"> ▪ Applications for access authorities / notifications are performed in accordance with procedures 		
PS	Ability to switch isolate & earth & restore plant (Level 1 Operating)	Perform switching, isolating, earthing & restoration of plant	<ul style="list-style-type: none"> ▪ Switching, isolating and earthing are performed in accordance with procedures and switching program ▪ Plant is restored in accordance with procedures and switching program 		
PS	Ability to prepare, issue & cancel access authorities (Level 2 Operating)	Prepare, issue and cancel access authorities	<ul style="list-style-type: none"> ▪ Isolations and earthing are checked against switching program ▪ Access authority is prepared in accordance with procedures ▪ Boards and barriers are prepared in accordance with procedures ▪ Access authority is issued in accordance with procedures ▪ Access authority is cancelled in accordance with procedures 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PS	Various operations type duties (Level 3 Operating)	Perform availability & station inspections. Respond to station alarms & faults	<ul style="list-style-type: none"> ▪ Perform availability first response ▪ Respond to station alarms & faults ▪ Perform station inspections 		
PS	Contract Supervision	Ability to manage/monitor Contractors on major projects	<ul style="list-style-type: none"> ▪ Liaise with Contractors ▪ Ensure work is carried out in a timely and efficient manner ▪ Ensure work carried out meets contract specifications ▪ Ensure safety requirements are met 		
PS	Leadership	Leads Punctual Initiative Communication Proactive Support Financial Workplace Leadership Course	<ul style="list-style-type: none"> ▪ Effectively manages and leads teams to achieve clear standards of performance. ▪ Encourages team timeliness & punctuality ▪ Personally ensures clear group / individual direction. ▪ Seeks constant improvement & is performance focused ▪ Communicates openly, logically & to the point ▪ Actively listens, encourages further communication and seeks facts ▪ Cooperates effectively with Management, Team Leaders & other disciplines ▪ Awareness & understanding of the basic financial position of the local Area Business ▪ Satisfactory progress in Leadership Course⁹ 		

⁹ SPI PowerNet believes the days of placing people in leadership positions without any formal training in people management, financial management and project management are gone. The risk is too high to place employees in these positions on a "sink or swim" basis, without formal training. We require employees to undertake this training not only for their own benefit, but for the benefit of the employees they will be managing.

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PS	Major Project Work Management	Provide management and technical skills for major Capital Work programs	<ul style="list-style-type: none"> ▪ Assist in the Development of project scopes ▪ Assist in the development of responsible estimates for both time and cost. ▪ Install, pre-commission and commission projects in a timely manner to meet quality, time and cost. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto the responsible party ▪ Effective supervision and management of contractors 		
PS	Working Knowledge of secondary protection schemes	Have a working knowledge of secondary plant and equipment.	<ul style="list-style-type: none"> ▪ Have a working knowledge of secondary equipment to enable a proper assessment of its role in primary equipment operation and protection. ▪ Have sufficient knowledge to assist isolations for secondary equipment. ▪ Have sufficient knowledge to assist in utilisation of secondary test equipment. 		
PS	Working Knowledge of line equipment	Have a working knowledge of line equipment	<ul style="list-style-type: none"> ▪ Have working knowledge of line equipment to enable a proper assessment of its role in primary equipment operation and protection. ▪ Have sufficient knowledge to assist in line maintenance ▪ Easements work with qualified linesperson ▪ Supervised ground work 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
PS	“E” Grade Licensed Electrician ¹⁰	“E” Grade Licensed Electrician	<ul style="list-style-type: none"> Obtain and utilize an “E” Grade Electricians Licence in accordance with procedures 		

¹⁰ SPI PowerNet would only commence payment for this competency where there is a demonstrated business need for the competency and it is regularly used. We would not pay additional amounts now for existing employees who happen to have an E Grade licence.

SECONDARY COMPETENT

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Computer Skills	Develop and demonstrate Computer at the appropriate level	<ul style="list-style-type: none"> ▪ Competent use of word processing, spreadsheet and database applications ▪ Competent use of Lotus Notes applications ▪ Competent use of In House applications e.g. Maximo, Work Station 		
SC	Provide technical expertise / support to other secondary personnel and other functional groups.	Provide technical expertise / support and advice at the appropriate level to maintain, rectify faults and installation of: <ul style="list-style-type: none"> ▪ Protection schemes ▪ Instrumentation schemes ▪ Energy metering schemes ▪ SCADA systems ▪ Control schemes ▪ Alarms schemes 	<ul style="list-style-type: none"> ▪ Have sufficient technical knowledge of a range of secondary equipment to enable a proper evaluation and assessment of their performance. ▪ A working knowledge of secondary maintenance practices. ▪ Ability to correctly interpret test results as a basis for recommending serviceability of plant and equipment. ▪ Carry out test investigations of a basic nature 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Maintain electromagnetic protection schemes	Maintain electromagnetic protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback ▪ Ability to perform task under guidance/direction of a senior tester. 		
SC	Maintain solid state protection schemes	Maintain solid state protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions & procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Prepare automated test plans ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Maintain digital / PLC protection schemes	Maintain digital / PLC protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Prepare automated test plans ▪ Ability to perform task under guidance/direction of a senior tester. 		
SC	Maintain instrumentation schemes	Maintain instrumentation schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Maintain energy metering schemes	Maintain energy metering schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task under guidance/direction of a senior tester. 		
SC	Maintain SCADA systems	Maintain SCADA systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Maintain control systems	Maintain control systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task under guidance/direction of a senior tester. 		
SC	Maintain alarm systems	Maintain alarm systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Installation of protection schemes	Assist in and install basic protection schemes	<ul style="list-style-type: none"> ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply settings to relays including electro-magnetic, electronic, processor based using a PC. ▪ Carry out calibration checks to confirm settings and successful operation using manual and automated test equipment. ▪ Carry out functional checks, BU checks and trip checks ▪ Carry out on loads ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Installation of instrumentation and energy metering	Installation of basic instrumentation and energy metering schemes	<ul style="list-style-type: none"> ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply ranges to transducers ▪ Be able to access VicPool meters via PC to apply settings as required ▪ Measure VT voltage drops ▪ Installation of fibre optic connections ▪ Demonstrate working knowledge of modems and fax switches. ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Installation of Controls, alarms and SCADA	Installation of basic Control, Alarms and SCADA systems	<ul style="list-style-type: none"> ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Configure alarm systems e.g. Type F to screen based alarms ▪ Be able to initiate alarms from their source ▪ Install various basic control schemes including CB controls. ▪ Ability to perform task under guidance/direction of a senior tester. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Breakdown and fault repair of basic secondary equipment	Co-ordinate the repair and return to service of secondary equipment breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action. ▪ Possess a basic understanding of specific secondary systems. ▪ Understand protection and communication network implications relevant to fault rectification works. ▪ Report and record each fault in the maintenance management system. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. ▪ Carry out appropriate technical investigations and prepare reports and note follow up actions as required. 		
SC	Minor Project Management	Provide management and technical skills for minor Capital Works programs.	<ul style="list-style-type: none"> ▪ Install, precommission and commission minor projects in a timely manner to meet quality, time and cost commensurate with competency level. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Risk Management	Demonstrate a basic knowledge/understanding of the Transmission and Sub-Transmission Systems	<ul style="list-style-type: none"> Across all competencies/skills, an appreciation of the ramifications of the planning/work to be done in regard to the Transmission System (includes HEIs and Rebate minimisation) and the customer interface i.e. minutes off supply 		
SC	Works Management System.	Maintain the Works Management System.	<ul style="list-style-type: none"> Raise Work Order numbers for each work activity with correct job number. Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
SC	Working Knowledge of primary plant and ancillary equipment	Have a working knowledge of primary plant and ancillary equipment	<ul style="list-style-type: none"> Have working knowledge of primary plant and ancillary equipment to enable a proper assessment of its role in secondary equipment operation and protection. Have sufficient knowledge to perform isolations of primary ancillary equipment Have sufficient knowledge to perform wiring 		
SC	Receive SWN, EAP authorities	Receive access authorities	<ul style="list-style-type: none"> Receive access authorities in accordance with procedures Complete the appropriate training course. 		
SC	Receive Confined Space authority	Receive Confined Space authority	<ul style="list-style-type: none"> Be fully authorized to receive confined space authority in accordance with procedures 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SC	Purchasing.	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for PowerNet. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance. 		
SC	Customer interfaces	Liaise with customers regarding work activities	<ul style="list-style-type: none"> ▪ Keep customers informed ▪ Discuss work issues with customer ▪ Liaise with customers on outages 		

SECONDARY EXPERIENCED

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Computer Skills	Develop and demonstrate Computer Skills to perform competencies at the appropriate level	<ul style="list-style-type: none"> ▪ Competent use of automated Relay Test applications e.g. Doble ▪ Competent use of Digital Relay applications e.g. SEL, Alstrom ▪ Competent use of Control System applications e.g. Display Station, Digsis 		
SE	Provide technical expertise / support to other secondary personnel and other functional groups.	Provide technical expertise / support and advice at the appropriate level to maintain, rectify faults and installation of: <ul style="list-style-type: none"> ▪ Protection schemes ▪ Instrumentation schemes ▪ Energy metering schemes ▪ SCADA systems ▪ Control schemes ▪ Alarms schemes 	<ul style="list-style-type: none"> ▪ Have sufficient technical knowledge of an extensive range of secondary equipment to enable a proper evaluation and assessment of their performance. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A detailed knowledge of secondary maintenance practices ▪ Ability to correctly interpret test results as a basis for recommending serviceability of plant and equipment ▪ Issue or check work instructions ▪ Carry out test investigations of a complex nature 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Maintain electromagnetic protection schemes	Maintain electromagnetic protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback ▪ Ability to perform task with the minimal supervision. 		
SE	Maintain solid state protection schemes	Maintain solid state protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions & procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Prepare automated test plans ▪ Ability to perform task with the minimal supervision. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Maintain digital / PLC protection schemes	Maintain digital / PLC protection schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Prepare automated test plans ▪ Ability to perform task with the minimal supervision 		
SE	Maintain instrumentation schemes	Maintain instrumentation schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task with the minimal supervision. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Maintain energy metering schemes	Maintain energy metering schemes	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task with the minimal supervision 		
SE	Maintain SCADA systems	Maintain SCADA systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task with the minimal supervision 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Maintain control systems	Maintain control systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task with the minimal supervision 		
SE	Maintain alarm systems	Maintain alarm systems	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Visual inspection is performed ▪ Isolations are performed in accordance with work instructions and procedures ▪ Correct test equipment / instruments are selected and used ▪ Calibrate, adjust & apply settings ▪ Record all measurements ▪ Assess and evaluate all test results and provide feedback. ▪ Ability to perform task with the minimal supervision 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Installation of protection schemes	Assist in and install standard protection schemes	<ul style="list-style-type: none"> ▪ Assist in the development of installation strategies ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply settings to relays including electro-magnetic, electronic, processor based using a PC. ▪ Carry out calibration checks to confirm settings and successful operation using manual and automated test equipment. ▪ Carry out functional checks, BU checks and trip checks ▪ Carry out on loads ▪ Carry out end to end checks on accelerated distance schemes ▪ Ability to perform task with the minimal supervision 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Installation of instrumentation and energy metering	Installation of standard instrumentation and energy metering schemes	<ul style="list-style-type: none"> ▪ Assist in the development of installation strategies ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply ranges to transducers ▪ Be able to access VicPool meters via PC to apply settings as required ▪ Measure VT voltage drops ▪ Installation of fibre optic connections ▪ Demonstrate working knowledge of modems and fax switches. ▪ Ability to perform task with the minimal supervision 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Installation of Controls, alarms and SCADA	Installation of standard Controls, Alarms and SCADA systems.	<ul style="list-style-type: none"> ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Configure alarm systems e.g. Type F to screen based alarms ▪ Be able to initiate alarms from their source ▪ Carry out functional checks from SCADA and controls ▪ Install various control schemes including CB controls, Cap Bank, SVC, OLTC, rotating machines ▪ Ability to perform task with the minimal supervision 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Breakdown and fault repair of a wide range of secondary equipment	Co-ordinate the repair and return to service of secondary equipment breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action. ▪ Possess a through understanding of specific secondary systems. ▪ Understand protection and communication network implications relevant to fault rectification works. ▪ Report and record each fault in the maintenance management system. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. ▪ Carry out appropriate technical investigations and prepare reports and note follow up actions as required. ▪ Have the ability to perform second response availability 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Project Management	Provide management and technical skills for Capital Works programs.	<ul style="list-style-type: none"> ▪ Assist in the development of project scopes ▪ Install, precommission and commission medium sized projects in a timely manner to meet quality, time and cost commensurate with competency level. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		
SE	Risk Management	Demonstrate detailed knowledge/understanding of the Transmission and Sub-Transmission Systems	<ul style="list-style-type: none"> ▪ Across all competencies/skills, an appreciation of the ramifications of the planning/work to be done in regard to the Transmission System (includes HEIs and Rebate minimisation) and the customer interface i.e. minutes off supply 		
SE	Provide Training	Provide training for trainees and other functional groups	<ul style="list-style-type: none"> ▪ Ensure training is both relevant and appropriate ▪ Carry out on the job training as required 		
SE	Self directed work teams	Participate as a member of a self directed work team	<ul style="list-style-type: none"> ▪ Proven ability to carry out tasks to completion as part of a multi skilled work team, with minimal supervision 		
SE	Contract Supervision	Ability to manage/monitor Contractors on small to medium sized projects.	<ul style="list-style-type: none"> ▪ Liaise with Contractors ▪ Ensure work carried out meets contract specifications ▪ Ensure work is carried out in a timely and efficient manner ▪ Ensure safety requirements are met 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SE	Prepare/Apply for notifications & Access authorities	Apply for notifications & access authorities	<ul style="list-style-type: none"> ▪ Applications for access authorities are performed in accordance with procedures 		
SE	Receive SFT authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Receive access authorities in accordance with procedures ▪ Complete the appropriate training course 		

SECONDARY SENIOR

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Computer Skills	Develop and demonstrate Comp Skills to perform competencies at the appropriate level	<ul style="list-style-type: none"> Competent use of software packages to check and design digital relay configuration 		
SS	Provide technical expertise / support to other secondary personnel and other functional groups.	Provide technical expertise / support and advice at the appropriate level to maintain, rectify faults and installation of: <ul style="list-style-type: none"> Protection schemes Instrumentation schemes Energy metering schemes SCADA systems Control schemes Alarms schemes 	<ul style="list-style-type: none"> There is a need to have sufficient technical knowledge of a full range of secondary equipment to enable a proper evaluation and assessment of their performance. Ability to pass on knowledge to others in a competent manner. An extensive knowledge of secondary maintenance practices and procedures and the ability to draft new SPPs. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Installation of protection schemes	Installation of complex protection schemes	<ul style="list-style-type: none"> ▪ Assist in the development of installation strategies ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply settings to relays including electro-magnetic, electronic, processor based using a PC. ▪ Carry out calibration checks to confirm settings and successful operation using manual and automated test equipment. ▪ Carry out functional checks, BU checks, trip checks and on loads ▪ Carry out end to end checks on accelerated distance schemes ▪ Ability to perform task as a single man test team 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Installation of instrumentation and energy metering	Installation of complex instrumentation and energy metering schemes	<ul style="list-style-type: none"> ▪ Assist in the development of installation strategies ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Apply ranges to transducers ▪ Be able to access VicPool meters via PC to apply settings as required ▪ Measure VT voltage drops ▪ Installation of fibre optic connections ▪ Demonstrate working knowledge of modems and fax switches. ▪ Ability to perform task as a single man test team 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Installation of Controls, alarms and SCADA	Installation of complex Controls, Alarms and SCADA systems	<ul style="list-style-type: none"> ▪ Assist in the development of installation strategies ▪ Liaise effectively with other PowerNet personnel, customers and contractors ▪ Ensure that materials and equipment are available on time to meet installation objectives ▪ Install, precommission and commission installations in a timely manner to meet quality objectives ▪ Ensure that all documentation and results are completed and forwarded onto responsible party ▪ Configure alarm systems e.g. Type F to screen based alarms ▪ Be able to initiate alarms from their source ▪ Carry out functional checks from SCADA and controls ▪ Install various control schemes including CB controls, Cap Bank, SVC, OLTC, rotating machines ▪ Ability to perform task as a single man test team 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Breakdown and fault repair of an extensive range secondary equipment	Co-ordinate the repair and return to service of secondary equipment breakdowns or faults.	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action. ▪ Possess a detailed understanding of specific secondary systems. ▪ Understand protection and communication network implications relevant to fault rectification works. ▪ Report and record each fault in the maintenance management system. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. ▪ Provide technical advice verbally or in writing to others in assessing equipment maloperation. ▪ Carry out appropriate technical investigations and prepare reports and note follow up actions as required. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Major Project Management	Provide management and technical skills for major Capital Works programs.	<ul style="list-style-type: none"> ▪ Assist in the development of project scopes ▪ Assist in the development of responsible estimates for both time and cost. ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost commensurate with competency level. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party. 		
SS	Working Knowledge of communication systems at the Secondary/ Communications interface	Have a working knowledge of the communication equipment and systems.	<ul style="list-style-type: none"> ▪ Have working knowledge of communication equipment to enable a proper assessment of its role in secondary equipment operation and protection. ▪ Have sufficient knowledge to perform isolations for communication equipment ▪ Have sufficient knowledge to utilise communication test equipment 		
SS	Prepare/Apply for SFT authorities	Apply for access authorities	<ul style="list-style-type: none"> ▪ Applications for access authorities are performed in accordance with procedures 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
SS	Ability to switch, isolate, earth & restore plant (Level 1 Operating)	Perform switching, isolating, earthing & restoration of plant	<ul style="list-style-type: none"> ▪ Switching, isolating and earthing are performed in accordance with procedures and switching program to Operator level 1 competency ▪ Plant is restored in accordance with procedures and switching program 		
SS	Contract Supervision	Ability to manage/monitor Contractors on major projects.	<ul style="list-style-type: none"> ▪ Liaise with Contractors ▪ Ensure work carried out meets contract specifications ▪ Ensure work is carried out in a timely and efficient manner ▪ Ensure safety requirements are met 		
SS	Estimates		<ul style="list-style-type: none"> ▪ Have the ability to accurately quote for Project works based on Job Scope 		

COMMUNICATIONS COMPETENT

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Cabling / Records	Install communications cabling and maintain records	<ul style="list-style-type: none"> ▪ Install communications cabling and associated circuit jumpering to relevant regulations and standards ▪ Record and document circuit details and where required, upgrade records in a clear and legible manner, to ensure an ease of understanding during new installations and fault investigations 		
CC	Maintain Communications Equipment.	Ensure all communications equipment is working correctly.	<ul style="list-style-type: none"> ▪ Assist in the maintenance of communications infrastructure to relevant standards 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Breakdown and fault repair.	Assist in and carry out the repair and return to service of communications specific equipment including: - <ul style="list-style-type: none"> ▪ Telephone systems ▪ VF systems ▪ Microwave Radio systems ▪ Antenna systems ▪ PLC / PSL Carrier equipment ▪ Optical Fibre & Metallic bearer cables. ▪ SCADA Equipment ▪ Alarm & Telemetry systems ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action. ▪ Possess a basic understanding of specific communication system. ▪ Understand communications and protection network implications relevant to fault rectification works. ▪ Report and record each fault in the maintenance management system. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. 		
CC	Project Works	Participate in Project Works.	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Liaise effectively with project managers. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Install communications equipment	Assist in and Install communications equipment including:- <ul style="list-style-type: none"> ▪ Telephone systems ▪ VF systems ▪ Microwave Radio systems ▪ Antenna systems ▪ PLC / PSL Carrier equipment ▪ Optical Fibre & Metallic bearer cables. ▪ SCADA Equipment ▪ Alarm & Telemetry systems ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Liaise effectively with project managers. ▪ Ensure that work instructions are clear before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Breakdown and fault repair.	Assist in and carry out the repair and return to service of communications specific equipment including: - <ul style="list-style-type: none"> ▪ Telephone systems ▪ VF systems ▪ Microwave Radio systems ▪ Antenna systems ▪ PLC / PSL Carrier equipment ▪ Optical Fibre & Metallic bearer cables. ▪ SCADA Equipment ▪ Alarm & Telemetry systems ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Keep customers advised of corrective action. ▪ There is a need to have sufficient technical knowledge of a very wide range of communication equipment to enable a proper evaluation and assessment of their performance. ▪ Ability to pass on knowledge to others in a competent manner. ▪ Ability to correctly use appropriate test equipment. ▪ Possess a good understanding of specific communication system. ▪ Understand communications and protection network implications relevant to fault rectification works. ▪ Have equipment repaired / replaced in the most cost effective manner. ▪ Analyse equipment maloperation and implement actions to prevent recurrence. 		
CC	Computer Skills	Ability to operate business based computer systems and basic computer systems specific to communications systems	<ul style="list-style-type: none"> ▪ An understanding of Word Processing, Spreadsheet, Database and Publishing systems in order to access, read & modify reports and plant files and communicate using Email/Intranet systems. ▪ An understanding of computer systems relevant to specific communications systems (e.g. Nokia NMS) 		
CC	Maintain Communications Equipment.	Ensure all communications equipment is working correctly.	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Project Works	Participate in Project Works.	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Liaise effectively with project managers. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		
CC	Install communications equipment	Assist in and Install communications equipment including:- <ul style="list-style-type: none"> ▪ Telephone systems ▪ VF systems ▪ Microwave Radio systems ▪ Antenna systems ▪ PLC / PSL Carrier equipment ▪ Optical Fibre & Metallic bearer cables. ▪ SCADA Equipment ▪ Alarm & Telemetry systems ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Purchasing.	Materials purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for PowerNet. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		
CC	Works Management System.	Maintain the Works Management System.	<ul style="list-style-type: none"> ▪ Keep the equipment register and maintenance history up to date. ▪ Raise Work Order numbers for each work activity with correct job number. ▪ Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
CC	Working Knowledge of secondary systems	Have a working knowledge of the secondary equipment and systems.	<ul style="list-style-type: none"> ▪ Have working knowledge of secondary equipment to enable a proper assessment of its role in communications equipment operation and protection. 		
CC	Apply for notifications	Apply for notifications	<ul style="list-style-type: none"> ▪ Applications for notifications are performed in accordance with procedures 		
CC	Receive access authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Receive access authorities in accordance with procedures 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CC	Purchasing	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for PowerNet. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		
CC	Customer interfaces	Liaise with customers regarding work activities	<ul style="list-style-type: none"> ▪ Keep customers informed ▪ Discuss work issues with customer ▪ Liaise with customers on outages 		
CC	Self directed work teams	Participate as a member of a self directed work team	<ul style="list-style-type: none"> ▪ Ability to lead work groups and be an effective team member 		

COMMUNICATIONS EXPERIENCED

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CE	Computer Skills	Ability to operate business based computer systems and basic computer systems specific to communications systems	<ul style="list-style-type: none"> ▪ An understanding of Word Processing, Spreadsheet, Database and Publishing systems in order to access, read & modify reports and plant files and communicate using Email/Intranet systems. ▪ An understanding of computer systems relevant to specific communications systems (e.g. Nokia NMS) 		
CE	Provide technical expertise /support to other communications personnel and other functional groups.	Provide technical expertise / support and advice to maintain, rectify faults and installation of: <ul style="list-style-type: none"> ▪ Telephone networks ▪ Radio /antenna systems ▪ Carrier equipment ▪ Fibre optic & copper cables Networks ▪ SCADA Equipment ▪ Microwave tower sites ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Have sufficient technical knowledge of a very wide range of communication equipment to enable a proper evaluation and assessment of their performance. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A detailed knowledge of communication maintenance practices. ▪ Ability to correctly interpret test results as a basis for recommending serviceability of plant and equipment. ▪ Issue or check work instructions ▪ Ability to correctly use appropriate test equipment ▪ A detailed knowledge of the communications network management systems 		
CE	Maintain Communications Equipment.	Ensure all communications equipment is working correctly.	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CE	Minor Project Works	Provide technical support for Project Works programs.	<ul style="list-style-type: none"> ▪ Assist in the development of project scopes ▪ Assist in the development of responsible estimates for both time and cost. ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		
CE	Install communications equipment	Install communications equipment including: <ul style="list-style-type: none"> ▪ Telephone networks ▪ Radio/antenna systems ▪ Carrier equipment ▪ Fibre optic & copper cables Networks ▪ SCADA Equipment ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party ▪ Ability to effectively supervise other work groups, contractors and own teams 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CE	Works Management System.	Maintain the Works Management System.	<ul style="list-style-type: none"> ▪ Keep the equipment register and maintenance history up to date. ▪ Raise Work Order numbers for each work activity with correct job number. ▪ Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
CE	Working Knowledge of secondary systems	Have a working knowledge of the secondary equipment and systems.	<ul style="list-style-type: none"> ▪ Have working knowledge of secondary equipment to enable a proper assessment of its role in communications equipment operation and protection. ▪ Have sufficient knowledge to perform secondary isolations ▪ Have sufficient knowledge to utilise secondary test equipment 		
CE	Apply for access notifications	Apply for access notifications	<ul style="list-style-type: none"> ▪ Applications for access notifications are performed in accordance with procedures 		
CE	Receive access authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Receive access authorities in accordance with procedures 		
CE	Purchasing.	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for PowerNet. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CE	Customer interfaces	Liaise with customers regarding work activities	<ul style="list-style-type: none"> ▪ Keep customers informed ▪ Discuss work issues with customer ▪ Liaise with customers on outages 		
CE	Provide Training	Provide training for trainees and other functional groups	<ul style="list-style-type: none"> ▪ Ensure training is both relevant and appropriate 		
CE	Planning	Participate in planning for <ul style="list-style-type: none"> ▪ Access to plant ▪ Training ▪ Process improvement ▪ Area action plans 	<ul style="list-style-type: none"> ▪ Ensure that Planning is supportive of ▪ Corporate, Division and Area Strategic, Operational Management and Action plans ▪ Continues Improvement Matrix ▪ Business plan/Budget 		
CE	Self directed work teams	Participate as a member of a self directed work team	<ul style="list-style-type: none"> ▪ Ability to lead work groups and be an effective team member 		

COMMUNICATIONS SENIOR

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CS	Provide technical expertise /support to other communications personnel and other functional groups.	Provide technical expertise / support and advice to maintain, rectify faults and installation of: <ul style="list-style-type: none"> ▪ Telephone networks ▪ Radio /antenna systems ▪ Carrier equipment ▪ Fibre optic & copper cables Networks ▪ SCADA Equipment ▪ Microwave tower sites ▪ Digital multiplexing equipment 	<ul style="list-style-type: none"> ▪ There is a need to have sufficient technical knowledge of a very wide range of communication equipment to enable a proper evaluation and assessment of their performance. ▪ Ability to pass on knowledge to others in a competent manner. ▪ A detailed knowledge of communication maintenance practices. ▪ Ability to correctly interpret test results as a basis for recommending serviceability of plant and equipment. ▪ Issue or check work instructions ▪ Ability to correctly use appropriate test equipment ▪ A detailed knowledge of the communications network management systems 		
CS	Maintain Communications Equipment.	Ensure all communications equipment is working correctly.	<ul style="list-style-type: none"> ▪ Ensure that all maintenance instructions and guidelines are used. ▪ Ensure that the appropriate access authorities are prepared and used. ▪ Assess and evaluate all test results and provide feedback. 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CS	Major Project Works	Provide technical support for Project Works programs.	<ul style="list-style-type: none"> ▪ Assist in the development of project scopes ▪ Assist in the development of responsible estimates for both time and cost. ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party 		
CS	Install communications equipment	Install communications equipment including: <ul style="list-style-type: none"> ▪ Telephone networks ▪ Radio/antenna systems ▪ Carrier equipment ▪ Fibre optic & copper cables Networks ▪ SCADA Equipment ▪ Pulse Code Modulation 	<ul style="list-style-type: none"> ▪ Install, precommission and commission projects in a timely manner to meet quality, time and cost. ▪ Develop strategies to overcome delays or cost overruns. ▪ Liaise effectively with project managers. ▪ Ensure that project scope matches design drawings and work instructions before work begins. ▪ Ensure that the materials and equipment are available on time to meet installation progress. ▪ Ensure that all documentation is completed and forwarded onto responsible party ▪ Ability to effectively supervise other work groups, contractors and own teams 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CS	Works Management System.	Maintain the Works Management System.	<ul style="list-style-type: none"> ▪ Keep the equipment register and maintenance history up to date. ▪ Raise Work Order numbers for each work activity with correct job number. ▪ Ensure all required measurements or records of work done are documented and returned from the field including fault repair information and accurate and complete statistics are maintained. 		
CS	Working Knowledge of secondary systems at the Communications/ Secondary interface	Have a working knowledge of the secondary equipment and systems.	<ul style="list-style-type: none"> ▪ Have working knowledge of secondary equipment to enable a proper assessment of its role in communications equipment operation and protection. ▪ Have sufficient knowledge to perform secondary isolations ▪ Have sufficient knowledge to utilise secondary test equipment 		
CS	Apply for notifications	Apply for notifications	<ul style="list-style-type: none"> ▪ Applications for notifications are performed in accordance with procedures 		
CS	Receive access authorities	Receive access authorities	<ul style="list-style-type: none"> ▪ Receive access authorities in accordance with procedures 		
CS	Ability to switch isolate & earth & restore plant (Level 1 Operating)	Perform switching, isolating, earthing & restoration of plant	<ul style="list-style-type: none"> ▪ Switching, isolating and earthing are performed in accordance with procedures and switching program ▪ Plant is restored in accordance with procedures and switching program 		

Code	Title	Description	Indicative Evaluation Criteria	Competency Level (High, medium, low)	
				Position	Person
CS	Purchasing.	Materials and services purchasing from the most appropriate supplier.	<ul style="list-style-type: none"> ▪ Ensure all purchase decisions provide greatest value for money for PowerNet. ▪ Purchases are in accordance with approved policies and procedures. ▪ Sufficient lead-time has been allowed and can be met by supplier. ▪ Assessment and technical evaluation of material / equipment performance 		
CS	Customer interfaces	Liaise with customers regarding work activities	<ul style="list-style-type: none"> ▪ Keep customers informed ▪ Discuss work issues with customer ▪ Liaise with customers on outages 		
CS	Provide Training	Provide training for trainees and other functional groups	<ul style="list-style-type: none"> ▪ Ensure training is both relevant and appropriate 		
CS	Planning	Participate in planning for <ul style="list-style-type: none"> ▪ Access to plant ▪ Training ▪ Process improvement ▪ Area action plans 	<ul style="list-style-type: none"> ▪ Ensure that Planning is supportive of ▪ Corporate, Division and Area Strategic, Operational Management and Action plans ▪ Continues Improvement Matrix ▪ Business plan/Budget 		
CS	Self directed work teams	Participate as a member of a self directed work team	<ul style="list-style-type: none"> ▪ Ability to lead work groups and be an effective team member 		

APPENDIX 3 : SUMMARY OF RATIONALE FOR EXCLUDED COMPARATOR ORGANISATIONS

Organisation	Lines	Primary	Secondary	Communications
Alstom		<ul style="list-style-type: none"> Deemed by RT not comparable due to lack of available information beyond pay rates 	<ul style="list-style-type: none"> Deemed by RT not comparable due to lack of available information beyond pay rates 	<ul style="list-style-type: none"> According to RT this role is completed in Western stations using older technology therefore not comparable match
Citipower	<ul style="list-style-type: none"> Not comparable match Work is more like that of Switches Job 		<ul style="list-style-type: none"> Citipower have outsourced this role 	<ul style="list-style-type: none"> Deemed by RT not likely to be a comparable match
Electrix		<ul style="list-style-type: none"> Hire employees who may be able to perform some of these tasks but did not have role similar to SPI PN Primary Role 	<ul style="list-style-type: none"> Did not have a comparable role within organisation 	
Enetech	<ul style="list-style-type: none"> Not likely to be able to assist according to RT at the time Not likely to have supporting evidence for comparable match 	<ul style="list-style-type: none"> No information available Only based on EBA therefor not enough information to be considered comparable match 	<ul style="list-style-type: none"> According to RT not comparable 	<ul style="list-style-type: none"> No information available Only based on EBA therefor not enough information to be considered comparable match
NPS	<ul style="list-style-type: none"> No written documentation able to be provided by client therefore not able to determine match 	<ul style="list-style-type: none"> No written documentation able to be provided by client therefore not able to determine match 	<ul style="list-style-type: none"> No written documentation able to be provided by client therefore not able to determine match 	<ul style="list-style-type: none"> Electrix took over NPS roles for Communications

Organisation	Lines	Primary	Secondary	Communications
Powercor				<ul style="list-style-type: none"> ▪ Determined as poor match by RT ▪ Tend to call in AGL engineers for these types of jobs
Powerlink	<ul style="list-style-type: none"> ▪ No lines role available for comparison ▪ Lines are provided by Alstom 	<ul style="list-style-type: none"> ▪ Provided information on General Stream for Engineers only. Therefore unable to determine it match available due to lack of written documentation 	<ul style="list-style-type: none"> ▪ Provided information on General Stream for Engineers only. Therefore unable to determine it match available due to lack of written documentation 	<ul style="list-style-type: none"> ▪ Provided information on General Stream for Engineers only. Therefore unable to determine it match available due to lack of written documentation
Transgrid			<ul style="list-style-type: none"> ▪ Lack of job descriptions and written documentation which shows how role would match 	<ul style="list-style-type: none"> ▪ Could not compare roles because only generic description for Transgrid supplied
United Energy	<ul style="list-style-type: none"> ▪ Linesman work is performed by contractors eg NPS ▪ Not likely to be good match according to RT 	<ul style="list-style-type: none"> ▪ Determined by RT as not comparable due to complexity of equipment 	<ul style="list-style-type: none"> ▪ Secondary work performed by contractors eg NPS 	<ul style="list-style-type: none"> ▪ Scrapped by RT as no match ▪ Not likely to have position according to RT

Legend:

 *Match*
 *RT Review Team*

APPENDIX 4 : COMPARATOR ORGANISATION ALLOWANCE DETAILS

Allowances	Award	SPI PowerNet	Transgrid	Powercor
<i>Industry</i>				
1.Lines Power Station Allowance	7.5% (Lines only) 7.5% if in thermal power station (>8 megawatts) - not both PS and Lines	# #		7.50%
2.Workshop -Latrobe -Elsewhere	5.75% 2.50%	# #		2.50%
3.Field			\$29.50	
4.General Purpose			\$31.70 (replaces lunches on day trips)	
5. Metering				\$24
6.Electricians				
7.Electrical Distribution				
8.ACA Austel				
9.Tool				

As per Power and Energy Industry, Electrical, Electronic and Engineering Employees Award 1998

Allowances	AGL	Electrix	Alstom	Citipower
Industry				
1.Lines Power Station Allowance	7.5% (Lines)			
2.Workshop -Latrobe -Elsewhere	2.50%			See General Purpose
3.Field				If working on a site, will get the applicable site allowance
4.General Purpose		\$24.51		.09*Pay point 9 (\$55) - in lieu of workshop and radial if get radial, in lieu of metering if get metering
5. Metering				See General Purpose
6.Electricians		\$25.00	\$25.00	
7.Electrical Distribution		\$38.16	\$35.80	
8.ACA Austel		\$20.00 (if required)		
9.Tool		\$19.65	In base	

Allowances	Award	SPI PowerNet	Transgrid	Powercor
<i>Availability</i>				
1. Availability			\$90.00	#
Unshared		\$484		
Shared 2 x 3		\$322		
Shared 1 in 4 or less than 4	\$183.00	#		
Shared 1 in 5 or more	\$137.00	#		
Shared b/w 2	\$92.00	# \$243		
Shared b/w 3	\$61.00	# \$161		
Shared b/w 4	\$46.00	# \$123		
Shared b/w 5	\$26.00	# \$74		
Shared b/w 6	\$22.00	# \$60		
2. Concession	\$183 per year	# \$242		#
3. Attendance/ Call out			\$7.30	Minimum of 2hrs at double time

Allowances	AGL	Electrix	Alstom	Citipower
Availability				
1. Availability		\$50.00	\$27 per day, or \$189.00	
Unshared	\$229.70	Public holiday- day in lieu or 1.5 x		
Shared 2 x 3	\$153.00	After hours- 2.5x		
Shared 1 in 4 or less than 4				#
Shared 1 in 5 or more				#
Shared b/w 2	\$114.90			#
Shared b/w 3	\$76.50			#
Shared b/w 4	\$54.70			#
Shared b/w 5	\$45.90			#
Shared b/w 6	\$38.10			#
2. Concession	\$229.70 per year			#
3. Attendance/ Call out		\$15.44	Minimum of 2 hours	

Allowances	Award	SPI PowerNet	Transgrid	Powercor
Hours related				
1.Shift	<ul style="list-style-type: none"> ▪ 2 and 3 shifts are \$44.64 and \$66.04 ▪ Weekends: 3 of 5 Sat & Sun is 19%, 2 of 3 Sat & Sun is 21%, 3 of 4 Sat & Sun is 23.5%. ▪ If working different shift without 48 hours notice, get 100% of ordinary rate. If not 72 hours notice, get additional 50%. ▪ Afternoon shift is additional 15% and night shift is an additional 30% of ordinary rate of pay. 	No shift	<ul style="list-style-type: none"> ▪ Morning (5am - 6.30am): Greater of 10% or \$7.47 per shift ▪ Afternoon/night (6pm-12mid/ 12mid-8am finish/ 12mid-5am start): Greater of 20% or \$27.15 per shift ▪ 2 weeks or more of continuous afternoon or night shifts - 25% afternoon/ 30% night ▪ Can't get shift & overtime 	
2.Regular Roster			<ul style="list-style-type: none"> ▪ 4.35% - 7 days continuous shift work rosters, or regular weekends, or continuous afternoon and night ▪ 2.12% - rotating shifts & not regularly rostered to work shifts on weekends or days Mon to Saturday only 	
3.Overtime	<ul style="list-style-type: none"> ▪ Ordinary rate of pay paid to the nearest quarter hour dependant upon shift allowances. 	#	<ul style="list-style-type: none"> ▪ More than 11 ordinary shifts in 12 days ▪ Weekdays and Sat morn <2hrs (1.5x) or >2hrs(2x) ▪ Sat afternoon and Sun - 2x ▪ Public Holiday - 2.5x 	<ul style="list-style-type: none"> ▪ Mon-Fri: >2hrs 1.5x ▪ Sat: 1.5x ▪ Sun: 2x ▪ Public Hol: 2.5x

Allowances	AGL	Electrix	Alstom	Citipower
Hours related				
1.Shift	<ul style="list-style-type: none"> ▪ 2 shifts: \$51.00 pw ▪ 3 shifts: \$82.90 pw (Expected to work 1 in 5 afternoon shifts)	<ul style="list-style-type: none"> ▪ 1.5 x ordinary time for afternoon or night 		If working the fault shift of S138 for the rostered week on, which is 0.241% of Point 9 (\$148)
2.Regular Roster	Weekends Penalties: - 1 of 4 weekends is 16.66% base; - 3 of 5 Weekends is 19% base; - 2 of 3 Weekends is 21% base; - 3 of 4 Weekends is 23.5% base			
3.Overtime	Overtime less than 2hrs is 1.5x. Overtime greater than 2hrs is 2x. Public holidays are as per the Award. Back to duty - min 4hrs @ 2x Paid when >5 (or 4) day week	On RDO - pay plus, 1 day in lieu or, overtime rates	#	time and a half for first 2 hours and double after that

Allowances	Award	SPI PowerNet	Transgrid	Powercor
<i>Ad hoc</i>				
1.First Aid	<ul style="list-style-type: none"> ▪ \$2 per day or \$16 per fortnight ▪ Cupboards - \$3.10 per day or \$35 per fortnight ▪ Bonus for course outside of work hours - \$87 	# Cupboards - 10 day - \$37.13 pf, 9 day - \$37.23	<ul style="list-style-type: none"> ▪ \$10.20 pw or part ▪ 50% above this rate for Occupational First Aid certificate 	
2.LAHA	\$14 per night for incidental expenses, or 2.75 % pw of Step 5 band 1	\$109 from city to country, \$33 for the last day \$17 per night for incidental	<ul style="list-style-type: none"> ▪ \$12 (interstate), \$9.65 (intrastate) per night ▪ Accom - \$226/\$169.15 next night (cap) \$161/\$120.45(n-cap) ▪ Also, \$26 per week where required to work away from Sydney office for extended period 	#
3.Meal	\$8 per meal	#	\$9.60, \$19.20 (>5hr), \$28.80 (>9hrs)	Reserves right to provide meal and accom expenses in lieu of payment of allowance
4.Radial	> 2600cc - 53.80c/km, < 2600cc - 45.7c/km	# (Primary mainly) See SPI sheet		
5.Travel time	Paid in ordinary hours except Sundays and Pub Holidays at 1.5x		Limited to employees below salary point 35 (\$1433.30 per week) or to those who worked less than 40 hours pw pre 1/6/79. Calculated by 1.5 X (Standard time less normal time)	Normal time if start at other site at normal starting time. Also travel time after normal finishing time is time worked.

Allowances	Award	SPI PowerNet	Transgrid	Powercor
<i>Ad hoc (cont.)</i>				
6.Fares	Paid if working at another site	#	50c/km	
7. Leading Hand		Different pay	One extra pay point	Work Site Leader allowance - \$7 day/ \$35 pw
8.Tower	21c per hour (above 1,500m)	# (lines only)		
9.Loss of tools			As per Award	
10.Service Increments				
11.Severence insurance		Income protection		Income protection and journey cover (inc. TAX top up)
12.Other				
N.B.				

Allowances	AGL	Electrix	Alstom	Citipower
Ad hoc				
1.First Aid		L2 - \$15 pw L3 - \$20 pw	\$9.40 pw	
2.LAHA	#	\$100 per day or board and lodgings	Food + Accom + \$17 per day, or Accom + \$45 per day	
3.Meal	#	\$8.30	\$7.70 per meal	
4.Radial	Relocation payment once off instead of excess fares and travel. For example, minutes x level 19 salary x 203	If < 50 km then \$11.90, if > 50km, 59 cents per km	54 cents per km	See General Purpose
5.Travel time	Minimum of 10 mins and maximum of 2hrs if at AGL's request	\$3.90 per day (incl RDOs) .	\$4.50 per day and where greater than 50km, or 30 mins, paid ord time	If at different site and same starting time, receive allowance for half an hour plus the cost of a city saver fare
6.Fares	#	Yes - value unclear		City saver Fare paid when start at a different site
7. Leading Hand	In charge of 1-3 people: \$19.10, In charge of 3-10 people: \$38.30 In charge of >10 people: \$54.20 (lines) Supervisor Linesparty - \$25.50 /4%	In charge of 3-10 people: \$21.72 In charge of 11-20 people: \$30.08 In charge of 20+ people: \$41.25	In charge of 3-10 people: \$20.70 In charge of 11-20 people: \$28.70 In charge of >20: \$39.20	

Allowances	AGL	Electrix	Alstom	Citipower
<i>Ad hoc (cont.)</i>				
8.Tower		39c per hour 0-15 fl- 32c; 16-30 fl- 39c; 31-45 fl- 60c; 46-60 fl- 77c		
9.Loss of tools		up to \$1,100	up to \$307	
10.Service Increments		1-\$1.01; 2-\$2.12; 5-\$4.24; 7- \$6.49; 10-\$8.32	After 1 year \$0.98 ; After 3 years \$2.02; After 5 years \$4.10; After 7 years \$6.20; After 10 years \$8.20	
11.Severence insurance	Journey and accident insurance	\$30pw to ETU/NECA	\$46.90 pw	
12.Other	Outdoor Metering- \$29.50 / 4%	Rate for ordering materials- \$9.40 pw	Nominee Allowance \$42.20 pw	
N.B.			Rates of pay include base + special payments + attendance + industry+ tool	Relocation policy if relocated to site which is an additional 30mins travel or more

Competency		From Mar -2013	From Sept 2013	From Sept 2014	From Sept 2015
			4.5%	4.5%	4.5%
Level 1 & 2 Operating	ETU Rate	\$7307.12	\$7,635.94	\$7,979.56	\$8,338.64
Level 3 Operating	ETU Rate	\$1,818.59	\$1,900.43	\$1,985.95	\$2,075.32
Bare Hand Live Line	ETU Skill	\$7,307.12	\$7,635.94	\$7,979.56	\$8,338.64
Lines Permit Issue	ETU Skill	\$1,818.59	\$1,900.43	\$1,985.95	\$2,075.32
Apply for access authorities	ETU Rate	\$934.19	\$976.23	\$1,020.16	\$1,066.07
E' Grade Licence	ETU Skill	\$1,584.06	\$1,655.34	\$1,729.83	\$1,807.68
Oil Processing	Primary	\$792.16 - \$1584.42	\$827.81- \$1,655.71	\$865.06 - \$1,730.22	\$903.99 - \$1,808.08
Contract Supervision	Primary & Lines	\$792.16 - \$1584.42	\$827.81- \$1,655.71	\$865.06 - \$1,730.22	\$903.99 - \$1,808.08
Leadership	Primary	\$792.16 - \$1584.42	\$827.81- \$1,655.71	\$865.06 - \$1,730.22	\$903.99 - \$1,808.08
Major Project Management	Primary & Lines	\$1,188.31 - \$1,584.42	\$1,241.78 - \$1,655.71	\$1,297.66 - \$1,730.22	\$1,356.06 - \$1,808.08
Knowledge of Sec Schemes	Primary	\$554.55 - \$1,584.42	\$579.51- \$1,655.71	\$605.59 - \$1,730.22	\$632.84 - \$1,808.08
Breakdown and Fault Repair of Lines	Lines	\$396.12 - \$792.16	\$413.95- \$827.81	\$432.57 - \$865.06	\$452.04 - \$903.99
Breakdown and Fault Repair of Fibre Optics	Lines	\$396.12 - \$792.16	\$413.95- \$827.81	\$432.57 - \$865.06	\$452.04 - \$903.99
Knowledge of Primary Plant	Lines	\$554.55 - \$1,584.42	\$579.51- \$1,655.71	\$605.59 - \$1,730.22	\$632.84 - \$1,808.08

APPENDIX 10

Review of Out of Hours Service

Network Division



Review of Out of Hours Service

SUMMARY OF DISCUSSIONS

Revised issue: 20 June 2000

Prepared by Neil Edwards & Lance Robson

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1. Introduction

At the Single Bargaining Unit (SBU) Meeting of 24 February 2000 the unions and GPU PowerNet (GPUP) management discussed clause 24 of the EBA dealing with a review of out of hours services (refer to Attachment 'A'). It was determined that a review would be conducted and a team was established to make recommendations to the SBU on the most appropriate way in which the out of hours services should be provided by the appropriate skill groups and how it should be managed to ensure maximum efficiency. The team had a preparation meeting on 5 May 2000 followed by the review on 11 and 12 May 2000.

The team consisted of the following:

Peter Davidson – Facilitator

Mark James – Management / Western

Mark Bradfield – Operations / Western

Alan Coleman – Secondary / Western

Steve Beesley – Primary / Western

Mick Delany – Primary / Western

Daryl Baynes – Lines / Western

Neil Edwards – Management / Eastern

Rod Hughan – Management / Contracts

Lance Robson – Operations / Eastern

Max Maloney – Communications / Eastern

Graham Lake – Primary / Eastern

Neil Lewis – Primary / Eastern

Lorence Folino – Lines / Eastern

This report has been prepared using information discussed at the out of hours service review meetings. This report represents a summary of the discussions of the Working Party. It does not reflect findings or final recommendations of the Working Party. The report is designed to generate discussion among the workforce in order to assist unions and management to determine their respective positions on the issues identified by the Working Party.

2. Task Statement

The reason for undertaking the review is to challenge all fundamental aspects of the after hours service and how the service can be delivered in the most innovative and cost effective manner.

The Team will define the functions that must be performed 'Out of Hours' in order to meet GPUP's statutory and contractual obligations.

The Team will make recommendations to the SBU on the most appropriate way in which these services should be provided by the appropriate skill groups and managed to ensure maximum efficiency & effectiveness. The team is to identify risks inherent in their recommendations and the way these risks should be managed.

(NB The team may or may not recommend the method by which employees are recompensed for their services or for the method by which staff are compensated for changes in current practices. It is the role of the SBU to finalise the issues of compensation).

However the team is invited to identify the issues that must be addressed by the SBU in implementing their recommendations.

It is expected that the team will take the following into account in their consideration,

- The types of activities that must be performed out of hours.
- The type of employees and skills required to provide specific out of hours functions.
- The number of employees required to perform the service.
- The current variation in roster duration, change over days and change over times and the benefits of this approach
- The process and method by which the decision to perform out of hours functions is made.
- The process by which GPUP ensures that the risks to the system and their obligations are managed by ensuring appropriate employees are able to respond when required including the benefits of alternatives to rosters for some skill groups.
- The method by which response times and performance levels are determined and calculated.
- The appropriate supervision, accountability and communications required to support their recommendations.
- The need or otherwise for out of hours role descriptions for employees including reporting responsibilities.
- The need for out of hours procedures and guidelines.
- The impact on employee's lifestyles.

The team will provide an implementation plan for the technical aspects of the implementation.

3. Current Situation

The team established the current situation within GPUP; the results and findings of which are detailed in Attachment "B". The tabulation shows the current situation with respect to rosters, changeover day and time, vehicle usage, communication mediums and TAMs payments for each depot across the Network Division and was used as a basis for identifying inconsistencies between depots.

3.1 Inconsistencies across Network Division Depots

The team identified various areas of inconsistency with Availability arrangements across the depots with respect to Rosters, Vehicles and Phones.

They are:

- *Gippsland Lines paid 2 in 5, but work 1 in 3*
- *One Team Leader Lines roster across the Thomastown and Malvern depots*
- *One Communications roster across the Thomastown and Malvern depots*
- *Hazelwood Level 3 Primary and Lines personnel on chance*
- *Hazelwood Communications work a combination of rostered and chance availability*
- *Two Thomastown Lines rosters*

- Thomastown and Malvern First Response rosters
 1. *Midnight changeover*
 2. *Four day cycle - where change over occurs on Sat or Sun, P/Hol or RDO*

- *Vehicle usage – taken home full time in Thomastown and Malvern based on business needs. Exception Malvern Primary take vehicle to station nearest to home to retain radial travel and Thomastown Primary do not have access to a vehicle.*

These inconsistencies are addressed in the recommendations section of this report.

4. GPUP Obligations

The team reviewed GPUP's obligations to provide an after hours service. A table of GPUP's obligations to the VencCorp, the Generation and Distribution Companies are in Attachment C.

It was determined that the after hours service first response person must be able to:

- respond to a pager call within five minutes
- turn up at the designated site within 30 minutes after responding to the pager call

The first response person must have:

- good technical knowledge of the assets in order to identify the nature of the problem
- the technical knowledge and the accountability to determine the course of action to be taken.

5. First Responder Model

After reviewing GPUP's obligations it was decided that a model for the first responder be determined. The following groups of personnel were identified as being able to provide the first response for after hours:

- Personnel who currently have operating skills
- Personnel on the Level 3 Primary rosters
- Rostered Secondary personnel
- Rostered Communications personnel

The management members of the team mapped locations of GPUP stations and home locations of potential responders and determined the following possible grouping stations based on geographical clustering, freeway access and with regard to those current personnel likely to be able to assume a first response capacity to enable the designated response times to be met:

Zone 1: ATS, BLTS, FBTS, KTS, NPD, SYTS & WMTS – Rostered Availability
Bob Anthony, Frank Bialecki, Mark Bradfield, Bruce Harker, Jeff Nash & Tony Speechley

Zone 2: BTS, SMTS, TSTS & TTS – Rostered Availability
Steve Beesley, John Cuthbert, John Johansen, Paul Purdue & Alan Thomas

Zone 3: ERTS, HTS, MTS, ROTs, RTS, RWTS, & SVTS – Rostered Availability
Andrew Bock, Stephen Moffat, Russell Pendock, David Pratt & Bill Sprague

Zone 4: FTS & TBTS – Chance Availability backed up by the Zone 3 roster
Rob Abbot & Alan Millar

Each of the zone boundaries are to be flexible enabling personnel from each zone to be called to provide support for each other.

The first responders will be required to be familiar with the current assets so as to:

- Advise VNSC of their arrival
- Identify the local alarm and advise VNSC
- Determine the cause of the problem and investigate
- Undertake action to address the problem
- Resolve or defer repair
- Understand the implications of what they are to do
- Provide a single point of contact, “one stop shop” for all customers
- Keep the next level of management informed of major or significant incidents
- Co-ordinate resources both within own Area and across other GPUP Areas
- Authorise overtime after hours and co-ordinates full patrol of lines if requested by VNSC

Where necessary the first responders will be provided with appropriate training to ensure that they are familiarised with all the assets that they are responsible for.

A recommendation was made that there is no change to the current first response for the Hazelwood depot but was not fully supported. See Attachment ‘B’ for a description of the model.

5.1 Remuneration for First Response

As the first response group had the highest incidence of call outs the team requested that the remuneration for first response be increased to reflect the number of calls. The rate for this service was also requested to be a standard flat rate that was part of the salary so that it could be incorporated into the FAS.

Other items that were requested for first response were:

- flexible use of vehicles ranging from:
 - commuter use and after hours sole occupancy use **{Mgt Comment: Costs associated with this option would need to be linked to efficiencies and levels of service}**
 - full use including family members but limited on distance (eg 50km city and 100kms country) – no payment to be made by individuals **{Mgt Comment: Costs associated with this option would need to be linked to improved efficiencies and levels of service and / or contribution schemes}**
- mobile phone and pager to be supplied and to retain the TAMs payment

6. Second Response Model

The team decided that the second response personnel should have the specialist discipline skills to be able to investigate and resolve / rectify the fault.

The team determined that the after hours service second response person must be able to:

- respond to a pager call within five minutes

- be at the designated site within best endeavour after responding to the pager call

For the second response rosters the following was put up for discussion:

- there should only be two levels of response for all disciplines which meant the Level 3 Primary and Level 3 Lines rosters in the Thomastown and Malvern depots would be disbanded. The personnel from these rosters could either be integrated into the first or second response rosters. The Thomastown Level 4 Primary preference was to retain the Level 3 roster and for Level 4 to go to chance.
- the two Level 4 Line's rosters at Thomastown be amalgamated into one roster.
- the existing metropolitan communications roster be split into two with the after hours service being provided by both the Thomastown and Malvern depots.

The team reviewed how the second response service could be provided, whether it is by a formal roster, chance or a combination of both for each of the disciplines which dependent on both risk and cost associated with the number of calls.

Attachment 'D' outlines the possible various options for each of the disciplines based on the following information about chance and formal rosters.

Attachment 'E' displays a proposed chart of interfaces for out of hours services.

6.1 Chance After Hours Service

There was much discussion about what does chance mean and how would this service be provided. The following is a list of points describing what is required under chance:

- be contactable by phone / pager
- be provided with a mobile phone to be able to respond
- the person when contacted needs to indicate whether they are available or not
- be provided with a vehicle for response purposes
- an expectation of at least one person being available if necessary
- over the main holidays (eg Easter and Xmas) one person is to be formally rostered on

6.1.1 Remuneration for Chance

The team had difficulty in determining which groups should provide a chance after hours service as it was unknown what remuneration and additional features would be provided for this service. This topic was discussed at great length and the team was not able to reach consensus and decided that the following options be reviewed by the SBU:

- compensation pay out of two years minimum for coming off availability
- flexible use of vehicles ranging from:
 - commuter use and after hours sole occupancy use **{Mgt Comment: Costs associated with this option would need to be linked to improved efficiencies and levels of service}**
 - full use including family members but limited on distance (eg 50km city and 100kms country based on depot) – no payment to be made by individuals **{Mgt Comment: not viable for chance}**

- payment ranging from 4 to a 10 hour minimum overtime payment (7 to 19 hour normal payment)
- a retainer ranging from zero to \$30 per week
- mobile phone and pager and to retain the TAMs payment

Once it is determined what remuneration and other features are to be provided for chance the team will be able to ascertain which is the best method of providing out of hours service taking into account the risk and the overall cost of providing the service.

6.2 Formal Rostered After Hours Service

The team resolved that if formal rosters are required the minimum number of people required to comprise a formal roster is four. More can be added to the pool of people if so desired by the respective work groups but using less than four should be avoided where possible.

In addition the team agreed to trial the standardisation of the changeover day and time for all formal rosters on Fridays at 7.30am. The duration of the roster of one week or two weeks was determined to be irrelevant and was to be flexible to meet the needs of the staff.

7. Discussion Points / Options

7.1 First Response

The team resolved that for GPUP to meet its obligations under the Network and Connection agreements it needed to improve the response times of the first response groups. To do this the team reviewed who could provide this service and where they lived in relation to the stations. As a result four Zones were recommended along with potential personnel who could provide the first response (detailed in Section 5).

New first responders will need to receive appropriate training to ensure that they are familiarised with all the assets that they are responsible for.

7.2 Second Response

The team decided that the second response personnel should have the specialist discipline skills to be able to investigate and resolve / rectify the fault.

The team reviewed how the second response service could be provided, whether it is by a formal roster, chance or a combination of both for each of the disciplines which dependent on both risk and cost associated with the number of calls.

A decision on, which was best for both GPUP and the personnel, was not able to be determined, as the level of remuneration and features for chance needs to be indicated by GPUP.

7.3 General Issues

7.3.1 Payment of Allowances

The team recommended that the payment of the availability allowances be reviewed and to consider:

- A standard flat rate for each of first and second response
- The allowance to be part of the salary so as it can be incorporated into FAS

- Higher rate for first response because of the higher incidence of call outs. This does not negate the responsibility of second response.

{Mgt Comment: Costs associated with these options would need to be linked to improved efficiencies and levels of service}

7.3.2 Role Descriptions

It is recommended that role descriptions be developed for both the first and second response roles which will include levels of responsibilities.

7.3.3 Guidelines for Significant Incidents

Guidelines need to be produced to provide details on what needs to be done when there is a significant incident.

7.4 Rosters - Options

The team identified various inconsistencies in after hour service arrangements in each of the depots.

TABLE 1: Differences between Network Division Depots

INCONSISTENCIES	AGREED POSITION	MANAGEMENT POSITION	STAFF POSITION
<i>Hazelwood Lines paid 2 in 5 but work 1 in 3</i>	<u>Change to:</u> 1 in "X" or chance		
<i>Level 3 Lines across Thomastown & Malvern</i>		<u>Delete roster</u> - inclusion in L4 Lines	
<i>Level 3 Primary in Thomastown & Malvern</i>		<u>Delete rosters</u> - inclusion in first response	<u>Retain L3</u> – L4 Chance
<i>Comm's across Thomastown & Malvern</i>	<u>Split roster</u> - one for each depot		
<i>Hazelwood Comm's work a combination of rostered and chance</i>	<u>No change.</u>		
<i>Two Thomastown Lines rosters</i>		<u>Rationalise to</u> 1 roster: 1 in "X" for Thomastown	
<i>Thomastown & Malvern First Response</i> 1. <i>Midnight c/o</i> 2. <i>Four day cycle -</i> <i>Vehicle usage</i>	<u>Standardise for all rosters to:</u> 1. 7.30am changeover on Fridays 2. Multiple of 7 day to ensure weekday c/o 3. Max ratio of 1 in 4 <u>Review after hours use to consider:</u> 1. greater use for the sole occupant 2. full use to include family members 3. Unrestricted		

INCONSISTENCIES	AGREED POSITION	MANAGEMENT POSITION	STAFF POSITION
Communication mediums		<u>Pagers for all personnel</u> <u>Mobiles for all first response personnel</u> <u>Minimum of two mobiles per other rosters</u> <u>TMRs as required</u>	<u>Paid Home Phones</u>
TAMs payments Thomastown L4 Prim – No TAMs Malvern L4 Prim – Rental Only		<u>TAMs to be paid out</u>	<u>Retain TAMs</u>

NOTE: “X” means that any number may comprise a “pool” of staff for an Availability Roster by agreement.

7.4.1 Hazelwood Lines

The Hazelwood Lines group is paid 2 in 5 even though in recent times that they have worked 1 in 5, 1 in 4 and now 1 in 3. This anomaly needs to be paid out based on what is the final roster arrangement for this group.

7.4.2 Team Leader Lines Roster – Thomastown & Malvern

An option was that this roster be deleted. The functions provided by this roster comprise *after hours Application for Lines Permits* and *accessing and mobilising lines material and equipment*.

In order to facilitate the above the following would need to be actioned:

- 1. Current after hour’s personnel to be trained and authorised to apply for Lines Related Permits.***
- 2. Current after hour’s personnel to be trained in how & where to access Lines material and equipment.***
- 3. Level 3 roster to cease once training has been completed.***
- 4. Level 3 personnel may be included in the second response rosters for Thomastown and Malvern.***

7.4.3 Team Leader Primary Rosters – Thomastown & Malvern

An option was that these two rosters be deleted. The functions provided by this roster comprise *after hours Application for Stations Permits* and *accessing and mobilising Stations material and equipment*. The Level 4 preference was to retain Level 3 & Level 4 to go to chance.

To order to facilitate the above the following needs to be done:

- 1. Current after hours personnel to be trained in how & where to access Primary material and equipment.***
- 2. Level 3 roster to cease once training has been completed.***

3. Level 3 personnel may be included in the first response rosters for the various zones in the metropolitan area.

7.4.4 Communications Roster Across Thomastown & Malvern

It was recommended that this roster be split into two rosters being one each for Thomastown and Malvern. This help improve the response times for this after hours service. The new rosters can either consist of rostered, chance or a combination of rostered and chance.

Information from the previous study reviewed callout data for a 12 month period and for the Malvern Depot, first response personnel were called out to 80 communications related alarms. Of these alarms;

- 40 were DistCo related alarms
- 10 could be reset by the Operator requiring no further action
- 20 could be acknowledged by the Operator. Communications availability staff were able to advise VPX that action could be deferred until the next working day, requiring no “physical turnout”
- 10 needed Communications staff to attend on site

Recommendation: Segregation of DistCo Communications related alarms and GPUP Communication alarms to be labelled accordingly so as VNSC could call the Communications personnel directly. This work should be re-prioritised and be completed this calendar year. This action may reduce the number of GPUP Operations type first response callouts for Communications Alarms per annum by up to 50%.

7.4.5 Thomastown Lines Rosters

The option was that the two level 4 Lines rosters at Thomastown be amalgamated into one roster.

7.4.6 Standardisation of Rosters

The team recommended that all formal out of hours service rosters be standardised to a multiple of a seven day roster that changes over at 7.30am on Fridays. In addition it where possible a maximum ratio of 1 in 4 should be adopted.

7.4.7 Vehicle Usage

The team identified that within GPUP, the occurrence of taking cars home by staff from different disciplines when they were ***rostered off*** availability, differed across the board. The team acknowledged that this issue was a sensitive one for many staff and as such request that GPUP review the after hours use of vehicles to consider more flexible use to include:

- Full use for the sole occupant; or
- Full use for the driver and transportation of family members

The following issues were discussed with regard to each after hours service roster.

First Response

The team acknowledged that this group had the highest incidence of callouts, far more than any other group. Given the high volume of calls to this group plus the requirement to provide a rapid first response on station within 30mins, the review team agreed that the first response group, who are rostered off should have a vehicle at home and remain contactable on a chance basis. The perceived risk of GPUP being unable to meet it’s obligations under the Network Agreement by not being able to attend a callout if a vehicle was not available, was

relatively **high**. This coupled with the starting and finishing on site requirements, (which is clearly of benefit to the business) associated with the discipline, leads to leaving the status quo.

Second Response – Secondary & Communications

The team acknowledged that these groups (listed together here due to similarity), whilst not having the same volume of calls as first response, nevertheless had a significant importance and contribution to GPUP's after hours response service. It is noted however that given the volume of calls and nature, risk to GPUP of a person not having a vehicle at their disposal when rostered off was relatively **low**. As above, starting and finishing on site was an item discussed as being relevant for these two groups and would clearly add weight in terms of a business benefit argument for retention of vehicles when rostered off. For example: A depot based group which starts at the depot everyday and finishes at the depot everyday would have little argument for retaining a vehicle.

Recommendations: Secondary & Communications staff may use GPUP vehicles for travel between home and work when rostered off, where there is an agreed business benefit.

Second Response - Lines

The team acknowledged that the Level 4 Lines group did not receive a lot of calls but of the calls they did receive, some were of a serious nature. As with the Secondary and Communications groups, the continued use of a vehicle for travel between home and work when rostered off needs to be weighted with a business benefit argument.

As above, starting and finishing on site was an item discussed as being relevant for these two groups and would clearly add weight in terms of a business benefit argument for retention of vehicles when rostered off. For example: A depot based group which starts at the depot everyday and finishes at the depot everyday would have little argument for retaining a vehicle.

Option: Lines staff may use GPUP vehicles for travel between home and work when rostered off, where there is an agreed business benefit.

Second Response – Level 4 Primary

Level 4 Primary availability staff in Thomastown currently do not have the use of a GPUP vehicle whilst rostered "on" availability. This is inconsistent with all other availability groups. The Primary group at Hazelwood take a vehicle home only when rostered on. Where as the Primary group at Malvern only take the vehicle to a terminal station nearest their home so as they can retain radial travel.

Option: Management Team recommended that an equipped vehicle to be provided to Thomastown Level 4 Primary staff whilst rostered "on" availability. Malvern Primary group to take car home and not leave at terminal station. Consideration to be given to take cars home full time.

Hazelwood Primary requested that the provision of vehicles be consistent across all groups.

7.4.8 Sponsored Telephones - “TAMS”

It was presented to the team that the current cost to GPUP of the sponsored telephones system was in the order of **\$440.00** per annum per person. This comprises \$220 paid to employees for telephone rental/call reimbursement plus another \$220 due to 100% FBT. It was suggested that some gains may be made in terms of cost savings by moving away, where possible, from this approach. The suggestion to replace sponsored phones with mobile phones was discussed. It is acknowledged however that this approach will have some exceptions due to mobile phone reception. Other issues to consider include cost of calls made from mobiles at STD rates, perceived health risks and the requirement to use modems to interrogate remote systems. There was a strong opinion within the group to retain TAMS instead of being given a mobile phone. If TAMS is to be removed personnel are seeking compensation.

Option: Where possible mobile phones are to be provided to each person providing an after hours service in lieu of sponsored phones.

Staff wish to retain TAMS.

8. Closing Statement

Members of the Team are to be congratulated for their positive approach to what is generally regarded as a delicate issue.

The team worked well to firstly identify and then suggest solutions to various issues throughout the review. Consensus was reached on some issues discussed and appreciation must be given to the members of the team who worked continually and effectively to achieve this. At many times they had to deal with issues usually regarded as “taboo” and never before having been dealt with in an open, honest and consultative manner such as this.

Availability, and the way we as a company manage it, is integral to GPUP being a successful and efficiently functioning business unit.

Out of Hours Service Review Team.....

*Peter Davidson
Neil Edwards
Alan Coleman
Graham Lake
Daryl Baynes*

*Mark James
Mark Bradfield
Max Maloney
Mick Delany
Lorence Folino*

*Rod Hughan
Lance Robson
Steve Beesley
Neil Lewis*

Attachment A – EBA LETTER REVIEW OF OUT OF HOURS SERVICES

Mr J Cleary (ETU)
Mr M Rizzo (ASU)
Mr M Georgiou (APESMA)

6 March 2000

Dear Sir

RE – GPU POWERNET ENTERPRISE AGREEMENT – CLAUSE 24 REVIEW OF OUT OF HOURS SERVICES

At the Single Bargaining Unit Meeting of 24 February 2000 the unions and GPU PowerNet management discussed clause 24 of the proposed EBA dealing with the review of out of hours services.

The purpose of this letter is to clarify the intent of the review.

As you will be aware, the provision of out of hours services has never been reviewed in a fundamental way. As a consequence, we find we have, for example, rosters which are historic in nature based on an organisation or area structure which no longer applies, and consequently rosters and call out arrangements that are not streamlined nor provide a proper balance in call out workload. We advise that we intend to continue to review such rosters as appropriate (for example, the recent rationalising of the Metro operations roster from 3 to 2 zones).

However, the Review of Out of Hours Services will be a wider review and will include any changes to rosters since 1 February 2000. It will be fully participative with the involvement of specialist sub-groups. The review will challenge all fundamental aspects of the service and how the service can be delivered in the most innovative and cost effective manner. The review will also look at the impact any changes to availability may have on an employee's home life. Any changes to availability that may occur as a result of the review will be negotiated with the employee and the relevant union **prior** to any changes being introduced.

Compensation will be paid on a calculation of loss over 2 years for cases where an employee is taken off availability. As you know, as a general principle GPU

PowerNet has been generally opposed to paying any compensation for employees who have a variation made to their roster. This is because rosters have frequently varied from time to time to meet changing business needs and circumstances (sometimes with the ratio increasing and sometimes the ratio decreasing). We are, however, be prepared to consider each case on its merits in relation to this specific review. This would be on the basis of no retrospectivity, a once off arrangement tied specifically to the review and a direct outcome of the review, and not to be used as a precedent for future changes to rosters.

It is acknowledged there may be some variation to vehicle utilisation as a result of the review, but the review is not intended to reduce vehicle numbers – it is intended to achieve a better delivery of out of hours services. Indeed, we are prepared, as part of the review, to consider introducing an arrangement such as that which currently exists at Telstra, where employees who are allocated a vehicle for business use, pay a nominal amount for the private use of the vehicle outside business hours.

The review will also be examining the TAMS system. TAMS arose at a time when technologies and work practices were significantly different than what they are today. It is intended to provide out of hours service employees with a mobile phone, a pager and a vehicle with TMR, at no expense to the employee. In such circumstances there should not generally be a requirement for the employee to use his home phone and be compensated. It is acknowledged, however, that there will be some locations and circumstances where mobile phones will not operate effectively. In such cases the TAMS payments will continue.

I would like to stress the Review of Out of Hours Services **will not be implemented without firstly being negotiated with the unions and no changes will be made to employee entitlements without prior negotiation with the employee and the union.**

Yours sincerely

GRAHAM BROOMFIELD
GENERAL MANAGER HUMAN RESOURCES

Attachment B – Current Out of Hours Service Arrangements

Disciplines	Details	Thomastown	Malvern	Hazelwood
First Response (Operations)	Roster Ch/Over Vehicle Comms TAMS	Rostered on 1 in 4 (4 on 12 off) Midnight Car full time, Mobile, TMR, Pgr Yes	Rostered on 1 in 4 (4 on 12 off) Midnight Car full time, Mobile(shared), TMR, Pgr Yes	Rostered on 1 in 4 (7 on 21 off) 7:30 Friday Car full time, Mobile(shared), TMR, Pgr Yes
Primary Level 3	Roster Ch/Over Vehicle Comms TAMS	Rostered on 1 in 4 (7 on 21 off) 7:30 Thursday Car full time, Mobile, TMR, Pgr Yes	Rostered on 1 in 4 (7 on 21 off) 7:30 Wednesday Car full time, Mobile(shared), TMR, Pgr Yes	Chance Car full time, Mobile, Pgr Yes
Primary Level 4	Roster Ch/Over Vehicle Comms TAMS	Rostered on 1 in 6 (7 on 35 off) 7:30 Thursday No Car Mobile, Pgr NO	Rostered on 1 in 4 (7 on 21 off) 7:30 Wednesday Part use of Car Mobile(shared), Pgr <small>Yes - Rental only</small>	Rostered on 1 in 4 (7 on 21 off) 7:30 Friday Car Shared Mobile(shared), Pgr Yes
Lines Level 3	Roster Ch/Over Vehicle	<small>Thomastown & Malvern</small> Combined Roster Rostered on 1 in 3 14 on 28 off 7:30 Thursday Car full time,		Chance Car full time,

Disciplines	Details	Thomastown	Malvern	Hazelwood
	Comms TAMS	Mobile(shared), TMR, Pgr Yes		Mobile, TMR, Pgr Yes
Lines Level 4		Note two lines rosters		
	Roster Ch/Over Vehicle Comms TAMS	Rostered on 1 in 3 (14 on 28 off) 7:30 Thursday Car full time TMR, Pgr Yes	Rostered on 1 in 3 (14 on 28 off) 7:30 Thursday Car full time, TMR, Pgr Yes	Rostered on 1 in 3 (14 on 28 off) 7:30 Friday Car Shared Mobile(shared), TMR, Pgr Yes
Secondary	Roster Ch/Over Vehicle Comms TAMS	Rostered on 1 in 6 (7 on 35 off) 7:30 Thursday Car full time Mobile, Pgr Yes	Rostered on 1 in 4 (7 on 21 off) 7:30 Thursday Car full time, Mobile, TMR, Pgr Yes	Rostered on 1 in 3 (14 on 28 off) 7:30 Friday Car Shared Mobile, Pgr Yes
Communications	Roster Ch/Over Vehicle Comms TAMS	Thomastown & Malvern Rostered on 1 in 5 7 on 28 off 7:30 Wednesday Car full time Mobile, Pgr Yes		Combined Roster Rostered / Chance 1 in 4 2 Weeks on 2 Weeks Chance 7:30 Friday Car full time Mobile, Pgr Yes

ATTACHMENT “C” – GPU POWERNET OBLIGATIONS

SOURCE	REQUIRED RESPONSE	TIME WITHIN	ACHIEVABLE YES / NO
NETWORK AGREEMENT (GPUP / VenCorp)	<ul style="list-style-type: none"> Nominated GPUP personnel are required to respond to a pager call 	5 minutes	Not achievable in some cases due to not having a mobile phone
	<ul style="list-style-type: none"> In terms of an ‘urgent response’ the nominated person is to be ‘on site’ in the shortest possible time and not to exceed 20 min 	20 minutes	In the metro area nearly impossible
	<ul style="list-style-type: none"> In terms of general technical response nominated person to be on site (majority of calls) 	30 minutes (from time of contact)	Very difficult to achieve in the metro area (40% success)
	<ul style="list-style-type: none"> Restoration response (planned / unplanned) nominated person on site 	45 minutes	Achievable
GenCo Agreements	GPU has an obligation to minimise any restriction of generation	45 minutes	Achievable
Hazelwood Maintenance Agreement	Be on site within normal call out requirements.	60 minutes	Achievable
DisCo Agreements	GPU called via VNSC to attend our equipment linked to the DisCo within the technical response time	30 minutes	Very difficult to achieve in the metro area (40% success)
Security Response	GPU will respond to alarms within the technical response time	30 minutes	Very difficult to achieve in the metro area (40% success)

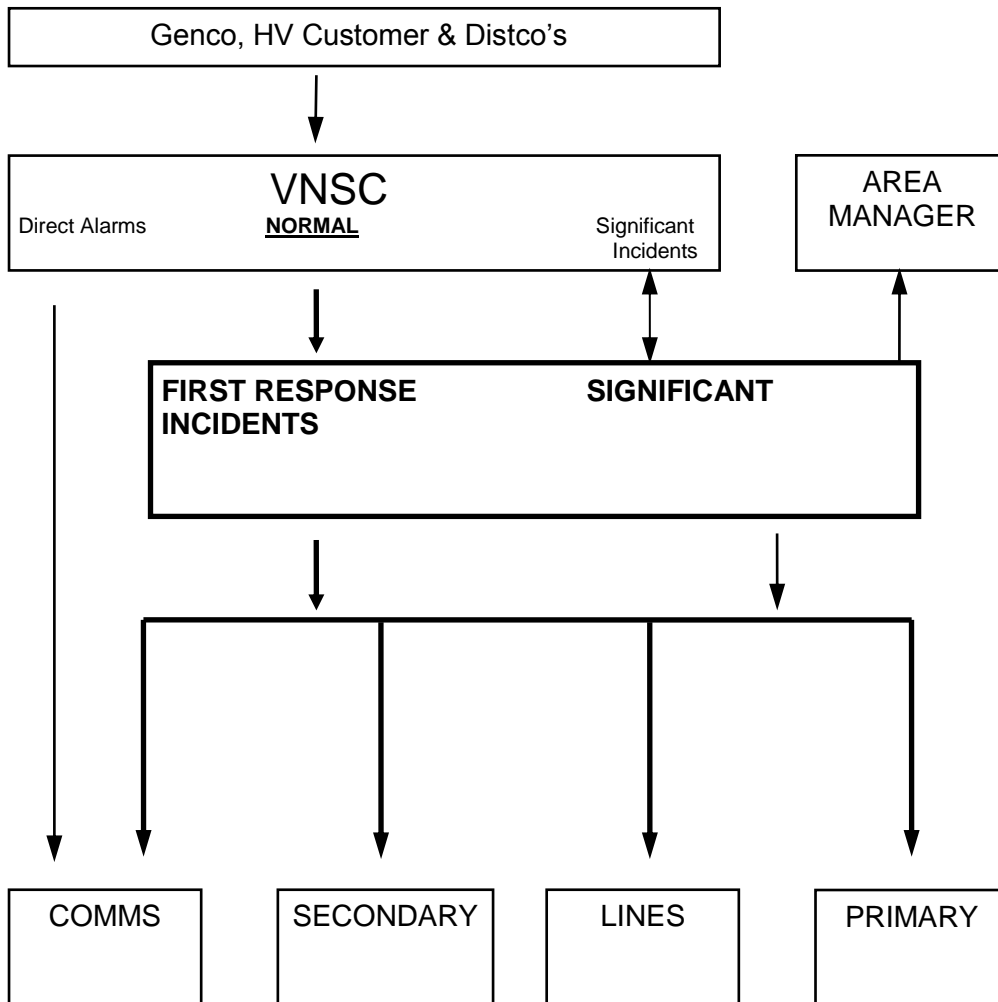
Certain SPPs need to be altered to reflect the above response times.
The SBU need to ensure consistency between the award and the above.

Attachment D – Option for Out of Hours Service Arrangements

Disciplines	Details	Thomastown	Malvern	Hazelwood
First Response				
Various Groups	Roster Ch/Over Vehicle Comms TAMs	Four Zones - Three Rostered and One Chance Rostered on 1 in X (7 on X off) 7:30 Friday Car full time, Mobile, TMR, Pager To be negotiated		Rostered on 1 in X (7 on X off) 7:30 Friday Car full time, Mobile, TMR, Pager
Second Response				
Primary Level 3	Roster Ch/Over Vehicle Comms TAMs	Integrated into first response As above “ “ “	Integrated into first response As above “ “ “	Chance Integrated into first response? Car full time, Mobile, Pager To be negotiated
Primary Level 4	Roster Ch/Over Vehicle Comms TAMs	Rostered on 1 in X (Mgr) Level 3 Rostered } (Staff) Level 4 Chance } 7:30 Friday Car (Optional) Mobile, Pager To be negotiated	Rostered on 1 in X (agreed) 7:30 Friday Car available at a station Mobile, Pager To be negotiated	Rostered on 1 in X (Mgr) Chance if good offer (Staff) 7:30 Friday Car full time (optional) Mobile, Pager To be negotiated
Lines	Roster Ch/Over Vehicle Comms TAMs	Chance (Mgr) Rostered 1 in X (Staff) 7:30 Friday Car full time Mobile, TMR, Pager To be negotiated	Chance (Mgr) Rostered / Chance (Staff) 7:30 Friday Car full time, Mobile, TMR, Pager To be negotiated	Chance (Mgr) Rostered / Chance (Staff) 7:30 Friday Car full time, Mobile, TMR, Pager To be negotiated
Secondary	Roster Ch/Over Vehicle Comms TAMs	Rostered on 1 in X (Mgr) Consider Chance (Staff) 7:30 Friday Car full time Mobile, Pager To be negotiated	Rostered on 1 in X (Mgr) Consider Chance (Staff) 7:30 Friday Car full time, Mobile, Pager To be negotiated	Rostered / Chance (Staff) Rostered / Chance (Staff) 7:30 Friday Car full time ? Mobile, Pager To be negotiated
Communications	Roster Ch/Over Vehicle	Rostered (1 in 4) / Chance Chance (Staff) 7:30 Friday Car full time	Rostered (1 in 4) / Chance Chance (Staff) 7:30 Friday Car full time	Rostered (1 in 4) / Chance 2 Weeks on 2 Weeks Chance 7:30 Friday Car full time

	Comms TAMs	Mobile, Pager To be negotiated	Mobile, Pager To be negotiated	Mobile, Pager To be negotiated
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Attachment E – Chart on an Option for Out of Hours Service Arrangements





SP AusNet™
A member of Singapore Power Group

**SPI POWERNET & SPI ELECTRICITY-
ASU/APESMA**

**ENTERPRISE AGREEMENT
2013**

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Part 1 – Formal requirements

1. TITLE

This Agreement is made under the Fair Work Act 2009 and shall be known as the SP AusNet/ APESMA/ASU Enterprise Agreement 2013.

2. ARRANGEMENT

See index.

3. APPLICATION AND PARTIES BOUND

This agreement shall be binding upon:

- 3.1 SPI PowerNet Pty Ltd (ABN 78 079 798 173) and SPI Electricity Pty Ltd (ABN 91 064 651 118) and their business units (together the Company);
- 3.2 Any transmittee, assignee or successor of the Company;
- 3.3 Employees of the Company working within the scope of the Electrical Power Industry Award 2010, other than those covered by the SPI PowerNet and SPI Electricity – ETU Enterprise Agreement 2010-2013;
- 3.4 The Australian Municipal, Administrative, Clerical and Services Union; and
- 3.5 The Association of Professional Engineers, Scientists and Managers, Australia.

4. RELATIONSHIP TO AWARDS AND AGREEMENTS

This agreement expressly excludes and displaces all prior industrial agreements and awards and operates to the exclusion of the Electrical Power Industry Award 2010.

5. OPERATIVE DATE AND DURATION

This Agreement will come into effect 7 days after approval by Fair Work Commission and will have a nominal expiry date of 1 October 2016.

6. RENEGOTIATION OF AGREEMENT

The parties commit to a renegotiation commencing 6 months prior to the nominal expiry of the Agreement (i.e. 1 October 2016), with the aim of having a further agreement and associated wage increases ready to commence on 1 October 2016.

7. DISPLAY OF AGREEMENT

Copies of this Agreement will be displayed in places readily visible and accessible to all parties covered by this Agreement including electronic means.

8. NO EXTRA CLAIMS

It is agreed that for the term of this Agreement the parties will not pursue any extra claims.

9. DEFINITIONS

Union means the Australian Municipal, Administrative, Clerical and Services Union, and The Association of Professional Engineers, Scientists and Managers, Australia.

Basic weekly salary means the weekly salary payable to an employee without any additions.

Double time means the ordinary rate of pay multiplied by two.

Double time and a half means the ordinary rate of pay multiplied by two and a half.

The employer means an employer bound by this agreement and any successor, assignee or transmittee of the business or part of the business of the employer and the former State Electricity Commission of Victoria, in accordance with the provisions of the Fair Work Act 2009.

Employee means a person employed under this agreement.

Ordinary rate of pay means the sum ascertained by dividing the basic weekly salary plus temporary increment when applicable for a position by the number of ordinary weekly working hours specified for that position.

Ordinary time earning rate means the amount arrived at by multiplying the "ordinary rate of pay" by the employee's ordinary hours of duty.

Time and a half means the ordinary rate of pay multiplied by one and a half.

10. DISPUTE RESOLUTION

10.1 This procedure applies with respect to the following matters:

- (a) The terms of this agreement;
- (b) A matter that would fall within the scope of "permitted matters" as defined by the Fair Work Act 2009 (excluding "unlawful content" as defined by the Fair Work Act 2009); and
- (c) The National Employment Standards (including refusal of a request for flexible working arrangements or refusal of a request for an extension to unpaid parental leave).

10.2 In the event of a dispute in relation to a matter identified in clause 10.1, in the first instance the parties will attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant manager.

10.3 If such discussions do not resolve the dispute, then the matter will be escalated for discussions between the employee or employees concerned and more senior levels of management as appropriate.

10.4 A party to the dispute may appoint another person, organisation or association to accompany or represent them in relation to the dispute.

10.5 If a dispute in relation to a matter arising under the agreement is unable to be resolved at the workplace, and all agreed steps for resolving it have been taken, the dispute may be referred to the Fair Work Commission (FWC) for resolution, initially by mediation and / or conciliation.

- 10.6 If the dispute or grievance is not settled as a result of conciliation either party may request that the Commission proceed to determine the dispute or grievance by arbitration.
- 10.7 The parties agree to be bound by any decision made by the Commission, subject to either party exercising a right of appeal against the decision to a Full Bench of the Commission.
- 10.8 If arbitration is necessary the Commission may exercise all the procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective.
- 10.9 It is a term of this agreement that while the dispute resolution procedure is being conducted work shall continue normally unless an employee has a reasonable concern about an imminent risk to their health or safety.
- 10.10 The decision of the Commission will bind the parties, subject to either party exercising a right of appeal against the decision to a Full Bench.

11. GRIEVANCE PROCESS

Employees aggrieved by a management decision on a personal issue (not including terms and conditions) will have access to the relevant Human Resources Manager independent of the manager who made the decision. If after this process has been followed, and the parties genuinely trying to resolve the matter, the matter remains unresolved either party may refer the matter to be dealt with utilising the "Dispute Resolution Process above". This process is not a substitute for the provisions of the Disputes Procedure and an employee may bypass this procedure and utilise the Disputes Resolution clause of this Agreement.

Part 2– Types of employment

12. CONTRACT OF EMPLOYMENT

12.1 Fulltime Employment

- (a) Employment shall be by the fortnight and may be terminated at any time by the employer or the employee giving notice to the other in accordance with the provisions of the Fair Work Act 2009 or the payment or forfeiture of salary for the required notice period.
- (b) This shall not affect the right of the employer to dismiss any employee for serious misconduct, and, in such cases, salary shall be paid up to the time of dismissal only.
- (c) The employer may relieve an employee from duty where reasonable grounds exist for suspecting misappropriation of the employer's money or material or such misconduct or neglect of duty as would warrant the employee being relieved from duty immediately pending further inquiry. The period the employee is relieved from duty shall be without pay and, following the inquiry, the employer may dismiss the employee from the date the employee was relieved from duty, or reinstate the employee to duty from a date to be decided by the employer at the same or a lower classification, or reinstate the employee with restoration of salary lost during the period the employee was relieved from duty.
- (d) An employee who, without reasonable cause promptly communicated to the employer, reports for duty after the appointed starting time or ceases duty before the appointed finishing time, shall lose pay for the time of such non attendance, calculated to the nearest quarter of an hour.

12.2 Permanent part-time employment

- (a) Permanent part time employment is defined as employment on a continuing basis where a regular pattern of attendance is required.
- (b) Hours of work can be varied by mutual agreement.
- (c) A regular pattern of attendance does not necessarily mean that the same hours have to be rostered each week or fortnight.
- (d) Employees working on a permanent part time basis will be entitled to the same employment conditions and remuneration as for full time employees, but calculated on a pro rata basis. Superannuation benefits/contributions will be applicable on a pro rata basis.
- (e) Overtime rates apply for all hours worked in excess of ordinary hours on any day (i.e. 7.5 hours per day).
- (f) Permanent part time posts will have specifically defined duties and responsibilities and will be discrete posts.
- (g) No employee will be forced to convert from permanent full time employment to permanent part time employment or vice versa.

12.3 Casual employment

- (a) The employer may employ persons on a casual basis. A casual employee is one engaged by the hour and paid as such.
- (b) A casual employee for working ordinary time shall be paid per hour one thirty-seventh and a half of the weekly rate prescribed in this agreement for the classification of work performed plus a loading of 25%.
- (c) The casual loading is in lieu of weekend penalties, all paid leave and public holidays not worked and to compensate for the nature of casual employment.
- (d) Casual employees shall be provided with a minimum period of 3 hours employment on each engagement or will be paid for a minimum of three hours at the appropriate casual rate.
- (e) Notwithstanding anything to the contrary appearing elsewhere in this agreement, the services of a casual employee may be terminated by one day's notice on either side or by the payment or forfeiture of one day's salary as the case may be.
- (f) Casual employees shall be paid overtime for all hours worked in excess of ordinary hours on any day. Except as provided by clause 18 – Sundays and Public Holidays of this agreement, all time worked which is in excess of ordinary daily hours shall be paid at time and a half for the first two hours and double time thereafter.

12.4 Caring responsibilities

- (a) Casual employees are not entitled to personal leave, but subject to the evidentiary and notice requirements in this agreement, casual employees are entitled to not be available to attend work, or to leave work:
 - (i) if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child; or
 - (ii) upon the death in Australia of an immediate family or household member.
- (b) The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- (c) An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

12.5 Flexitime

- (a) An employee may reach agreement with the employer in planning their daily arrival and departure times, and any half day or day absences. Any

- variation in a work day must be subject to an employee's workload and obligations to the job, and approved in advance by their line manager.
- (b) Where a flexitime arrangement is agreed, an employee must record the hours of attendance via a time sheet, which is submitted weekly to, and approved by, their line manager.
 - (c) When an employee is working under a flexitime arrangement, they must be on duty by 10.00 am, and can cease duty no earlier than 4.00 pm.
 - (d) Each employee shall be responsible for working the required 75 ordinary hours per two weeks. A debit or credit of up to eight hours may be carried forward into the next two week period. Failure to record a minimum of 67 ordinary hours over the two week period will result in a deduction from pay or annual leave balance, to make up the shortfall in ordinary hours. An employee shall submit a leave form with or without pay to cover any deficit in hours.
 - (e) An employee may, in consultation with the employer, be absent from work for two half days or one day within each two week period, subject to them having banked sufficient hours (in excess of the 75 hours) to allow this leave to be taken.
 - (f) This scheme does not reduce the number of hours worked. Over each two week period an average of 37.5 hours per week must be worked. Overtime rates shall be paid where an eligible employee is specifically authorised to work overtime, but such overtime shall not be counted towards the 75 hour ordinary hours total.
 - (g) The span of hours of work per day shall be from 6.00 am to 6.00 pm.

12.6 Remuneration Arrangements

- (a) Employees bound by this Agreement will be remunerated by either:
- (b) A base salary (and applicable work related allowances) as provided for in Part 5, Remuneration and Related Matters and Appendix -1,2 & 3 of this Agreement; or
- (c) Subject to the conditions set out in (d) and (e) below, in accordance with a fixed annual remuneration (FAR) that will be in compensation for all hours of work, including any requirement for work outside of ordinary hours, any requirement for shift work, superannuation and any allowance or payment which may otherwise apply.
- (d) The following provisions of this Agreement only shall apply to an employee in receipt of FAR:
 - Part 1, Formal Requirements;
 - Part 2, Types of Employment;
 - Clause 43, Introduction of Change;
 - Part 4, Leave Entitlements other than Clause 20.6, Annual Leave Loading;
 - Part 6, Work Related Provisions other than Clauses 60 -62;
 - Appendix 2, Income Protection Scheme;

Appendix 4, Safe Work Hours;

Appendix 5, Thermal Environment.

- (e) A FAR can only apply where there is a written agreement between the company and the employee, and subject to the following conditions:
- (i) The FAR must provide for earnings that are overall no less than the employee would receive had they been remunerated in accordance with clause 12.6(b);
 - (ii) The FAR will be reviewed annually at which time an employee may elect in writing to be remunerated in accordance with clause 12.6(b), or continue with the FAR; subject to the change in remuneration under 12.6(b) being a return to the applicable classification rate set in this Agreement.
 - (iii) A FAR can generally only apply to employees in classifications as follows:
 - (A) Staff in Administrative functions who perform an extensive range of administrative duties that may require the application of specialist training or extensive experience to interpret advanced or complex problems.
 - (B) Specialist Technical staff where an employee has additional relevant qualifications or equivalent (post trade, technical or degree) and/or other structured training to enable the employee to provide expert technical guidance & perform a range of specialised engineering or technical duties.
 - (C) Professional/Managerial staff where experienced employees (with relevant degree qualifications or equivalent) plan, direct and conduct work without detailed supervision. The employee gives expert technical advice to management and other units and takes responsibility for development and provision of systems, facilities and functions.
 - (D) An employee who may also plan, direct, co-ordinate and supervise the work of other professional or technical employees.

Part 3 – Conditions

13. WORKING HOURS

- 13.1 Except as in clause 13.8, all ordinary hours of work shall be undertaken between the hours of 6.00 am to 6.00 pm Monday to Friday. The ordinary hours of work of full-time employees will average 37.5 hours per week.
- 13.1 (a) The following working arrangements will apply in particular locations by agreement between the employer and the employee:
- (i) 10 day fortnight - 7.5 hours a day
 - (ii) 9 day fortnight/8.3 hour day with rostered day off (RDO) each fortnight.
 - (iii) When the RDO falls on a public holiday, another day shall be substituted by agreement.
- 13.2 Except as in clause 12.5:
- (a) The precise starting time will be arranged between the majority of the affected group of employees and the employer representative, recognising the operational requirements and the employee's needs.
 - (b) As a default, normal starting time is 7.30 am for those working during the ordinary hours, and 3.00 pm for those working on the afternoon roster arrangement.
 - (c) Where operational needs require an ad hoc alteration of ordinary working hours such hours may be varied by the employer providing five days notice (or less if agreed with affected employees) of any change in the start time.
- 13.3 Following negotiations and agreement between the employees and the company, employees may work in excess of normal hours a day or work on weekends and accrue "time off" to be taken at a later date. Time off shall accrue at the appropriate rate. Accrued time off must be kept to below 5 days a year.
- 13.4 Where a 9 day fortnight is worked and an RDO is accrued, it is recognised that these days may be taken each fortnight or can be banked.
- (a) RDO's can be changed through agreement with employees and in consideration of operational requirements.
 - (b) Following negotiation and agreement between the employer and the employee, RDO's may be banked as required during busy periods. They should then be taken at a mutually convenient time to maximise productivity, provided that no more than five (5) such RDO's are banked in any calendar year, and at least one RDO is taken per month.
- 13.5 By no later than 30 November each year all employees will be notified by the employer of their banked RDO's and the employer shall make the necessary arrangements for those banked RDO's to be taken over the following three months.
- 13.6 Any days beyond these agreed five banked days will be paid at appropriate penalty rates.

- 13.7 Banked RDO's will be recorded in the Company leave system and will be taken by application in the same way that days in lieu are taken.
- 13.8 The following applies to all employees working in the Call Centre and associated group. Any reference to the Call Centre and associated group incorporates the staff members who perform fault and emergency response activities from the Network Operations Centre. That is: staff members were previously located at South Morang and part of the former Global Customer Solutions Group, of Eastern Energy/TXU.
- (a) All ordinary hours of work shall be undertaken between the hours of 7.00 am to 11.00 pm Monday to Saturday. The ordinary hours of work of full-time employees will average 37.5 hours per week.
 - (b) Work performed on a Sunday or Public Holiday will be paid at an amount equal to current penalty rates.
 - (c) Employees on shift will remain on current shift allowances unless altered by negotiations between employees, management and the employee's representative if they elect to use one.
- 13.9 It is agreed that employees should not work for extended periods without a break. The tolerance for extended hour work will be different for each employee. If an employee is required to work extended hours it should be in line with the Safe Hours Policy (Refer Appendix4).
- 13.10 For employees within the Transmission division, it is agreed that employees (excluding VNSC shift workers) cannot work more than 15 (fifteen) hours straight. After completing 15 (fifteen) hours employees must be relieved of their duties and sent home for their 10 hour break.

14. OVERTIME

14.1 Requirement to work reasonable overtime.

- (a) The company may require an employee to work reasonable overtime at overtime rates.
- (b) An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:
 - (i) Any risk to employee's health and safety;
 - (ii) The employee's personal circumstances including any family responsibilities;
 - (iii) The need of the workplace or enterprise;
 - (iv) The notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it;
 - (v) The usual patterns of work in the industry;
 - (vi) The employee's role and responsibilities; and
 - (vii) Any other relevant matter.

14.2 Payment for working overtime

- (a) In computing overtime, each day's work shall stand alone.
- (b) Overtime shall be paid to the nearest quarter of an hour, and shall be calculated at the ordinary rate of pay the employee is receiving at the time overtime is worked.
- (c) The penalties of this clause are not cumulative so as to exceed a maximum payment of double time.
- (d) Except for work on Sundays and public holidays, all time worked which is in excess of or outside the ordinary weekly hours shall be paid at time and a half for the first two hours worked and double time thereafter. Such double time to continue until the completion of the overtime worked.
- (e) Provided that all time worked by a shift work employee which is in excess of or outside the ordinary rostered hours, shall be paid at double time except when the time worked is:
 - (i) by arrangement between the employees themselves; or
 - (ii) for the purpose of effecting the customary rotation of shifts; or
 - (iii) subject to clause 18 - Sundays and public holidays of this agreement.

14.3 Call back

- (a) An employee, not on availability duty, called back to work unplanned overtime after ceasing work shall be paid at double time for all time worked with a minimum payment of four hours. Any subsequent calls must fall outside the qualifying four hour period before attracting further payment.
- (b) Except in the case of an employee rostered for duty officer or availability duty, overtime worked in the circumstances specified in this subclause shall not be regarded as overtime for the purpose of 14.5 - Rest periods hereof, when the actual time worked is less than three hours on such recall or on each of such recalls.
- (c) Pre arranged work means planned or programmed work and includes switching associated with tree clearing, line construction, etc., and switching and supervision associated with planned maintenance. It does not include work associated with emergency situations, e.g. storm damage, accident damage by fire or motor vehicles, etc.

14.4 Scheduled or planned overtime

- (a) Monday to Friday

The rate of pay for scheduled or planned overtime shall be time and half for the first two hours and then double time thereafter, such double time to continue until the completion of the overtime worked.

- (b) Saturday and Sunday Work & Public Holidays

An employee required to work scheduled or planned overtime on a Saturday, Sunday or public holiday, shall be afforded at least 4 hours work or paid 4 hours at the appropriate overtime rate, except where such work is continuous with

overtime commenced on the previous day or unless such planned overtime is cancelled with 24 hour notice.

14.5 Rest periods

- (a) Except as provided in 14.5(c) and 14.5(d) hereof, an employee shall be entitled to ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence in the following circumstances:
 - (i) where an employee works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day that the employee has not had at least ten consecutive hours off duty between those times; or
 - (ii) where an employee not engaged on continuous shift work works overtime on a Sunday or public holiday which continues after 9.30 pm.
- (b) If an employee is instructed by the employer to resume or continue work without having had such ten consecutive hours off duty, the employee shall be paid at double time until released from duty and shall be entitled to be absent until the employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (c) The provisions of 14.5(a) and 14.5(b) hereof shall apply in the case of employees when rostered for duty officer or availability duty as if eight hours were substituted for ten hours, when performing other than pre arranged work.
- (d) The provisions of 14.5(a) and 14.5(b) hereof shall apply in the case of shift workers as if eight hours were substituted for ten hours when overtime is worked:
 - (i) for the purpose of changing shift rosters; or
 - (ii) where a shift is worked by arrangement between the employees themselves.

14.6 Penalty Payments

If an employee is instructed by the employer to resume or continue work without having the relevant rest period, the employee shall be paid at double time until released from duty and shall be absent until the employee has had the applicable rest period without loss of pay for ordinary working time occurring during such absence.

14.7 Time off in lieu of overtime

Where overtime is worked and payment is due in the terms of this clause, time off in lieu may be granted on the following basis:

- (a) One day off in lieu may be substituted for a portion of the payment due with the balance of the payment being made in money where:
 - (i) at least a full day (7.5/8/8.3 continuous hours) of overtime is worked on a Saturday or Sunday by daywork employees; or

- (ii) at least a full shift (7.5/8/8.3 continuous hours) of overtime is worked on a rostered day off by a shift work employee, or where a shift work employee works a double shift in the absence of the incoming shift relief.
- (b) A maximum to ten such days off shall be granted in any year. The year period for the granting of the maximum of ten days will be the leave year for each employee. The taking of time is subject to operational requirements.
- (c) The granting of such time off shall not be used as a basis to increase the number of employees located at any establishment.

14.8 Transport of employees

When an employee, after having worked overtime, or a shift for which the employee has not been regularly rostered, finishes work at a time when reasonable means of transport are not available, the employer shall provide conveyance to the employee's home, or pay the employee the appropriate travelling time rate of pay for the time reasonably occupied in reaching home.

15. AVAILABILITY DUTY

15.1 For the purpose of this clause:

- (a) Availability duty means that the employee shall be continuously available outside normal working hours. An employee on availability duty shall not be required to remain at home, but shall ensure contact, by telephone or other means, is available to enable duty to be taken up within fifteen minutes.
- (b) Duty officer means an employee who, in addition to being continuously available outside normal hours, is required to remain at home to be instantly available for duty.
- (c) The Availability Allowance will be paid as a weekly allowance.
- (d) The Allowance will be paid on the basis of the employee being available to perform after hours response work (as per 15.1(a) above) over a 7 day week, and based on the number of employees on the roster they are required to work.
- (e) An employee who is not rostered to work on availability, who is asked to make themselves available for after hours work during the week, shall receive a daily allowance at a pro rata amount of the roster rate, for the number of days that they are required to be available.
- (f) Where an employee is required to be available on a weekend and is not rostered on availability, they will receive a weekend daily rate of \$65 per day.

15.2 Availability work patterns are to be as directed by the business, in line with operational requirements.

- 15.3 Employees who are rostered to work on availability will be provided with a Company vehicle for the period they are rostered on, to ensure they can respond to call outs as required.
- 15.4 In addition to employees being required to work a reasonable amount of overtime arising from planned and unplanned work in usual operations each employee covered by the Agreement may be requested (subject to business needs) to make themselves available to be on an after hours availability roster for 4 weeks in any 12 months. This voluntary commitment is for those who do not currently participate in any after hours response rosters.
- 15.5 It is recognised that the introduction of a voluntary participation in after hours response may require some employees to receive additional training or work task exposure to ensure they are familiar with, and confident to deal with, after hours faults.
- 15.6 Where there are insufficient internal resources for after hours availability, the parties recognise that the after hours response can be supplemented by external resources as required.
- 15.7 Where an employee on availability commences overtime continuous with normal hours, as a result of work issued during normal hours, payment shall be for actual time at time and a half for the first two hours and double time thereafter. However, should the employee receive a call out whilst completing that overtime then the minimum overtime payment of two hours at double time shall commence from the time of receipt of the call out.
- 15.8 The company will endeavour to minimise the issue of work for overtime continuous with normal time to employees on availability to assist those employees having a break immediately after normal hours.
- 15.9 **Call Outs**
- (a) All call-outs on availability shall be paid a minimum of two hours at double time.
 - (b) Additional call outs received within a previous minimum two hour call out period are to be paid as actual time for the time worked in excess of the original two hour period.
 - (c) Any subsequent call outs must fall outside the qualifying two hour periods before attracting a further minimum payment.
 - (d) An employee who is called out to work overtime which runs into normal start time shall be paid double time for actual time worked up to normal starting time. Such employee will continue to work the normal day at the normal rate of pay.
 - (e) Emergency work, which is started in ordinary time and continues into overtime, will be paid at normal overtime rates outside of normal working hours as per this agreement for the duration of the task.
 - (f) Call-outs to work overtime which run into normal start time shall be paid at double time for actual time worked up to normal starting time.
 - (g) The minimum payment for non-availability employees who are called back to work after leaving work for the day shall be four hours at double time.

15.10 Availability Allowances

- (a) From the date of the making of this agreement, allowances paid for Availability shall be adjusted by the percentage wage increase specified in this agreement. The schedule of availability payments is attached at Appendix 3.

15.11 Work performed at home

- (i) An employee on duty officer/availability duty who performs work at home or any place away from normal work places, in response to a telephone call or an alarm signal concerning faulty conditions or interruptions to supply, shall be regarded as being on overtime for the period or periods concerned.
- (ii) Work shall mean the making of necessary arrangements for other employees to attend to or otherwise deal with the said faulty conditions or interruptions to supply, or to give directions and/or instructions to other employees who are at work.
- (iii) Payment shall be made for a minimum of one hour at the appropriate rate for such work performed during each 24 hour period from midnight to midnight. Provided that for subsequent calls within one hour of a qualifying call, only one minimum payment shall apply. Provided further that where such work and a recall to work overtime under 14.3 hereof, are both performed within a time of one hour, then only one minimum payment shall be made.

16. MEAL BREAKS

16.1 General

- (a) Meal breaks shall be taken in accordance with the agreed hours of work in each location.
- (b) An employee shall not be compelled to work for more than five hours without a break for a meal.
- (c) If at the direction of the employer an employee is required to work during the normal meal break, then until a meal break is allowed, time and a half rates shall be paid.
- (d) A shift work employee shall receive a crib break which shall count as time worked.
- (e) The employer and an employee may agree to any variation of the provision contained in this clause to meet the circumstances of the work in hand, provided that the employer shall not be required to make any payment in respect of any crib time allowed in excess of twenty minutes.

16.2 Work which is continuous with ordinary hours

- (a) An employee who is required to work overtime for not less than two hours but not more than four hours before or after working ordinary rostered hours shall receive during such overtime:
 - (i) a crib time of twenty minutes which shall count as time worked; and

- (ii) a meal provided by the employer, or a meal allowance.
- (b) Where the overtime is to continue after the fourth hour (and after each subsequent four hours) the employee shall receive:
 - (i) a crib time of twenty minutes which shall count as time worked; and
 - (ii) a meal provided by the employer, or a meal allowance.

16.3 Called back to work at other times

- (a) An employee who is required to return to work:
 - (i) outside ordinary hours; or
 - (ii) on a Saturday, Sunday, public holiday, rostered day off or special day off;
- (b) Where the work is to continue after the fourth hour (and after each subsequent four hours) shall receive:
 - (i) a crib time of twenty minutes which will count as time worked; and
 - (ii) a meal provided by the employer, or a meal allowance.

The entitlements as prescribed in 16.2 and 16.3 hereof shall apply to employees rostered on availability duty and as duty officers.

17. SHIFT WORK

The employer may require any employee to undertake shift work under the conditions expressed in this clause.

17.1 Definitions

For the purpose of this clause:

- (a) Afternoon shift means any shift finishing after 6.00 pm and at or before midnight.
- (b) Night shift means any shift finishing after midnight and at or before 8.00 am.
- (c) Rostered shift means a shift of which the employee concerned has had at least 48 hours notice.

17.2 Hours

- (a) The ordinary hours shall be 37.5 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 37.5.
- (b) Except where provided elsewhere in this agreement, a shift shall consist of not more than eight hours, including crib time which shall be counted as time worked.
- (c) Except at the regular changeover of shifts, an employee shall not be rostered to work more than one shift in each 24 hours.

17.3 Rosters

- (a) There shall be a roster of shifts which shall provide:
 - (i) for either one shift, or two shifts, or three shifts;
 - (ii) for rotation of two shifts or three shifts;
 - (iii) for not more than 8 shifts to be worked in any 9 consecutive days or in the case of a 12 hour shift roster not more than 5, 12 hour shifts in any 9 consecutive days; and
 - (iv) commencing and finishing times of ordinary working hours of the respective shifts.
- (b) Rosters shall not be changed without the employees concerned having received four weeks notice provided that by agreement a roster may be changed at shorter notice. This subclause shall be read and construed as applying to the roster and not the individual employee.

17.4 Variation by agreement

- (a) The method of working shifts and commencing and finishing times may be varied by agreement between the employer and the concerned union to suit the circumstances of particular work locations.
- (b) Subject to the approval of the employer, employees may, by agreement, exchange shifts and days off, but in these circumstances pay shall be as if the work had proceeded according to the roster.

17.5 Shift allowances

- (a) Three-shift work
 - (i) A shift allowance of an amount equivalent to 6.23% of the pay rate per week for step 5 of band 1 shall be paid for each night shift worked and a shift allowance of an amount equivalent to 5.20% of the pay rate per week for step 5 of band 1 shall be paid for each afternoon shift worked but shall not be paid for such shifts worked on Saturdays, Sundays and public holidays.
 - (ii) This payment shall also be paid for such afternoon shifts rostered during periods of recreation, sick and long service leave, but shall not be paid for such shifts worked on Saturdays, Sundays or public holidays.
- (b) Two shift work
 - (i) A shift allowance of an amount equivalent to 3.26% of the pay rate per week for step 5 of band 1, shall be paid for each afternoon shift worked. This payment shall also be paid for such afternoon shifts rostered during periods of recreation, sick and long service leave, but shall not be paid for such shifts worked on Saturdays, Sundays and public holidays.
 - (ii) Note: By agreement between the employer and the union, the payments above have been substituted by an average amount paid on a weekly basis. This amount is equivalent to 13% and 8% of the pay rate per week for step 5 of band 1, for 3 shift work and 2 shift

work, respectively. Such payment shall be included for the calculation of recreation, sick and long service leave payments, but shall not be paid for such shifts worked on Saturdays, Sundays, public holidays or on an overtime shift. By agreement these average amounts are to be calculated to the nearest dollar amount.

17.6 Weekend penalty rates

- (a) An employee rostered to work Saturday or Sunday shifts shall, for all such shifts worked, be paid at the ordinary rate of pay (refer 17.14 hereof and clause 18 – Sundays and public holidays of this agreement) and, in lieu of weekend penalty rates, shall be paid an additional amount calculated in accordance with the following percentages of basic weekly salary.

Incidence of weekend work	Addition %
3 out of 5 Saturdays and Sundays	19.0
2 out of 3 Saturdays and Sundays	21.0
3 out of 4 Saturdays and Sundays	23.5

- (b) This amount shall be included for the calculation of recreation, sick or long service leave but shall be excluded from any payment in lieu of long service leave.

17.7 Penalty shift

- (a) An employee who is:
 - (i) transferred from day work to shift work; or
 - (ii) transferred from one roster to a different roster; or
 - (iii) transferred to another shift within the roster;
 - (iv) transferred to an unrostered shift;

shall be paid either:

- (v) an additional 100% of the ordinary rate of pay for any day, afternoon or night shift worked after the transfer of which the employee did not receive 48 hours notice; or
- (vi) an additional 50% of the ordinary rate of pay for any day, afternoon or night shift worked after the transfer of which the employee did not receive 72 hours notice.
- (b) The penalty shall be paid in addition to any shift allowance payable, or to any penalty rate applicable to weekend or public holiday work.

17.8 Night shift

An employee who:

- (a) during a period of engagement on shift, works night shift only; or
- (b) remains on night shift for a longer period than four consecutive weeks; or

- (c) works on a night shift which does not rotate or alternate with another shift or with day work so as to give at least one third of the working time off night shift in each shift cycle;

shall be paid 30% more than the ordinary rate of pay for all time worked on such night shift.

17.9 Afternoon shift

An employee who:

- (a) during a period of engagement on shift, works afternoon shift only; or
- (b) remains on afternoon shift for a longer period than four consecutive weeks; or
- (c) works on an afternoon shift which does not rotate or alternate with another shift or with day work so as to give at least one third of the working time off afternoon shift in each shift cycle;

shall be paid 15% more than the ordinary rate of pay for all time worked on such afternoon shift.

17.10 Twelve hour shifts

The following conditions of employment relating to employees working a twelve hour shift roster shall apply in lieu of other award conditions:

(a) Definitions:

- (i) A twelve hour shift shall, within this agreement mean, any shift roster which requires the manning of a post(s) 24 hours per day, seven days per week and which has as its normal rostered shifts a duration of approximately twelve hours.
- (ii) The ordinary working hours of any employee involved in a twelve hour shift shall be 37.5 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 37.5.
- (iii) Locally accepted relief systems shall continue to operate, however, local arrangements must be developed to cover such instances as short notice sick leave in areas where continuous manning is required. This is to ensure that employees are not required to work back after the completion of their normal rostered shift longer than is necessary (refer 17.10(c) hereof).
- (iv) Employees engaged in a twelve hour shift shall not be rostered to work more than five consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than two consecutive night shifts.
- (v) The roster shall provide for a minimum twelve hour break between consecutive rostered shifts.
- (vi) The method of working shifts and commencing and finishing times may be varied by agreement between the employer and the

accredited representative of the employee/s concerned to suit the circumstances of particular work locations.

- (vii) Subject to the approval of the employer, employees may, by agreement, exchange shifts and days off, but in these circumstances pay shall be as if the work had proceeded according to the roster.

(viii) Crib time

Each twelve hour shift shall be inclusive of a total of 30 minutes taken for consumption of meals in accordance with local agreements. This may be taken in two periods subject to mutual agreement. Such crib time shall be counted as time worked.

(b) Shift payments and allowances

(i) Shift allowance

The shift allowance applicable to three shift workers shall apply to shift workers who work the standard two shift 24 hour regularly rotating roster.

(ii) Weekend penalty payments

- (A) Such payments shall be made in accordance with existing agreement entitlements for Saturday and Sunday work.
- (B) Agreements reached between the employer and the unions to average these payments on a weekly/fortnightly pay basis shall continue.

(c) Overtime

(i) Conditions

- (A) Agreement provisions shall apply to twelve hour shift workers who are required to work in excess of their normal rostered twelve hours.
- (B) No greater than four hours overtime in addition to a normal twelve hour rostered shift shall be required of any twelve hour shift worker. Every effort shall be made to confine such overtime to two hours in order for a ten hour rest to be observed.

(ii) Rest period

The Agreement provisions relating to rest periods shall apply.

(iii) Meal allowances

- (A) The value of meal allowances shall be those as prescribed in this Agreement as varied from time to time.
- (B) Meal allowances will not be payable during a normal rostered twelve hour shift. A meal allowance shall be payable if employees are required to work for not less than two hours in addition to a normal roster twelve hour shift.

- (C) A maximum of two meal allowances will be paid for a twelve hour overtime shift which is worked on a rostered day off.
- (iv) **Compensating days off**
 - (A) For the purposes of twelve hour shift work, the parties have agreed that the number of compensating days (CDO's) shall be four twelve hour shifts. This is on the following basis:
 - (1) 6 CDO's x 8 hours = 48 hours
 - (2) 4 CDO's x 12 hours = 48 hours
 - (B) The parties recognise that eligibility for CDO's remains, as previously agreed, under the 1980 Shorter Hours Agreement.
- (v) **Time off in lieu**

Refer 010 (e) hereof for details.
- (d) **Public holidays**
 - (i) **Payment for work on public holidays**
 - (A) The rate of double time and a half shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a holiday as prescribed.
 - (B) For twelve hour shift workers with commencing times of 6.00 am/6.00 pm public holiday entitlements will be payable to the shift worker whose shift is rostered to commence on the public holiday.
 - (ii) Employees engaged in a twelve hour shift roster and who are rostered on on a public holiday shall be paid the normal shift pay plus one and one half shifts' pay at ordinary rates. Such employees, if they so desire, may waive their entitlement to part or all of this additional pay and take in lieu an equivalent leave credit, i.e. employees rostered on may take in addition to their normal shift pay:
 - (A) a leave credit of one and one half shifts; or
 - (B) a leave credit of one shift plus an additional half shifts' pay; or
 - (C) a leave credit on one half shift plus an additional one shifts' pay.
 - (iii) Employees who are engaged in a twelve hour shift roster and who are rostered off on a public holiday, shall, at the discretion of the employee, be:
 - (A) paid an additional eight hours pay at their ordinary rate of pay; or

- (B) credited with eight hours leave in lieu thereof, which shall be taken at a mutually convenient time or when recreation leave is next taken.

- (iv) Work on rostered day off days that fall on a public holiday

Where it is necessary for a shift work employee, who is rostered off, to work on a shift that attracts public holiday entitlements that employee shall in addition to the employee's normal days pay, receive an eight hours leave credit and payment for one and a half shifts.

(e) Time off in lieu

A maximum of seven twelve hour shifts shall be granted in any year. The year period for granting of the maximum seven shifts will be the leave year for each employee.

(f) Leave entitlements

- (i) The following leave entitlements for twelve hour shift workers should be read in conjunction with clauses 21 – Sick Leave, 27 – Special Leave and 18 – Sundays and Public Holidays of this agreement.

- (A) The entitlement of 200 rostered ordinary hours of leave (15 x twelve hour shifts) currently applicable to shift workers engaged on three shift work or shift work which is regularly rostered on Sundays and public holidays shall continue to apply.

(ii) Sick leave

All employees:

- (A) on engagement - 7 shifts of 12 hours per shift;
- (B) on completion of 12 months service up to 48 months service - 8 shifts of 12 hours per shift;
- (C) on completion of each 12 months service, after 48 months service -10 shifts of 12 hours per shift.

(D) Absence

Employees shall not be entitled to payment for absences on sick leave unless they produce an acceptable medical certificate, except that:

- (1) for an absence up to two days no evidence is required. However, where such absences exceed one week in aggregate in any one year of service then they must produce a medical certificate or statutory declaration or exercise the option of taking leave without pay or recreation leave for the number of days' absence in excess of one week, for an absence exceeding two twelve hour shifts a satisfactory certificate by a duly qualified medical practitioner is to be furnished setting out the cause and probable duration of such absence provided that if the absence exceeds two

twelve hour shifts and is not more than three twelve hour shifts a statutory declaration may be accepted if a satisfactory explanation can be given why a medical certificate is not submitted; and

- (2) for an absence exceeding three twelve hour shifts a satisfactory medical certificate MUST be produced.

(iii) Special leave conditions

(A) Compassionate leave

Leave up to two twelve hour shifts without loss of pay.

(B) Unexpected critical illness

Leave up to two twelve hour shifts without loss of pay.

(C) Attendance of court

Employer special leave provisions apply refer clause 28 – Special Leave of this agreement.

(D) Transfer

Leave up to two twelve hour shifts without loss of pay.

(E) Accidents

Employer special leave provisions apply refer clause 28 – Special Leave of this agreement.

(F) Defence force training

For the purposes of defence force training entitlements three twelve hour shifts shall be interpreted as one week. Leave of absence with pay may be granted for six twelve hour shifts in any year for the purpose of attending an annual training camp. A further three twelve hour shifts a year for the same purpose on the certification of the commanding officer may be granted if required.

(G) Department of Veterans' Affairs attendance

Leave up to one twelve hour shift without loss of pay may be granted.

(H) Councillors

Employer special leave provisions apply refer clause 28 – Special Leave of this agreement.

(g) Training

- (i) As far as possible, training will be arranged on rostered on shifts.
- (ii) Where such training does not extend for the full shift, employees will wherever practicable, complete the balance of their shift at their normal work location.

- (iii) Where employees are called to participate in training on rostered off days they will be paid for actual hours worked or by mutual agreement shall receive equivalent compensating time off.

(h) Emergency reliefs

- (i) The parties to this agreement accept that employees engaged in twelve hour shift work will provide emergency relief from within their shift groups.
- (ii) Local relief systems shall continue to operate, however, local arrangements must be developed to cover such instances as short notice sick leave in areas where continuous manning is required.
- (iii) Local arrangements within each twelve hour shift group will embrace certain practices peculiar to these work locations. The following is an example of call in arrangements.
- (iv) A call in guide will be used for employees not wishing to express an interest to work overtime on their rostered days off. It will be each person's responsibility to ensure that the register is correctly filled in indicating the shifts that they will be unavailable to work overtime on.
- (v) Unless exceptional circumstances exist, a person should not be asked to work overtime outside of their second or third days off (i.e. should not be asked to work overtime on their first or fourth days off).
- (vi) Where possible, overtime will be equalised.

17.11 Temporary shift work

- (a) An employee required to transfer from day work to temporary shift work shall be paid the appropriate shift allowance and, in addition:
 - (i) at the rate of time and a half for the first four hours and double time thereafter for each afternoon or night shift; and
 - (ii) at the rate of double time and a half for each shift worked on a public holiday.
- (b) Other shifts shall be paid for at the ordinary rate, provided that twelve hour periods shall be paid as afternoon and night shifts, as provided above. For the duration of the temporary shift roster, all overtime worked shall be paid for at the rate of double time.
- (c) A shift roster to cover the period of temporary shift work shall be posted. The duration of the roster shall not exceed eight weeks.
- (d) At least 72 hours notice of the working of temporary shift shall be given, otherwise 50% of the ordinary rate of pay shall be paid for all time worked of which an employee did not receive 72 hours notice. Where an employee did not receive at least 48 hours notice of the working of temporary shift an additional 100% of the ordinary rate shall be paid for all time worked for which the 48 hours notice was not received.

- (e) The parties to this agreement agree that certain local agreements relating to temporary shift work shall continue to operate.

17.12 Daylight saving

Notwithstanding anything contained elsewhere in this agreement, in any area where by reason of legislation, summer time is prescribed as being in advance of the standard time, the length of the shift:

- (a) commencing before the time prescribed by the relevant legislation for the commencement of a summer time period; and
- (b) commencing on or before the time prescribed by such legislation for the termination of a summer period,

shall be deemed to be the number of hours represented by the difference between the time recorded by the clock at the beginning of the shift and the time so recorded at the end, the time of the clock in each case is to be set to the time fixed pursuant to the relevant legislation.

In this subclause, the expressions standard time and summer time shall have the same meaning as prescribed by the relevant legislation.

17.13 Overtime

Refer to clause 14 – Overtime of this agreement.

17.14 Saturday work – rostered shift

- (a) The minimum rate to be paid to a shift work employee for work on a rostered shift performed between midnight on Friday and midnight on Saturday shall be time and a half. Such extra rate shall be in substitution for and not cumulative upon the shift premiums prescribed in 17.5 hereof.
- (b) The minimum rate shall be included for the calculation of recreation, sick and long service leave, but shall be excluded from any payment in lieu of leave.

17.15 Sundays and public holidays

Refer to clause 18 – Sundays and Public Holidays of this agreement.

18. SUNDAYS AND PUBLIC HOLIDAYS

- 18.1 An employee shall be entitled to the following public holidays without loss of pay:

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Melbourne Cup Day, Christmas Day and Boxing Day.

- 18.2 When Christmas Day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on 27 December.

- 18.3 When Boxing day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on 28 December.

- 18.4 When New Year's Day or Australia Day is a Saturday or Sunday, a public holiday in lieu thereof shall be observed on the next Monday.

- (a) Notwithstanding the provisions of this clause, an employee required to work on 25 December shall be entitled to payment as prescribed by this clause for public holiday work, including the appropriate minimum payment for call back where applicable.
 - (b) Provided that where 25 December falls on a Sunday and another day is substituted as a holiday for 25 December, then an employee who works on 25 December shall not be paid in addition at the holiday rate on the said substituted day of the employee works on that day. The payment for duty on the said substituted day shall be in accordance with this clause for Sunday work.
 - (c) Provided further that where 25 December falls on a Saturday and another day is substituted as a holiday for 25 December, then an employee who works on 25 December shall not be paid in addition at the holiday rate on the said substituted day if the employee works on that day. The payment for duty on the said substituted day shall be in accordance with clause 14 – Overtime of this agreement.
 - (d) Provided that existing entitlement of an employee to elect to be granted time off in lieu of part payment for work performed on public holidays shall continue to apply.
- 18.5 Where in the State of Victoria, public holidays are declared or proclaimed on days other than those set out in 18.1 hereof, those days shall constitute additional holidays for the purpose of this agreement.
- 18.6 The relevant parties to this agreement may substitute another day for any prescribed in this subclause.
- (a) The employer and the employees may agree to substitute another day for any prescribed in this subclause. For this purpose, the consent of the majority of affected employees shall constitute agreement.
 - (b) An agreement pursuant to 18.4(b) hereof shall be recorded in writing and be available to every affected employee.
 - (c) The relevant parties to this agreement shall be informed of an agreement pursuant to (a) hereof and may within seven days refuse to accept it.
 - (d) If a relevant party, pursuant to (c) hereof, refuses to accept an agreement, the parties will seek to resolve their differences to the satisfaction of the employer and the employees.
 - (e) If no resolution is achieved pursuant to 18.46(a) hereof, the employer may apply to Fair Work Commission for approval of the agreement reached with the employees. Such an application must be made fourteen or more days before the prescribed public holiday. After giving the employer and the employee representatives an opportunity to be heard, Fair Work Commission will determine the application.
- 18.7 **Payment for work on Sunday – daywork employee**
- (a) An employee shall be paid at the rate of double time for all work performed on Sundays, i.e. between midnight Saturday and midnight Sunday; such double time:

- (i) to be both the minimum and maximum; and
- (ii) to continue until the employee is relieved from duty.
- (b) Where work is performed on a Sunday and payment is due, time off in lieu may be granted under the provisions prescribed in clause 14.7 – Time off in lieu of overtime.
- (c) The ten day limit is inclusive of both Saturday and Sunday overtime.

18.8 Payment for work on Sundays – shift work employee

- (a) The rate of double time shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a Sunday.
- (b) Where a shift commences between 11.00 pm and midnight on a Sunday, the time so worked before midnight shall not entitle the employee to the Sunday rate; provided that the time worked by an employee on a shift commencing before midnight Saturday and extending into a Sunday shall be regarded as time worked on such Sunday.
- (c) This rate shall be included for the calculation of recreation, sick and long service leave but shall be excluded from any payment in lieu of long service leave.
- (d) Where work is performed on a Sunday and payment is due, time off in lieu may be granted under the provisions prescribed in clause 14.7 – Time off in lieu of overtime.
- (e) The 10 day limit is inclusive of both Saturday and Sunday overtime.

18.9 Payment for work on public holidays – day work employee

- (a) An employee shall be paid at the rate of double time and a half for work done on a public holiday, such double time and a half to continue until relieved from duty.
- (b) Where work is performed on a public holiday and payment is due, time off in lieu may be granted on the following basis:

One day off in lieu may be substituted for a portion of the payment due with the balance of the payment being made in money where at least a normal day is worked.

18.10 Payment for work on public holidays – shift work employee

- (a) The rate of double time and a half shall apply to a shift work employee for work on a rostered shift, the major portion of which is performed on a holiday as prescribed.
- (b) Where a shift commences between 11.00 pm and midnight on a public holiday, the time so worked before midnight shall not entitle the employee to the holiday rate; provided that the time worked by an employee on a shift commencing before midnight on the day preceding a holiday and extending into a holiday shall be regarded as time worked on such holiday.

- (c) In addition to the normal day's pay, a shift work employee who is rostered on and works the normal hours on a public holiday may, if so desired, waive the entitlement to payment and receive in lieu either:
 - (i) a day off, together with an additional half day's pay; or
 - (ii) one and a half days off.
- (d) In such cases, time off in lieu should be cleared as soon as possible.
- (e) By mutual agreement, and where it is practicable, a shift work employee who would normally be rostered for duty on a shift which falls on a public holiday, may observe the public holiday.

18.11 Work on rostered off days that fall on a public holiday – shift work employee

Where it is necessary for a shift work employee, who is rostered off, to work on a shift that falls on a public holiday then in addition to the employee's normal days pay and day off in lieu, an employee will receive one and a half day's pay.

18.12 Rostered off on a public holiday – shift work employee

A shift work employee who is rostered off on any of the holidays in clause 18.1 hereof and who does not work shall, at the discretion of the employee, be:

- (a) paid an additional day's pay at the ordinary rate of pay; or
- (b) credited with a day's leave in lieu thereof which shall be taken at a mutually convenient time or when recreation leave is next taken.

18.13 Absence before or after a public holiday

Where an employee is absent from work on any part of the working day before or after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday.

19. ADDITIONAL HOLIDAY – DISTRIBUTION DIVISION

Employees employed under the terms of this Agreement in the Distribution division, will be entitled to additional holidays as follows:

An additional holiday will be granted to all employees the day after Boxing Day or the day after the substituted day for Boxing Day. Such day will be considered to be the same as a Public Holiday under the Award.

Part 4 – Leave Entitlements

20. ANNUAL LEAVE

20.1 Leave Entitlements

Subject to this clause, a full time employee shall be entitled to a total of 150 hours annual leave per year of completed service.

20.2 Payment for leave

- (a) Payment during leave shall be at the ordinary rate of pay which the employee is being paid immediately prior to the time of commencing annual leave so that there shall be no deduction from the ordinary pay by reason of such leave.
- (b) An employee receiving an allowance on a continuous basis shall continue to receive the allowance on all authorised paid absences on annual leave, subject in the case of an employee directed by the employer to carry out the duties of a position classified in a higher pay band for a day or longer, to the employee resuming duties in the Higher Band on completion of the leave.

20.3 Main Conditions

- (a) Applications for leave shall be made on the prescribed forms and approved before leave is taken.
- (b) Acceptance of paid employment during a period of leave is not permitted. Failure to comply with this condition will be treated as a breach of discipline.
- (c) Any public holiday to which an employee is entitled without loss of pay occurring during a period of paid leave shall not be regarded as part of the leave.
- (d) Annual leave shall accrue during approved paid leave.
- (e) Notwithstanding the provision of this clause, an employee may elect, with the consent of the employer, to take annual leave in single periods not exceeding ten days in any calendar year at a time or times agreed between them.

20.4 Excess Annual Leave

- (a) Where the company identifies an employee who has an annual leave balance greater than eight weeks, they may be asked to reduce their accrued annual leave by 2 weeks.
- (b) A discussion will be held with the employee to agree on a plan that includes a time frame on how and when such leave will be taken.
- (c) If no plan can be agreed between the employee and employer, then the company reserves the right to direct the employee to take the leave at a specified time - and seven days' notice of the date of commencement of leave will be given to the employee.

20.5 Termination of service

- (a) An employee whose service is terminated or is about to terminate for any reason whatsoever shall be paid for any accrued untaken annual leave standing to the employee's credit on the basis of entitlements specified in this agreement, provided, that any debts owing to the employer by the employee will be offset against any payment in lieu of leave due to that employee.
- (b) Payment in lieu of leave shall be made at the ordinary rate of pay applicable to the employee on the date when employment is terminated. Shift workers shall be paid shift premium and weekend penalty for accrued and pro-rata annual leave.
- (c) For the purpose of this clause, **service** means continuous employment with SPI PowerNet or SPI Electricity and includes:
 - (i) any period of approved leave without pay on account of a medically-certified incapacity arising out of personal illness up to six months;
 - (ii) any period of absence as a result of an injury by accident arising out of and in the course of employment up to twelve months;
 - (iii) any approved leave without pay, other than where it is on account of medical incapacity up to 6 months, up to 150 hours;
 - (iv) any period which the employer may declare, in respect of any employee, to be additional service.
- (d) Any absence from work without the approval of the employer shall not count as **service** and as such should be added to the annual leave due date.

20.6 Annual Leave Loading

A sum equal to 17.5 per cent annual leave loading has been incorporated into the weekly rate for all employees who are covered by this agreement.

20.7 Personal leave during periods of annual leave

Personal leave will be granted, provided a satisfactory medical certificate is produced for any period of personal illness or injury or carer's leave and an equivalent period of annual leave shall be re-credited, or the employees' period of absence extended for the period covered by the medical certificate.

21. SICK LEAVE

21.1 Leave entitlement

- (a) Subject to this clause, an employee shall be credited with sick leave on the following basis:
 - (i) On engagement and for the period up to 48 months service, an entitlement to 12 days paid sick leave per annum at the ordinary rate of pay.

- (ii) After 48 months service, an entitlement to 15 paid sick leave days per annum at the ordinary rate of pay.
- (iii) In the application of this clause, a day is of 7.5 hours duration, and a day's leave will be debited at 7.5 hours.
- (b) For the purpose of this clause, ordinary rate of pay means pay for an employee's normal weekly number of hours of work calculated at the employee's ordinary time rate of pay as at the time sick leave is taken.
- (c) Leave not taken will accumulate without limit.

21.2 Absence from work on account of personal sickness or personal injury

An employee who is absent from work on account of personal illness or personal injury shall be entitled to paid leave of absence up to the accumulated period of leave applicable without loss of pay, subject to the following conditions and limitations:

- (a) An employee shall not be entitled to paid leave of absence under this clause for any period in respect of which the employee is entitled to workers' compensation or Workcover.
- (b) An employee shall, within 24 hours of the commencement of any such absence, or as soon as practicable, inform the employer of the inability to attend for duty and, as far as practicable, state the estimated duration of the absence.
- (c) An employee shall prove to the satisfaction of the employer the inability, on account of such illness or injury, to attend for duty on the day or days for which leave is claimed.
- (d) An employee shall have all paid leave of absence deducted from leave credits and shall not be allowed paid leave in excess of leave credits.
- (e) An employee shall not be entitled to payment for absences on leave unless an acceptable medical certificate is produced, except that:
 - (i) For an absence up to two days no evidence is required. However, when such absences exceed one week (five days) in the aggregate in any one year of service, then a medical certificate or statutory declaration must be produced, or an employee may exercise the option of taking leave without pay or annual leave for the number of days absence in excess of one week.
 - (ii) For an absence exceeding two days, a satisfactory certificate by a duly registered practitioner is to be furnished setting out the cause and probable duration of such absence provided that if the absence exceeds two days and is not more than one week (five days) a statutory declaration may be accepted if a satisfactory explanation can be given why a certificate from a duly registered practitioner is not submitted.
 - (iii) For an absence exceeding one week (five days) a satisfactory certificate by a duly qualified medical practitioner **MUST** be produced.

- (f) Where an employee's sick leave record is regarded as being not satisfactory, arrangements may be made for the employee to be examined by the employer's nominated medical officer.
- (g) An employee may be required to furnish a satisfactory certificate in respect of any or all leave absences should the employer so decide.

22. CARER'S LEAVE

22.1 Basic Entitlement

- (a) Employees can access their paid personal sick leave to provide care or support to a member of their immediate family or member of the employee's household who is ill or injured or where there is an unexpected emergency affecting the member or member of employee's household, and for whom they are responsible.
- (b) The term "immediate family" includes the employee's spouse or former spouse, defacto spouse and former defacto spouse (including same sex), father, mother, foster parents, step parents, grand parents, brother, sister, child, step child, foster child, grandchild or parents-in-law.
- (c) The employee shall establish the illness of the family member concerned, and that the illness is such as to require care by another, through the production of a medical certificate or statutory declaration.
- (d) Wherever possible, the employee shall give notice prior to the absence of the intention to take leave, the name of the person requiring care and their relationship to the employee and the estimated period of absence. If it is not practical to give prior notice, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of the absence.
- (e) For part-time/Job Share employees, carer's leave can only be accessed on designated working days.

22.2 Unpaid Leave

- (a) The employee may elect, with the employer's consent to take unpaid leave for the purpose of taking care of an immediate family member who requires care.
- (b) The employee shall produce a medical certificate or statutory declaration declaring the proposed duration of the leave.

23. COMPASSIONATE LEAVE

23.1 Basic Entitlement

- (a) The company will be flexible in its approach to compassionate leave. All employees will be granted between two and five days paid leave for such occasion, depending on the circumstances and the assessment by the manager. In relation to the definition of eligibility for this leave the Carer's leave definitions shall apply.
- (b) The provisions of this clause apply to fulltime and regular part time employees (on a pro rata basis) but do not apply to casual employees.

23.2 Unpaid Compassionate Leave

An employee may take unpaid compassionate leave by agreement with the employer.

24. PARENTAL LEAVE

24.1 Basic entitlement

- (a) After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.
- (b) Parental leave is to be available to only one parent at a time, in a single unbroken period, except that an employee may request that the Company extend the period of simultaneous unpaid parental leave provided for in the Fair Work Act 2009, up to a maximum of an eight week period for both parents to be simultaneously on leave:
 - (i) for maternity and paternity leave at the time of the birth of the child;
 - (ii) for adoption leave at the time of placement of the child.

24.2 Paternity leave

An employee who has 12 months continuous service, will be entitled to 10 days of paid leave for the purposes of Paternity Leave, upon the birth of their child or the adoption of their child.

24.3 Maternity leave

- (a) A female employee who produces to the company a certificate of a legally-qualified medical practitioner stating that she is pregnant and specifying the expected date of delivery: shall be granted maternity leave on full pay for 14 weeks maternity leave or 28 weeks on half pay maternity leave. This paid leave shall be in addition to any Federal Government paid parental leave scheme.
- (b) Other requirements and entitlements to parental leave, including any right to extend the period of unpaid parental leave for an additional 52 weeks or requests for flexible working arrangements will be in accordance with the Fair Work Act 2009.

25. LONG SERVICE LEAVE

25.1 Leave Entitlements

25.2 Subject to this agreement, employees shall be entitled to long service leave at the ordinary rate of pay unless otherwise provided:

- (i) on completion of 10 years' service - 13 weeks' leave; and
- (ii) for each additional one year of service - 1.3 weeks' leave.
- (iii) Pro rata long service leave will be available to employees if they have completed seven years' continuous service.
- (iv) The company will only recognise previous continuous service for Long Service Leave purposes, if that service has been the State Electricity Commission of Victoria or successor bodies to the State Electricity Commission of Victoria, the Gas and Fuel Corporation of Victoria and/or SPI PowerNet related companies.

25.3 Main Conditions

- (a) Applications for leave must be made on the prescribed form at least two months before the date on which it is desired to commence the leave, and must be approved by the delegated manager before leave is taken.
- (b) It is expected that an employee who has been granted credit for previous service will have completed at least three years' service with the employer before taking long service leave. However, whether leave should be approved where an employee has qualified for leave and has less than three years' service is left to the discretion of the employer, having regard for the circumstances of each particular case.
- (c) The employer reserves the right to direct any employee to take leave, but in such case, the employee will be given at least two months' notice of the time that leave is to commence.
- (d) Leave shall be taken when approved or directed by the employer and, unless otherwise approved by the employer, any period of absence in respect of long service leave shall be not less than four weeks and shall be in respect of not less than four weeks of the employee's accrued entitlements.
- (e) An employee may, upon notifying the employer before the leave is commenced, convert the period of their leave credit or part thereof which the employee is taking into:
 - (i) a period of leave equal to double the period of the leave credit or part thereof that the employee desires to take with half the ordinary rate of pay for the period of approval absences; or
 - (ii) a period of leave equal to half the period of the leave credit or part thereof that the employment desires to take with double the ordinary rate of pay for the period of approved absence; or
 - (iii) such other period of leave between the limits of 25.3(e)(i) and 25.3(e)(ii) hereof as may be authorised by the employer with a

proportionate variation in the ordinary rate of pay for the period of approved absence.

- (iv) Provided that the period of absence on account of long service leave shall not be less than four weeks (refer 25.4 hereof).
- (f) Any public holiday to which an employee is entitled without loss of pay occurring during the period of leave shall not be regarded as part of the leave.
- (g) Recreation leave will accrue in respect of the period absent on leave.
- (h) Acceptance of paid employment during the period of leave will not be permitted. Failure to comply with this condition will be treated as a breach of discipline.
- (i) In the event of an industrial dispute involving cessation of work, either individually or collectively, by striking, the provisions of this clause 25 hereof, will be suspended in relation to those who so cease work and will remain suspended during the period of the industrial action.

25.4 Payment for Leave

- (a) Except as provided elsewhere in this clause, payment of salary during any period of leave shall be made to employees at the ordinary rate of pay in the same manner as if they had continued working provided that any variation in the rate of pay shall be taken into account from time to time as it occurs.
- (b) An employee receiving an allowance on a continuous basis, with the exception of First Aid allowance, Availability allowance, Duty Officer allowance and an allowance for Temporary Performance at a Higher Band shall continue to receive the allowance on all authorised paid absences on long service leave. Shift workers shall receive payment of weekend penalty payments during absences on long service leave in accordance with the conditions relating to such payments (refer clause 17 – Shift Work of this agreement). Where payment in lieu of long service leave is provided under these provisions, such payments shall not include weekend penalty payments.
- (c) If desired by the employee concerned, payment for leave shall be made in advance at the ordinary rate of pay applicable on the day when leave is commenced; provided that where payment for leave is made in advance, any variation in the rate of pay occurring during the absence of leave will be adjusted at the conclusion of the period of leave. Payment in advance will not be made prior to the leave becoming due.
- (d) If the employee concerned does not resume duty after a period of leave in which payment has been made in advance, but resigns or retires, the employee may be required to refund any overpayment made whether as a result of decreases in the rate of pay during the absence of the employee upon the leave or arising from any other reason.
- (e) Payment in lieu of leave will not be made except to give effect to 25.3 and 25.5 hereof.

- (f) Any debts owing to the employer will be offset against the payment in lieu of leave.

25.5 Termination of Employment

- (a) Should an employee have a leave entitlement at the time that employment is terminated, payment in lieu of leave will be made at the ordinary rate of pay applicable on the day when employment is terminated.
- (b) Employees who are granted a credit for service and terminate their service otherwise than on account of permanent disability, retirement on account of age, or death will receive a payment at the ordinary rate of pay in lieu of their period of leave entitlement in accordance with this clause, provided that they have completed at least ten years' continuous employment with the employer.
- (c) Any employee whose service is terminated by retirement on account of age and who had completed at least three years' service but less than ten years' service shall be entitled to pro rata leave on the basis of one-fortieth of the period of such service;
- (d) If an employee's service is terminated due to total and permanent disability or by death, payment in lieu of leave at the ordinary rate of pay will be made to the employee or to such of that employee's dependents as the employer may determine or (at the discretion of the employer) to the employee's legal personal representative, as appropriate, for:
 - (e) pro rata leave if that employee had completed a minimum of three years' service and not more than ten years' service on the basis of one-fortieth of the period of such service; or
 - (f) any leave to which that employee had become entitled and which had not been taken; and
 - (g) Payment of pro rata long service leave to employees on termination of employment will be calculated to the nearest day instead of being paid on a basis of completed years.

25.6 Part-time Employment

Part-time employees will accrue long service leave in accordance with the provisions of this clause, however, payments will be made on a pro rata basis according to hours worked during the service period.

25.7 Sick leave during periods of Long Service Leave

- (a) Sick leave on account of personal illness will be granted to employees absent on long service leave in accordance with 25.7(b), 25.7(c) and 25.7(d) hereof and provided that a satisfactory medical certificate is produced,
- (b) For periods of absence less than 13 weeks - for any period of illness of 1 day/shift or more.
- (c) For periods of absence of 13 weeks or more - for any period of illness 5 or more working days/shift.

- (d) With the approval of the delegated manager an equivalent period of long service leave shall be re-credited or the employee's period of absence extended.

26. EMERGENCY SERVICES LEAVE

The Company is an essential service and release of employees has to have regard to the Company's operational requirement to meet its customer and community demands during times of emergency. Employees will be provided with paid leave to attend to emergency service issues that relate to threats such as bushfires and floods, where practicable. No limit shall apply to this leave, however proof will be required of participation/attendance and each case will be examined on its merits, having regard to the Company's operational requirements. Local needs close to the employee's home and community will continue to get Company support.

27. JURY DUTY

Employees called for jury service will be granted leave with pay for this service.

28. SPECIAL LEAVE

28.1 The terms and conditions which apply to special leave entitlements for employees are covered by the policies of the employer.

28.2 Special leave shall cover matters such as:

- (a) attendance in court (other than jury service);
- (b) defence force training;
- (c) blood donors;
- (d) infectious diseases; and
- (e) citizenship ceremony.

Part 5 – Remuneration & Related Matters

29. WAGES OUTCOME

The salary increases that will apply to this Agreement on or from the first pay period following the dates below:

4.5% from date agreement comes into operation.

4.5% from 1 October 2014

4.5.% from 1 October 2015

30. PAYMENT OF SALARIES

Salaries shall be paid fortnightly by electronic funds transfer into employee's bank, building society or credit union accounts.

31. SALARY SACRIFICE

31.1 The company will consider any other salary sacrifice opportunities that become available for employees. Individual employees may elect to salary sacrifice part of their salary to receive non-salary benefits. No compensation will be paid by the company if the taxation benefits are reduced or abolished.

31.2 Salary sacrifice is available for:

Novated lease vehicles

Mobile phones

Professional fees

Superannuation

32. SUPERANNUATION

32.1 In the application of this clause, the Company, at all times will abide and comply with the prevailing legislative requirements governing Superannuation.

32.2 The Equipsuper Superannuation Fund shall continue be the nominated default Superannuation fund for employees of the company. Subject to prevailing legislative requirements, Employees will have the option to elect a superannuation fund of their choice. In the event an employee elects to exercise choice, then the employee will be responsible for all changes, cost etc associated with membership of that particular fund.

32.3 The company shall, subject to the rules of the fund, provide all employees the option to salary sacrifice any additional superannuation contributions, regardless of the contribution rate or division of the Fund.

32.4 Employees shall have the right to vary their superannuation salary sacrifice arrangements, and/or contribution rates (6% or 3%) up to the frequency of once per month.

32.5 The company shall abide by the rules of the Equipsuper Superannuation Fund, including any amendments thereto and shall continue to make all necessary payments

in accordance with the rules of the Fund. In the event an employee takes a voluntary departure package (VDP) the company will make a retrenchment benefit payable.

- 32.6 From the date of the making of this Agreement, to 30 June 2014, the Company shall contribute 10.75% of salary into Superannuation for all employees. From 1 July 2014, this contribution amount will move to 11.00% and on 1 July 2015 the contribution will be 11.5%. For those in the accumulation fund, all contributions will be made to this fund. For those in defined benefit funds, the difference between the prescribed SGC legislated minimum and the amounts set out above; will be paid into an accumulation fund on behalf of those employees.
- 32.7 For members of the Defined Benefit section of the fund, where an employee works part time, or converts to part time from full time, the Company shall ensure that the employee's superannuation entitlements shall be based on the years of full time being calculated separately to those at part time rates for the purposes of retirement benefits.
- 32.8 For the term of this Agreement, the percentage (%) amount paid into Superannuation shall be as set out in Clause 32.6, and the amount will not increase further unless the Superannuation Guarantee Contribution legislated minimum moves beyond 10%. This is intended to reflect that the percentage amount paid above the Superannuation Guarantee Charge (1.5%) will be maintained if the SGC contribution increases.

33. SHIFT PREMIUMS, WEEKEND PENALTY AND AVAILABILITY PAYMENTS

For superannuation purposes, availability payments are included as superable salary. In relation to 12 hour shift employees, for Weekend Penalties and Shift Penalties, the superannuation contributions will be calculated on Base Salary + 100% of weekend penalty and shift penalty.

34. INCOME PROTECTION

- 34.1 The income protection scheme is provided by the Company in accordance with Appendix 2 of this Agreement.
- 34.2 The amount of income payable under the income protection scheme covers income up to \$1,750 per week for a period of up to 104 weeks – subject to the claim having been accepted.
- 34.3 Prior to lodging an income protection claim, it is expected that employees will first use any accrued sick leave, down to a balance of 30 days, before a claim is lodged.
- 34.4 The 14 day waiting period for income protection claims remains and can be drawn from the 30 day sick leave balance remaining.

35. TRAVELLING TIME

Where employees are required to work away from their usual workplace and commence at a distant workplace at their normal starting time, the travel time that is in excess of their usual travel time to their usual workplace, and that taken to travel to the distant workplace, will be paid as time worked.

36. GENERAL ALLOWANCES (INCLUDING FIRST AID ALLOWANCE)

- 36.1 All allowances in the Agreement (except the meal allowance) shall be adjusted by the percentage amounts and on the dates set out in clause 29 – Wages Outcome of this Agreement.
- 36.2 The Meal Allowance of \$19.60 will be increased each year by the same percentage movement that the ATO meal allowance (as published in July each year) moves by.
- 36.3 **Power industry allowances**

The power industry allowances were rolled into the rates of pay in 2003 for those roles eligible, and have applied to those roles from that date. Should an employee be engaged in a role that was not part of the 2003 arrangement and did not exist at that time or may have substantially altered, such that it may qualify for the payment of these allowances, then the allowances will apply in the following circumstances.

(a) Allowance 3: power station, lines party FEDFA plant operators

An allowance of a flat rate amount equivalent to 7.5% of the pay rate per week for step 5 of band 1, shall be paid to an employee in the following circumstances:

(i) Power station

An employee working in large operating thermal power stations. For the purpose of this allowance, a large operating thermal power station shall be a thermal power station generating more than 8 megawatts and shall include all ancillary buildings of the power station such as administrative offices, stores and workshops, power station switchyards and terminal stations.

(ii) Lines parties

Employees who regularly work as part of a lines party or cable jointing party. Provided that other employees shall be eligible for this allowance if such employees are considered by the employer to be:

- (A) engaged as permanent members of a line party or cable jointing party; or
- (B) employed as permanent members of substation construction and/or maintenance parties; or
- (C) are required to work away from the normal depot or workshop in similar conditions to linesmen and cable jointers.

(iii) FEDFA plant operators

An employee operating various types of mechanical plant in the field in the Kiewa/Rubicon area and the overhead mains section, power grid constructions and operations department. This allowance is to be paid on a daily basis to such an employee for each day or part of a day that the employee is required to operate

mechanical plant away from the home depot or station. For an employee working a 9 day fortnight, the daily allowance shall be calculated as two ninths of the weekly allowance.

(b) Allowance 4: Latrobe Valley workshops, stores and depots

An allowance of a flat rate amount equivalent to 5.75% of the pay rate per week for step 5 of band 1, shall be paid to an employee working in Latrobe Valley departments in workshops, stores or from depots.

(c) Allowance 5: other

An allowance equivalent to 4.0% of the pay rate per week for step 5 of band 1, shall be paid to an employee in the following circumstances.

- (i) An employee in Latrobe Valley departments not eligible for allowances 1, 2, 3 or 4.
- (ii) An employee in the Gippsland region district offices at Moe, Morwell and Traralgon and the Traralgon regional office, not in receipt of a higher allowance.
- (iii) An employee employed in a supervisory classification, who actually works with and directly supervises an employee in receipt of allowance 6 hereof.
- (iv) A permanent outdoor metering employee or patrol electrical operations officer working in customer services group.
- (v) Employees engaged on meter reading duties on a full time permanent basis.

(d) Allowance 6: workshops (other than Latrobe Valley)

An allowance equivalent to 2.5% of the pay rate per week for step 5 of band 1, shall be paid to all workshop employees covered by this award and to their direct supervision, unless they are eligible for a higher allowance.

(e) Conditions attaching to power industry allowances:

An employee who would in the normal course of employment work each day, and would be required to spend at least 25% of normal working time in the circumstances described above (in Allowances 3 – 6), shall be paid the appropriate allowance on a continuous basis.

- (i) An employee who qualifies for payment of an allowance on a continuous basis and is required to work in circumstances attracting a higher allowance for not less than two hours on any one day or shift shall receive the equivalent of two ninths (one fifth for a 10 day fortnight employee) of the higher allowance prescribed for such day or shift.
- (ii) An employee who does not qualify for payment of an allowance on a continuous basis shall be required to work in circumstances attracting an allowance for more than two weeks to be eligible for payment of an allowance equivalent to two ninths (one fifth for a 10 day fortnight employee) of the amount prescribed for such day or shift. Provided that the two week qualifying period shall not apply to

work in the open cut where the qualifying period for payment of an allowance shall be two hours work on any day or shift which shall be paid at the equivalent of two ninths (one fifth for a 10 day fortnight employee) of the amount prescribed for such day or shift.

- (iii) An employee receiving an allowance on a continuous basis shall continue to receive the allowance on all authorised paid absences on sick, recreation or long service leave, but the allowance shall not attach to any payments made in lieu of leave.
- (iv) For each hour or part thereof worked in excess of the ordinary hours of work, an employee shall be paid a flat rate per week calculated to the nearest five cents; less than five cents to go to the lower amount and five cents or more to go to the higher amount.
- (v) Where an employee works in circumstances described in more than one of the above definitions and the employee may be deemed to be eligible for payment under each of the definitions, only the higher allowance will apply.
- (vi) Where an employee in receipt of an allowance is temporarily transferred to a location where work circumstances attract a lower allowance, such employee shall retain the higher allowance if the period of transfer is two weeks or less; where the period exceeds two weeks, such employee shall receive the lower allowance for the entire period of the transfer.

37. LIVING AWAY FROM HOME ARRANGEMENTS

- 37.1 For the purpose of this clause a "distant project work" is one where the location of the "on-site project work" is such that because of its distance or because of the travelling facilities available to and from the location it is reasonably necessary for an employee to live and sleep at some place other than his usual place of residence.
- 37.2 In order to remain competitive, the intention is that employees will be available to work away from home for the periods set out below, or as may be agreed, during the life of the project. The appropriate amount as indicated in sub clause 0 below will apply for each night away from home. Local arrangements may be utilised to allow employees to return home during their away period on the project. Travel time will be paid to and from the project that is the start and end of the away period, but not during any return home during the away period when any accommodation and meals allowance is being paid.
- 37.3 When an employee is sent other than at his/her own request to work a "distant project" the employer will negotiate on accommodation and meal options with employees for each project based on the entitlements below:
 - (a) The Company to provide accommodation, and a meal/incidentals allowance of \$100.73 per day; or
 - (b) In isolated and remote areas where accommodation is not to a standard as defined, the Company will provide allowances as above and in addition a daily "Hardship" allowance of \$35.33 will also be paid; or
 - (c) The Company to pay an amount of \$219.26 per day tax free for accommodation and meals to employees staying in country locations and

\$250.14 per day to employees staying in city or metropolitan locations. These allowances will be increased in July each year by the percentage increase advised by the Australian Taxation Office.

- (d) The Company will pay an amount of \$61.17 a day tax free if the employee stays in non-commercial private accommodation, i.e. with family or friends.
 - (e) Where possible all allowances will be paid to employees by cash or in their pay prior to them leaving their depot to work away.
 - (f) Where no vehicles are available to employees for incidental travel during the week an additional allowance of \$22.08 per day will be available for each employee affected by this.
 - (g) Where the Company provides meals and accommodation for an employee, then the employee can claim an incidentals allowance of \$18.20 per night.
 - (h) At least fortnightly trips home, where the Living Away From Home Allowance will continue to be paid in lieu of travel time. A vehicle will be available for the group to return to their normal home base.
 - (i) Where applicable the Availability Allowance will continue to be paid whilst the employee is working away.
- 37.4 The allowances detailed in subclauses above will be increased in July each year by the percentage increase advised by the Australian Taxation Office.
- 37.5 Where an employee is required to use his/her private vehicle on Company business, and where a Company vehicle is not available, the Company will pay the employee a per kilometre rate as specified in the appropriate Australian Taxation Office Schedule.
- 37.6 Where ever possible, employees will be given two weeks notice of work away from home. Employees will not be required to work away from home for more than 4 consecutive weeks without returning home. Employees will remain at their normal depot for a reasonable period after returning from a distant project. It is intended that so far as possible all employees will undertake a reasonable share of the away work as required, subject only to any exceptional personal circumstances.
- 37.7 Employees will not be required to work away from home for a period in excess of 12 weeks per 12-month period unless needed to meet the operational requirements of the Company. In any such case the employee shall not be required to work for more than 4 further weeks in that 12-month period. In the event an employee has worked 12 weeks away and is requested to undertake the extra 4 weeks, such employee may object to that request through the Disputes and Grievance Procedures of this Agreement.

37.8 Accommodation

The minimum standard of accommodation is a three star RACV or equivalent in a well-maintained, air-conditioned single motel style room with radio/television and ensuite bath/shower and toilet facilities. The company will supply each employee with his or her own room.

Historical note - For those employees engaged in the Transmission division of the business, as agreed in the SPI PowerNet EBA of 2002, SPI PowerNet has ceased to pay the \$33 "last day of stay" payment relating to living away from home, but will pay one meal allowance for the last day of stay.

37.9 Interstate & International Travel

An employee sent from their usual workplace to temporarily carry out work in another locality, outside of Victoria, who is required to remain there to complete work, will have all reasonable travelling, meal and accommodation expenses incurred by an employee in the performance of their normal duties, reimbursed. Travelling time is to be paid at the ordinary hourly rate. If an employee is required by the Company to travel on a weekend, they will be paid travelling time at the rate of time and a half. Provided that if this payment will be limited to 8 hours in any 24 hours of weekend travel.

38. LICENCES

- 38.1 The company will pay for special vehicle licences and Austel licence costs required by an employee where the licence is required to perform the duties of the position.
- 38.2 The company will pay for all training associated with obtaining the required special driving licences.
- 38.3 The company will not reimburse general motor vehicle licence fees.
- 38.4 The Company will reimburse employees the cost for maintaining the A Class Licence (where the licence is required to perform the duties of the position), limited inspection and inspection licence in production of a current receipt issued by Energy Safe Victoria.

39. SITE ALLOWANCES

- 39.1 The Company will not pay a site allowance to any employee where it is undertaking works at or in relation to existing Company sites, stations or facilities (which include easements upon which Company assets are located).
- 39.2 In relation to works at sites, which are not owned or operated by the Company, and at which a site allowance is paid, the relevant site allowance will be paid to employees while they are engaged on work at the site.

40. ALTITUDE ALLOWANCE

- 40.1 An employee engaged on any work above the 1500 metre level shall be paid \$0.31 per hour.
- 40.2 During the winter period (from the 1st day of June to the 30th day of September) an employee on any work above the 900 metre level shall be paid \$0.31 per hour.
- 40.3 The rates above shall not be cumulative.

41. COMMON ALLOWANCES

- 41.1 **Availability/duty officer allowance / Concessional allowance**
Refer Appendix 3 of this Agreement.
- 41.2 **Motor vehicle allowance**
 - (a) **Reimbursement Rate: Private Motor Vehicles**

An employee who, by prior agreement with the Employer, uses a private motor vehicle (other than a motorcycle) on the Employers business shall be paid as follows:

Motor Vehicles with engine capacity

Over and including 2600cc 75.00 cents per km

Under 2600 cc 64.00 cents per km

(b) Reimbursement Rate: Private Motor cycles

An employee who, by prior agreement with the Employer, uses a private motorcycle on the Employers business shall be paid as follows:

Motor Cycles with engine capacity

250cc and over 30.60 cents per km

Less than 250cc 23.10 cents per km

41.3 First aid

- (a) An employee directed to perform part time first aid duties and who holds an approved Workplace First Aid Level 2 Certificate shall be paid \$2.73 per day/shift (\$2.18 per day for a 10 day fortnight employee).
- (b) An employee in charge of a cupboard/s shall be paid \$5.25 per day/shift (\$4.69 per day for a 10-day fortnight employee).
- (c) Payment is not for all purposes of this agreement.
- (d) The bonus paid to a volunteer employee for attendance at an approved Workplace First Aid Level 2 training course attended outside normal working hours and when approval has been given at Divisional level shall be - course fees plus \$116.85.

Part 6 – Work Related Provisions

42. WORKING ACROSS ASSETS

- 42.1 In recognition of the integration of the Transmission and Distribution divisions, staff will continue to work in their current Divisions. However, staff can be deployed to work in their disciplines, based on operational needs, or across Transmission and Distribution assets where maintenance and construction works require it.
- 42.2 It is intended that this clause will not place an unusual hardship upon any employee by requiring them to travel excessive distances to fulfil the work demands.

43. INTRODUCTION OF CHANGE

- 43.1 It is recognised that from time to time the manning levels, skills mix, technology and processes of the business will need to be changed to allow the business to operate more efficiently and competitively.
- 43.2 When the Company has made a decision to introduce major changes in workplace location, organisation structure, technology or outsourcing of function that will have significant effects on employees, the Company shall notify the affected employees and their union.
- 43.3 The Company shall discuss with employees and their union, the effects the changes are likely to have on employees and measures to minimise their impact on employees and shall give prompt consideration to matters raised by employees and their union.
- 43.4 If the matter is unresolved either party will be able to refer the matter to Fair Work Commission, as per the disputes clause contained within this Agreement for decision and both parties will abide by these decisions.

44. WORKFORCE SIZE

The parties agree that any reduction in workforce size will be achieved by natural attrition and or voluntary departures.

45. USE OF STAFF IN STORMS

Where a storm or emergency requires that there be additional assistance provided to Network Operations Centre Staff, it is agreed that staff may be directed to perform what ever duties they are required to perform to assist the Network Operations Centre during this increase in activity. Such assistance may be in the form of fault dispatching or additional back up to call centre staff, but will not be limited to just these areas. It is recognised that the direction to staff applies during the normal span of hours – 6am – 6 pm, and work outside of this span will be voluntary, rather than directed.

46. PERFORMANCE MANAGEMENT

- 46.1 The parties agree that each employee is entitled to a clear, current and accurate job description of their role and the Company's expectations of them.
- 46.2 Performance will be reviewed at least annually for the purpose of identifying means by which the employee and the team leader or manager can improve performance.

- 46.3 An employee's performance will be objectively assessed not less than annually, utilising the process agreed by the parties.

47. CLASSIFICATION REVIEW

The terms & conditions of a Classification Review will be agreed between the parties.

48. USE OF COMMUNITY RESOURCES

SP Ausnet intends to create closer ties with community groups such as the CFA, SES and local licenced electricians and utilise these personnel, after appropriate training and company accreditation, to assist in fault location and, if necessary, remain on site to keep the area safe until the appropriate isolations are made or repair crews arrive.

49. SINGLE PREMISE FAULT RESPONSE

- 49.1 It is recognised that in remote or rural locations where there may be a delay in responding to faults, and the faults are localised to a single premise, the company may elect to utilise the services of Registered Electrical Contractor (REC) to attend the premise, in the first instance, to determine whether the fault resides on the network side or on the customer side of the installation.
- 49.2 In the case of a network fault, the REC will advise the Network Operations Centre (NOC) and the NOC will despatch the required personnel.
- 49.3 In the case of a customer side fault, the REC will advise the NOC that fault lies on the customer side and it will be the responsibility of the customer to have the appropriate repairs carried out.
- 49.4 This clause will only apply to the areas where it currently operates at the date of the making of this Agreement, and alterations to those areas will be dealt with under the introduction of change clause of this Agreement.

50. SKILLS ENHANCEMENT

Interchangeability of skills in the tester and communications technician areas is a future goal and the parties commit to review opportunities for combining these areas, commencing with a commitment to pilot a program for trainees that allows them to work across all these areas.

51. OCCUPATIONAL HEALTH & SAFETY

- 51.1 The Parties are committed to improving the Employer's Health and Safety performance and will ensure that appropriate training and resources are provided to achieve this outcome.
- 51.2 The aim of this policy is to maintain leadership in Health & Safety performance in Australia.
- 51.3 The Company is aware of the mutual benefits to the business and employees of maintaining a safe and healthy work environment.
- 51.4 Personal safety must not be compromised in the mistaken belief that other requirements are more important.
- 51.5 Continuous improvement will be achieved in Health and Safety through:

- (a) effective management and implementation of appropriate policies and procedures in negotiation with employees;
 - (b) personal commitment from all employees to comply with correct work practices and procedures;
 - (c) active participation from all employees in reporting and investigating all accidents and near misses;
 - (d) supporting the audit and inspection program; and
 - (e) actively participating in Health and Safety Committee and work group meetings.
- 51.6 The Company and its employees will ensure that work is designed, planned, implemented and controlled in such a way that hazardous situations are avoided and controlled.
- 51.7 Hazard identification and risk management are an important part of managing a safe workplace. The parties will promote the importance of these and other safety practises at all opportunities.
- 51.8 The Company will empower all employees to contribute as a member of a team, creating and maintaining a safe work environment through co-operation, mutual trust and respect, adequate communication and involvement of all employees in Health and Safety matters.

52. TRAINING & DEVELOPMENT

- 52.1 The Company will undertake training initiatives and personal development needs for employees and/or teams paying particular attention to the need of graduates and trainees.
- 52.2 During the life of this Agreement, the Company is committed to engaging an appropriate number of graduates and trainees as part of an ongoing program.
- 52.3 Apprentices and trainees shall be required to complete the off-the-job component of their training without loss of pay and during ordinary working hours.
- 52.4 Training opportunities will be made available to staff as part of the performance development and review process.

53. OCCUPATIONAL HEALTH & SAFETY TRAINING & ASSOCIATED COSTS

OH&S representatives will be eligible for up to five days' paid leave per year to undertake training that will assist them in their OH&S role. The approval of such leave and its timing, will be at the Company's discretion and leave will only be approved subject to operational requirements and where a genuine Company training need exists. Subject to prior approval the Company will on presentation of appropriate receipts pay for all fares, travel and accommodation costs associated with this training in Victoria.

54. TOOLS

The Company will supply all specialist tools required for field employees to perform their duties. Primary and Lines employees are responsible for the supply of hand tools of a general trade nature (e.g. hammers, screwdrivers, pliers etc.) at their own cost.

55. ANTI DISCRIMINATION

- 55.1 It is the intention of the parties to this agreement to achieve the object in s.351 of the Fair Work Act 2009 by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
- 55.2 Accordingly, in fulfilling their obligations under the disputes clause, the respondents must make every endeavour to ensure that neither the agreement provisions nor their operation are directly or indirectly discriminatory in their effects. Nothing in this clause is to be taken to affect:
- (a) Any different treatment (or treatment having different effects) which is specifically exempted under the Commonwealth anti-discrimination legislation;
 - (b) The payment of different wages for employees who have not reached a particular age;
 - (c) An employee, employer or registered organisation, pursuing matters of discrimination in any State or federal jurisdiction, including by application to the Human Rights and Equal Opportunity Commission;
 - (d) The exemptions in s 351(2) of the Fair Work Act 2009.

56. BALANCED WORK LIFE

The company is committed to the operation of working hours which will as far as possible allow the balancing of employees' work responsibilities and their private/family responsibilities and need for a balanced life. Therefore the Company will endeavour to ensure that the working hours of employees are managed to ensure that that balance is maintained and will, where appropriate, consider alternatives to traditional working arrangements, such as working from home.

57. WORKING FROM HOME

- 57.1 By agreement by Management and Employees, the company may facilitate the employee to perform their normal work from home.
- 57.2 Consideration will be given to:
- (a) OH&S
 - (b) Insurance
 - (c) Establishment costs
 - (d) Communication & continued involvement in the workplace
 - (e) Reasonable reimbursement of costs
- 57.3 The above matters for consideration are not exhaustive and a code of practice to apply shall be developed by the parties.

58. ELECTRO MAGNETIC FIELDS

The Company will continue to monitor the ongoing research and publicly available documentation, including any further policy statements from ESSA relating to the impact of EMF (Electro Magnetic Fields). As appropriate, the Company will review this matter in the light of research developments.

59. SAFETY MANAGEMENT SCHEMES

Should the Company at some time in the future decide to introduce a Safety Management Scheme, under the Electricity Safety Management Regulations 1999, the matter will be discussed as per the introduction of change provisions of this agreement. Should agreement not be reached any party may refer the matter to the Fair Work Commission in accordance with the Dispute Resolution Procedures of this Agreement.

60. RELOCATION

Where an employee is permanently relocated by the Company from one Company site to another (existing or new) work site, except relocations within the Central Business District, they may be entitled to claim a relocation allowance.

60.1 Relocation Allowance

- (a) A once only Relocation Allowance shall be paid in lieu of excess fares and travelling time and in compensation for all other relocation factors. In any relocation, if a person is required to permanently relocate (other than from one site in the Central Business District to another) and this requires additional travelling time of more than 60 minutes from home to the new work location and return (i.e. 30 minutes each way) the person will be eligible for compensation in line with this relocation policy. The maximum allowance payable shall be equal to that applying to two hours daily travel time.
- (b) The allowance shall be arrived at by defining by agreement between the Company and the relevant employee, the excess time taken to travel by motor vehicle, via the shortest route between home and the new work site and return. If the shortest route involves a toll road, this will be taken into account when calculating the amount of reimbursement. This shall determine the agreed daily travel time, rounded up to the next full minute. The time will be measured at the normal times for commuting to and from work.

60.2 Calculation of Daily Requirement

Multiply the agreed daily travel in minutes by the rate per minute for salary \$55,857. (The former SECV Band 3.5 as at May 2003, adjusted by current CPI of 3.1%). The amount will be further adjusted by the CPI equivalent % movement in 2013 and 2014.

60.3 Calculation of Relocation Allowance Entitlement

- (a) Multiplying the Daily Entitlement by 203, i.e. the agreed number of working days in a year (203 days shall be used for all employees).

- (b) The allowance shall be paid through the payroll as a lump sum payment where the permanent relocation of the employee is effected.

60.4 Eligibility

- (a) An employee's eligibility to receive the Relocation Allowance is based on the relocation:

complying with the agreed definition of 'Relocation' for the purposes of this policy.

- (b) And shall not apply to any relocation:

initiated by an employee's request, OR

resulting from an appointment to an advertised position, OR

Where an employee is offered an opportunity to remain at the existing work location or relocate to a new Company nominated work site, and actually relocates to a new work site of their own choice, no allowance will be paid.

60.5 Other Allowances

For employees who are in receipt of a radial allowance, or availability allowance, the following shall apply:

Employees relocated to a workplace where a different allowance applies, or where no allowance entitlement exists, shall receive, on relocation, either

- (a) the higher allowance if it applies at the new location
- (b) the difference between the allowances for a two (2) year period, if a lower allowance applies to the new location; or
- (c) the total current allowance, assessed over a two (2) year period, as a lump sum payment if no allowance applies at the new location.
- (d) Provided that where an employee has been in receipt of the allowance for less than two (2) years, the payment shall be calculated on a completed months basis.

60.6 Other Matters

- (a) Upon payment of the Relocation Allowance, the Company shall provide to each employee who receives a Relocation Allowance, a letter stating the amount that the employee has been paid as compensation for being required to travel to a new work location.
- (b) Where an employee suffers a disadvantage due to relocation including not receiving a benefit under this clause, the employee may lodge a Grievance Appeal.

61. SALARY RETENTION

It is agreed, that in the event an employee's role is made redundant and/or they are subsequently reclassified by a restructure, such that the rate of pay attaching to the employee's position is reduced, then the employee concerned shall, despite this reduction, be entitled to, and be paid at, the pre reduction rate of pay. That rate of pay

shall apply as the employee's rate of pay for all purposes and shall be adjusted in accordance with all pay increases as per this Agreement.

62. VOLUNTARY REDUNDANCY PACKAGE

Where the company identifies a need to reduce the number of roles performing the same functions and decides to offer voluntary redundancy packages, the package shall consist of the following:

- ~~(a) Severance payment of: three weeks pay for every completed year of service, capped at 78 weeks. Provided that for employees with between one and two years service, a minimum payment of 4 weeks will apply.~~
- (b) Notice Period
- (c) Accrued Annual Leave payment
- (d) Accrued Long Service Leave payment
- (e) Payment in lieu of time owing (where applicable)

62.2 Severance Pay

- (a) This payment will be calculated on the basis of:
- (b) three weeks pay for every year of service, capped at 78 weeks. Provided that for employees with between one and two years service, a minimum payment of 4 weeks will apply;

plus an amount calculated pro rata based on each completed day for the incomplete year, and be based on the employee's current wage/salary rate plus any all purpose allowances.

62.3 Notice Period

Employee's period of continuous service with the Company	Period of Notice
Not more than 1 year	At least 1 week
More than 1 year but not more than 3 years	At least 2 weeks
More than 3 years but not more than 5 years	At least 3 weeks
More than 5 years	At least 4 weeks

- (a) If the employee is aged 45 or older and has completed at least 2 years of continuous service with the Company, an additional week of notice will be provided.
- (b) The Company may choose to make payment in lieu of notice.

62.4 Annual Leave

A payment representing any outstanding balance, plus pro rata leave calculated to the nearest week, at the employee's current wage/salary.

62.5 Long Service Leave

- (a) A Long Service Leave payment on the basis of 13 weeks ordinary pay (based on the employee's current wage/salary) on completion of 10 years continuous service, followed by 1.3 weeks pay for each completed year of employment thereafter, plus a pro rata amount calculated daily for the incomplete year.
- (b) Where an employee has 7 years continuous service but less than 10 years continuous service, they will receive a pro rata payment on 1.3 weeks pay for each completed year of employment plus a pro rata amount calculated daily for the incomplete year.

62.6 Payment in Lieu of Time Owing

This is paid out at the base rate plus work related allowances (or shift loading if applicable), according to balances accrued.

62.7 Superannuation

(a) Methods of Payment

- (i) Severance Pay, Annual Leave, Long Service Leave, Special Provision and Payment In Lieu Of Time Owing, will all be paid through the Company Payroll section.
- (ii) The Superannuation Fund's administrator will provide an estimate of the superannuation benefit, together with instructions on how to claim the benefit from the Fund.
- (iii) A number of decisions have to be made when receiving a superannuation benefit and the Fund strongly recommends that recipients seek independent financial advice.

62.8 Taxation of Payments

Payments to employees by the Company and the Superannuation Fund arising from the application of the provisions of the Redundancy Package will be taxed according to Australian taxation law prevailing at the time of termination. Employees who are to receive payments under the provisions of the Redundancy Package are urged to seek advice from the Australian Taxation Office and/or a professional taxation adviser at the earliest opportunity.

62.9 Conditions

Employees who decide to depart under the provisions of the Voluntary Redundancy Package must agree not to seek or accept re-employment or any other fee for service from any of the SP AusNet Group of Companies for two years, except with the express written permission of the company.

63. UNION RECOGNITION

63.1 Delegate Training

An accredited delegate will be granted up to 10 days' paid leave over 2 calendar years to undertake training that will assist them in their role in grievance resolution as a workplace delegate. A delegate nominated by the relevant union will be entitled to attend union approved training, which may take the form of formal

education courses or conferences conducted by a third party or the union. Leave will be approved subject to operational requirements, which will not be unreasonably withheld.

63.2 Delegate Rights

- (a) The company recognises and supports the right of union(s) covered by this Agreement to represent their members who are employed by the company under the terms of this Agreement. The company acknowledges the right of those employees to join and remain members of the union(s).
- (b) The company may allow Delegates, subject to business requirements, to be seconded to the union for agreed periods of up to 12 months without pay. During secondment, SP Ausnet will continue to pay the employer superannuation contributions to the superannuation fund. Subject to this right being exercised reasonably, and in accordance with the Company's Information Services – acceptable use policy, employees have the right to use the company's e-mail system to communicate with their representatives and union officials.

64. INDIVIDUAL FLEXIBILITY AGREEMENTS

- 64.1 Notwithstanding any other provision of this agreement, an employer and an individual employee may agree to vary the application of certain terms of this agreement to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:
- (a) arrangements for when work is performed;
 - (b) overtime rates;
 - (c) penalty rates;
 - (d) allowances; and
 - (e) leave loading.
- 64.2 The employer and the individual employee must have genuinely made the agreement without coercion or duress.
- 64.3 The agreement between the employer and the individual employee must:
- (a) be confined to a variation in the application of one or more of the terms listed in clause 64.1; and
 - (b) result in the employee being better off overall than the employee would have been if no individual flexibility agreement had been agreed to.
- 64.4 The agreement between the employer and the individual employee must also:
- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
 - (b) state each term of this agreement that the employer and the individual employee have agreed to vary;

- (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
 - (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
 - (e) state the date the agreement commences to operate.
- 64.5 The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.
- 64.6 Except as provided in clause 64.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.
- 64.7 An employer seeking to enter into an agreement must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.
- 64.8 The agreement may be terminated:
- (a) by the employer or the individual employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
 - (b) at any time, by written agreement between the employer and the individual employee.
- 64.9 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this agreement.

SIGNATORIES

Signed for and on behalf of

**SPI POWERNET PTY LTD &
SPI ELECTRICITY PTY LTD**

by its duly authorised representative in the presence of:

.....
Signature of witness

.....
Name of witness (please print)

.....
Signature of authorised representative

.....
Name of authorised representative
(please print)

Position: GENERAL MANAGER SERVICE

Address: Level 31, 2 Southbank
Boulevard VIC 3006

DELIVERY

Signed for and on behalf of

Australian Municipal, Administrative, Clerical and Services Union (ASU)

by its duly authorised representative in the presence of:

.....
Signature of witness

.....
Name of witness (please print)

.....
Signature of authorised representative

.....
Name of authorised representative
(please print)

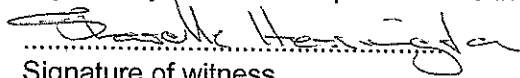
Position: EXECUTIVE PRESIDENT

Address: 116 Queensberry St,
Carlton South VIC 3053

Signed for and on behalf of

Association of Professional Engineers, Scientists and Managers Australia (APESMA)

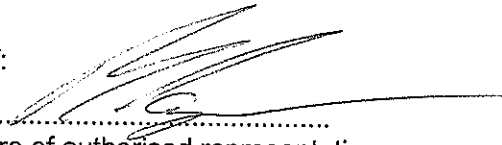
by its duly authorised representative in the presence of:



Signature of witness

SHARELLE HERZIGATA

Name of witness (please print)



Signature of authorised representative

Beede Payne

Name of authorised representative
(please print)

Position: Director, Victorian Branch

Address: 163 Easter Rd,
South Melbourne VIC 3205

SPI PowerNet rates of pay

	AS AT date Agreement comes into operation		AS AT 1 OCT 2014		AS AT 1 OCT 2015	
Power Worker	49,666	61,487	51,901	64,254	54,236	67,145
with PI annualised	54,303	66,124	56,747	69,100	59,301	72,210
Power Technician (Primary)	59,481	80,328	62,158	83,943	64,955	87,720
with PI annualised	64,121	84,965	67,007	88,788	70,022	92,784
Power Technician (Secondary)	64,670	97,143	67,580	101,515	70,621	106,083
with PI annualised	69,309	101,782	72,427	106,362	75,687	111,148
Power Technician (Communications)	64,670	97,143	67,580	101,515	70,621	106,083
with PI annualised	69,309	101,782	72,427	106,362	75,687	111,148
Team Leader (Primary)	88,886	101,717	92,885	106,294	97,065	111,078
with PI annualised	93,523	106,354	97,732	111,140	102,130	116,141
Team Leader (Secondary)	88,886	101,717	92,885	106,294	97,065	111,078
with PI annualised	93,523	106,354	97,732	111,140	102,130	116,141
Team Leader (Communications)	88,886	101,717	92,885	106,294	97,065	111,078
with PI annualised	93,523	106,354	97,732	111,140	102,130	116,141
Trainees						
Year 1		43,441		45,395		47,438
Year 2		49,907		52,153		54,500
Year 3		56,375		58,911		61,562
Year 4		62,840		65,668		68,623
Engineers (From Graduate entry level)	64,670	132,550	67,580	138,515	70,621	144,748
Central Stores Officer	70,151	85,739	73,308	89,597	76,606	93,629
Clerical and Technical	48,116	132,550	50,281	138,515	52,544	144,748

VNSC Grades						
Grade 1	48,597	61,088	50,784	63,837	53,069	66,709
Grade 2	63,666	77,814	66,531	81,315	69,524	84,975
Grade 3	86,065	103,462	89,938	108,118	93,985	112,983
Grade 4	103,930	116,261	108,607	121,493	113,495	126,960
Grade 5	110,641	135,230	115,620	141,316	120,823	147,675

SPI Electricity rates of pay

Band	Payroll Class	Annual Salary as at date agreement comes into operation	Annual Salary at 1 October 2014	Annual Salary at 1 October 2015
1.1	AAW101	48,985	51,190	53,493
1.2	AAW102	50,901	53,191	55,585
1.3	AAW103	52,543	54,907	57,378
1.4	AAW104	54,367	56,814	59,370
1.5	AAW105	56,284	58,816	61,463
2.1	AAW201	58,809	61,456	64,221
2.2	AAW202	61,484	64,250	67,142
2.3	AAW203	64,059	66,941	69,953
2.4	AAW204	66,754	69,757	72,897
2.5	AAW205	69,349	72,470	75,731
2.6	AAW206	73,725	77,042	80,509
2.7	AAW207	78,603	82,140	85,836
2.8	AAW208	80,292	83,905	87,680
2.9	AAW209	83,730	87,497	91,435
2.1 + PIA	AAP201	63,066	65,904	68,869
2.2 + PIA	AAP202	65,742	68,700	71,792
2.3 + PIA	AAP203	68,131	71,197	74,401
2.4 + PIA	AAP204	71,011	74,206	77,546
2.5 + PIA	AAP205	73,606	76,918	80,379
2.6 + PIA	AAP206	77,982	81,491	85,158
2.7 + PIA	AAP207	82,860	86,589	90,485
2.8 + PIA	AAP208	84,550	88,355	92,331
2.9 + PIA	AAP209	87,987	91,946	96,084
3.1	AAW301	72,520	75,783	79,194
3.2	AAW302	76,077	79,501	83,078
3.3	AAW303	79,452	83,028	86,764

3.4	AAW304	82,919	86,650	90,549
3.5	AAW305	86,477	90,368	94,435
3.2 + PIA	AAP302	80,335	83,951	87,728
3.3 + PIA	AAP303	83,710	87,477	91,413
3.4 + PIA	AAP304	87,176	91,099	95,198
3.5 + PIA	AAP305	90,734	94,817	99,084
4.1	AAW401	90,855	94,944	99,216
4.2	AAW402	95,143	99,425	103,899
4.3	AAW403	99,430	103,904	108,580
4.4	AAW404	103,808	108,480	113,361
4.5	AAW405	108,278	113,150	118,242
4.5 + PIA	AAP405	112,536	117,600	122,892
5.1	AAW501	113,296	118,394	123,722
5.2	AAW502	118,950	124,303	129,897
5.3	AAW503	124,241	129,832	135,674
5.4	AAW504	129,715	135,552	141,652
5.5	AAW505	135,278	141,366	147,727
Band	Payroll Class			
Trainee 1 st Year		33,660	35,175	36,758
Trainee 2nd Year		39,407	41,180	43,033
Trainee 3 rd Year		44,881	46,900	49,011
Trainee 4 th Year		50,718	53,000	55,385

Income Protection Scheme
SPI PowerNet & SPI Electricity Income Protection Scheme

BASIS OF COVER

Class of Insurance	Income Protection Insurance
Basis of cover	SPI PowerNet Pty Ltd & SPI Electricity Pty Ltd employees.
The Business	Principally transmission & distribution of electricity and any other activities incidental thereto.
The Situation and/or Premises	Anywhere in Australia including contract sites, where the insured has property or carries on business, has goods or other property stored, or being processed or has work done.
Covering	<p>Income Protection and broken bones insurance for SPI PowerNet Pty Ltd & SPI Electricity Pty Ltd employees as detailed in the table of benefits below (and subject to standard insurance exclusions).</p> <p>The company will provide income payments, including the employees' pay, shift allowances, other allowances and regular overtime (averaged over the last six months) for the duration of any claim, including the difference from any WorkCover or TAC payments up to the income as defined below.</p>
Geographical Limit	Worldwide
Waiting Period	14 days
Extensions	<ul style="list-style-type: none"> • All non-professional sporting activities • 24 hours per day/365 days per year cover • Weekly indemnity 104 weeks

INCOME PROTECTION TABLE

Weekly Injury Benefits	To a maximum of \$1,750 per week for up to 104 weeks. If returning to work in a reduced capacity, the plan will 'top-up' reduced capacity income to 100% of pre-injury income to a maximum of \$1,750 per week.																																												
Weekly Illness Benefits	To a maximum of \$1,750 per week up to 104 weeks. If returning to work in a reduced capacity, the plan will top-up reduced capacity income to 100% of pre-illness income to a maximum of \$1,750 per week.																																												
Death and Disability	<table> <tr> <td>1. Accidental Death</td> <td>\$100,000</td> </tr> <tr> <td>2. Permanent Total Disablement</td> <td>\$100,000</td> </tr> <tr> <td>3. Paraplegia or Quadriplegia</td> <td>\$100,000</td> </tr> <tr> <td>4. Loss of sight of both eyes</td> <td>\$100,000</td> </tr> <tr> <td>5. Loss of sight of one (1) eye</td> <td>\$100,000</td> </tr> <tr> <td>6. Loss of use of two (2) limbs</td> <td>\$100,000</td> </tr> <tr> <td>7. Loss of use of one (1) limb</td> <td>\$100,000</td> </tr> <tr> <td>8. Permanent and incurable insanity</td> <td>\$100,000</td> </tr> <tr> <td>9. Loss of hearing in:</td> <td></td> </tr> <tr> <td> (a) both ears</td> <td>\$100,000</td> </tr> <tr> <td> (b) one (1) ear</td> <td>\$20,000</td> </tr> <tr> <td>10. Permanent loss of use of four (4) fingers and thumb of either hand</td> <td>\$75,000</td> </tr> <tr> <td>11. Permanent loss of the lens of one (1) eye</td> <td>\$60,000</td> </tr> <tr> <td>12. Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body</td> <td>\$50,000</td> </tr> <tr> <td>13. Permanent loss of use of four (4) fingers of either hand</td> <td>\$40,000</td> </tr> <tr> <td>14. Permanent loss of use of one (1) thumb of either hand:</td> <td></td> </tr> <tr> <td> (a) both joints</td> <td>\$30,000</td> </tr> <tr> <td> (b) one (1) joint</td> <td>\$15,000</td> </tr> <tr> <td>15. Permanent loss of use of fingers of either hand:</td> <td></td> </tr> <tr> <td> (a) three (3) joints</td> <td>\$15,000</td> </tr> <tr> <td> (b) two (2) joints</td> <td>\$10,000</td> </tr> <tr> <td> (c) one (1) joint</td> <td>\$5,000</td> </tr> </table>	1. Accidental Death	\$100,000	2. Permanent Total Disablement	\$100,000	3. Paraplegia or Quadriplegia	\$100,000	4. Loss of sight of both eyes	\$100,000	5. Loss of sight of one (1) eye	\$100,000	6. Loss of use of two (2) limbs	\$100,000	7. Loss of use of one (1) limb	\$100,000	8. Permanent and incurable insanity	\$100,000	9. Loss of hearing in:		(a) both ears	\$100,000	(b) one (1) ear	\$20,000	10. Permanent loss of use of four (4) fingers and thumb of either hand	\$75,000	11. Permanent loss of the lens of one (1) eye	\$60,000	12. Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body	\$50,000	13. Permanent loss of use of four (4) fingers of either hand	\$40,000	14. Permanent loss of use of one (1) thumb of either hand:		(a) both joints	\$30,000	(b) one (1) joint	\$15,000	15. Permanent loss of use of fingers of either hand:		(a) three (3) joints	\$15,000	(b) two (2) joints	\$10,000	(c) one (1) joint	\$5,000
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	<p>16. Permanent loss of use of toes of either foot:</p> <p>(a) all – one (1) foot \$15,000</p> <p>(b) great – both joints \$5,000</p> <p>(c) great – one (1) joint \$3,000</p> <p>(d) other than great – each toe \$1,000</p> <p>17. Fractured leg or patella with established non-union \$10,000</p> <p>18. Shortening of leg by at least 5 cm \$7,500</p> <p>19. Permanent partial disablement not otherwise provided for under events 5 to 18 inclusive. Such percentage of the lump sum amount as in the discretion of the insurer shall be determined as not inconsistent with the benefits provided under events 5 to 18 inclusive, up to a maximum of \$75,000.</p>
Broken Bones Benefit	<p>Lump sum benefits payable are as follows:</p> <p>Neck, skull or spine (full break) \$8,000</p> <p>Skull or spine (hairline fracture) \$2,500</p> <p>Hip \$6,250</p> <p>Pelvis \$6,250</p> <p>Ankle or knee (full break) \$4,000</p> <p>Ankle or knee (hairline fracture) \$1,500</p> <p>Cheekbone \$2,500</p> <p>Shoulder blade \$4,000</p> <p>Arm, elbow or wrist \$2,000</p> <p>Upper leg (full break) \$4,000</p> <p>Upper leg (hairline fracture) \$1,500</p> <p>Lower leg (full break) \$4,000</p> <p>Lower leg (hairline fracture) \$1,500</p> <p>Jaw \$4,000</p> <p>Nose \$1,500</p> <p>Collarbone \$2,500</p> <p>Ribs \$1,500</p>
	<p>Foot or hand \$2,000</p>
	<p>In the event of multiple broken bones, only the lump sum amount for the broken bone that attracts the highest benefit is paid.</p>

Accidental Dental Benefit	Up to \$2,500 per annum
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Schedule of Availability Allowances

CODE	NAME	Rate as at date agreement comes into operation (+4.5%)	Rate as at 1 Oct 2014 (+4.5%)	Rate as at 1 Oct 2015 (+4%)
1ax3	Higher Rate for First Response	151.53	158.34	165.47
1ax4	Higher Rate for First Response	68.97	72.07	75.32
1ax5	Higher Rate for First Response	90.92	95.01	99.28
a2x3	Availability 2x3	606.10	633.37	661.88
a2x5	Availability 2x5	365.75	382.21	399.41
a3x4	Availability 3x4	683.43	714.18	746.32
avun	Availability Unshared	911.24	952.25	995.10
ax2	Availability x 2	456.67	477.21	498.69
ax3	Availability x 3	305.14	318.87	333.22
ax4	Availability x 4	228.86	239.15	249.92
ax5	Availability x 5	136.90	143.06	149.49
ax6	Availability x 6	113.91	119.03	124.39
ax7	Availability x 7	98.23	102.65	107.27
ax8	Availability x 8	84.65	88.45	92.43
conc	Concessional Allowance	456.67	477.21	498.69
	Weekend daily rate	74.20	77.53	81.02

Safe work hours

PURPOSE

The company has a concern with the extent of long hours worked by our field employees and the potential risks being taken as a consequence of these long hours.

Everyone needs to be very clear on this: The company will never compromise safety. If you have worked a long shift and are getting tired, YOU are responsible for making the judgement. "Should I go home or should I do one more fault?"

PRACTICE

Exact rules can't be written that define exactly how tired you are. It depends on factors like what time you got to bed the night before, how physical the day works were, how fit you are, and so on. YOU are the final judge of whether you are fit to continue work or whether you are compromising safety and should go home.

We are lucky enough to have people dedicated to keeping the lights on and restoring power for customers as quickly as possible. To ensure we don't pursue customer service at the risk of compromising safety, with immediate effect:

NO-ONE is to work more than 12 hours in a 24-hour period without specific authorisation by the Duty Supervisor,"(TDS)"

If you have worked 12 hours and have further work to attend to you will call the Duty Supervisor rostered on for your area. The Duty Supervisor will then discuss the nature of the outstanding faults and how you feel. Depending on the assessment, agreement may be reached that you can continue working, someone else may be called to attend the fault or the fault may be left until the next day.

Furthermore, no one is to work multiple long sessions of work (ie greater than 17 hours) in a given week without the approval of either the Construction and Maintenance Manger or the Faults and Connections Manager. In practice this will be administered by checking there has been an adequate break between these extended sessions of work.

Together we must avoid any situation where safety is compromised.

Guidelines for evaluating if the personnel should continue working.

Definition of Hours worked

The 12-hour definition covers both normal and overtime hours within a 24-hour period and excludes breaks and rest periods.

Example.

Normal Workday	7:30 AM to 4:20 PM	8.33 hours
Home (rest period)	4:00 PM to 9:00 PM	0 00 hours
Response to faults	9:00 PM to 12:40 AM	3.66 hours.
Total		12 hours

The crew must call their Duty Supervisor at 12:40 AM to discuss the outstanding faults and how they feel to enable the Duty Supervisor to determine the course of action.

The following parameters will be utilised by Duty Supervisors and/or their Managers to assess if the field personnel should continue working. A record of this assessment will be maintained by the Manager on the "Assessment of Safe Working Hours" form.

Fitness of the Crew Personnel.

- (a) Do the members of the fault crew all feel they are competent to continue to work safely to resolve further faults?
- (b) Does the Duty Supervisor through overall discussions with the crew have a level of confidence the crew can continue to work safely?

Job Diagnosis.

- (a) Can the fault be delayed to the next day without a significant impact on CMOS, or the customer's health or livelihood? (eg. a single household may be able to be delayed for a few hours but a dairy farmer with a full milk vat should have a greater priority and be resolved at the earliest opportunity.
- (c) Can the fault be temporarily but safely repaired and made safe and the fault properly repaired the following morning or possibly later?. This may be particularly important when Initial inspection of the fault identifies not all materials are available to make a final fix of the fault.
- (d) Can the fault be safely delayed to the following day without any further works?

Skills of the Crew

- (a) Does the fault crew have the right skills and equipment and materials to undertake the works safely?
- (e) Should the fault be allocated to a different crew? (eg. allocate to a construction crew and the initial crew only make safe).

Reassessment Period - 3 hours

In circumstances where it is agreed that the field personnel continue working more than 12 hours, a reassessment will be undertaken if the crew still have outstanding faults after 15 hours work and subsequently every three hours where field crews do continue working.

When employees have worked 18 hours without an adequate break and feel at that time they can competently continue to work, supervisors will direct the employees to take a minimum break of 10 hours unless the inherent risk to public safety is greater than the risk to employees as a consequence of the time worked.

When a break of at least 10 hours is taken, this is considered a reasonable rest and measurement of hours of work can re commence from zero.

Documentation

The Duty Supervisor will have a simple form to complete when evaluating with a crew the decision for the crew to proceed with further faults or go home to rest.

Consultation with Dispatch Centre

If it is decided the crew should not continue, the Faults Dispatch Centre will be consulted regarding the alternative crew to respond to the fault or the decision to leave the fault to the following morning and for the crew to go home to rest and await any subsequent Urgent / Unsafe faults.

In circumstances where a customer's fault may not be resolved until the next morning the Duty Supervisor will discuss the situation with the Faults Dispatch Centre and following consultation advise of the likely reconnection timeframe.

The dispatch centre will be advised of the contact for any further faults that may arise that require urgent attention or immediate response to ensure the site is safe.

Consultation with Affected Customers

In circumstances where a customer's fault may not be resolved until the next morning, the Duty Supervisor may discuss the situation with the customer to more clearly understand the circumstances and following consultation advise the customer of the likely reconnection timeframe.

Support for Duty Supervisor

If at any stage the Duty Supervisor needs support in this assessment process they may call their appropriate Manager, to assist in the assessment process.

Audit

An ongoing monitoring of hours worked by our field personnel will be undertaken as an audit check to confirm that the Safe Working Hours policy is being complied with.

Thermal environment

2.0 Objective

SPI PowerNet shall minimise the risks to employees associated with thermally stressful conditions and exposure to ultra violet radiation, by limiting exposure and paying close attention to personal protection and work schedules.

3.0 Safety performance checklist

HOT WORK

- Have specific jobs or work locations been identified that can cause heat stress?
- Have these jobs or locations been examined with a view to modification to remove the heat stress potential?
- If modification is required, have these been built into the Area/Unit H&S plan?
- Are there written procedures that, when hot conditions prevail, require consideration of the following:
 - Rescheduling of the work,
 - Rotation of the employees,
 - Relocation of the work,
 - Use of heat barriers,
 - Use of fans or other cooling devices?
- Are work rest regimens applied where temperatures exceed the limits given in the instruction?
- Is acclimatisation and employee condition taken into consideration when planning the work?
- Is the appropriate protective equipment used?

COLD WORK

- Have specific jobs or work locations been identified that require protection from cold?
- Are there written procedures that, when cold conditions prevail, require consideration of the following:
 - Rescheduling of work,
 - Rotation of employees,
 - Relocation of work,
 - Use of heating devices.
- Is employee condition taken into consideration when planning work?
- Is the appropriate protective equipment used?

ULTRAVIOLET RADIATION

- Are all employees aware of the risks associated with exposure to ultraviolet (UV) radiation?
- Do all employees have appropriate clothing and equipment to protect them against UV radiation including hats with wide brims, sunglasses and sunscreen?
- Is sunscreen available on site so that it can be re-applied at least every two hours?
- Have the effects of UV radiation been considered when planning work?

4.0 Thermal environment

4.1 INTRODUCTION

4.1.1 Scope

This Instruction applies to work situations in SPI PowerNet where employees may be exposed to thermally stressful conditions, both hot and cold and exposure to ultraviolet radiation. Furthermore, it establishes the conditions under which work in thermally stressful conditions shall proceed, the manner of its conduct, the precautions to be taken, the equipment, protective appliances and apparel which may be necessary and the monitoring arrangements necessary for the control of any potential health risks. The purpose of this Instruction is to identify and control thermal conditions, which may affect employees' health and safety.

This Instruction collates guidelines, which have been used in the past, in particular:

- The SECV/VTHC Inclement Weather Policy - Instruction to Line Managers and Supervisors; and
- Thermal Stress Guidelines - Heat and Indoor Work.

This Instruction does not alter the intent of those past guidelines, since they had been agreed to with the VTHC.

The parts of this Instruction that apply to outdoor work in hot and cold conditions amplifies those parts of the SECV/VTHC Inclement Weather Policy concerning cold and heat (see Section 4.1.2.1).

4.2 POLICY

To maintain a healthy, safe and efficient workplace, employees should work in conditions that minimise thermal stress. With indoor workplaces, in many cases, it is both technically and practicably feasible to maintain a thermally comfortable workplace. With outdoor workplaces, minimal control over the thermal environment is possible, necessitating close attention to personal protection and work schedules.

4.3 SEC/VTHC INCLEMENT WEATHER AGREEMENT

The full text of this agreement, reached with the VTHC follows:

1. This agreement is intended to cover the work of outdoor workers.
2. 'Inclement weather' shall mean the existence of abnormal climatic conditions (that is rain, hail, cold, wind, dust storm, high temperature or the like or any combination thereof) by virtue of which it is neither reasonable, nor safe for outdoor workers to be exposed to or continue working whilst such conditions prevail.

3. Decisions about whether it is safe to work shall be taken at the local level through consultation and agreement between the supervisor (or employee in charge) and health and safety representative (or employee/union representative). In making such decisions consideration shall be given to the factors referred to in (2) and the resultant presence of chemical vapours or fumes, and the need to use protective clothing and equipment under these conditions.
4. On any day where work is hindered by inclement conditions the supervisor shall confer with the health and safety representative (or employee representative) when requested and it is reasonable to do so and if consultation between the supervisor and the health and safety representative (or employee/union representative) does not occur, outdoor workers shall be entitled to cease work for the rest of the day and be paid.
5. Where prevailing conditions require, normal work shall be modified as agreed between the supervisor and health and safety representative (or employee/union representative).
6. When work has ceased due to inclement conditions, outdoor workers shall have access to shelter from the prevailing inclemency.
7. Outdoor workers may be transferred from one location where it is unreasonable to work due to inclement conditions to work at another location, which is not so affected, subject to the following:
 - (i) No outdoor workers shall be transferred unless there is useful work available for them to perform.
 - (ii) Transfers take place in accordance with a mutually agreed procedure and having regard to:
 - (a) The distance to be travelled;
 - (b) The climatic conditions under which travel takes place; and
 - (c) The normal work time remaining.
8. When work has ceased because of inclement weather, outdoor workers shall not be required to resume work unless it is safe to do so.
9. Pursuant to this inclement weather agreement, the SPI PowerNet shall, in consultation with the VTHC, issue specific instructions to regional offices regarding outdoor workers working in heat, that is, in the absence of other inclement factors referred to in (2) and (3). These instructions shall take normal local weather patterns and practices into account.
10. In agreed emergency situations such as loss of supply, public health and safety, safety of SPI PowerNet employees and equipment, etc., work shall continue even though inclement weather prevails. An emergency work roster shall be worked out locally whereby available labour is rostered on an equal basis. In the case of bushfires, standard SPI PowerNet practice will prevail.
11. No clauses in this policy will in any way affect award rights, or prevailing practices, including those in the building industry.

Aspects of interpretation of this Agreement are given in Appendix A.

4.4 HEALTH EFFECTS

Body temperature is regulated very closely in order to provide the optimum environment for body processes necessary to life. Over a normal day, if no heavy exercise is done, the body's core temperature varies by no more than 0.69 degrees Celsius for most healthy people. On the other hand, the body's skin temperature can vary over a wide range without adverse effect on performance or health. This body temperature balance is maintained in hot conditions by increasing blood flow to the skin and by sweating, and in cold conditions by reduced blood flow to the skin (conserving interior heat) and by shivering.

4.5 COLD RELATED ILLNESSES

Cold related injuries and illness could occur when the rate of body heat loss exceeds the rate of body heat production. Cold injury can affect the whole body (hypothermia) or can be localised. Some illnesses associated with cold stress are:

- Mild to moderate overexposure, which is when the body's core temperature falls between 30 to 35 degrees Celsius. Symptoms include shivering; slurred speech; fatigue; intense shivering; muscular rigidity; problems with vision; clumsiness and lack of co-ordination; confusion.
- Hypothermia, which occurs when the body's core temperature falls below 29 degrees Celsius. The symptoms include drowsiness: irrational behaviour; disorientation; the casualty is cold to touch; decreasing level of consciousness; shallow breathing; slow pulse. In extreme cases, hypothermia can result in death. Most cases of hypothermia occur between 1 degree Celsius and 10 degrees Celsius, although it can occur at air temperatures as high as 18 degrees Celsius or water temperatures as high as 22 degrees Celsius. Body heat is lost faster if the body is wet.
- Frostnip, where skin is exposed to a cold wind. Frostnip causes the skin to turn white. Frostnip can develop into frostbite.
- Frostbite, where the skin temperature falls below zero degrees Celsius. Symptoms include changing skin colour, pain, blisters and numbness. Frostbite may lead to gangrene and loss of affected skin and tissue. Superficial or deep local tissue freezing will only occur at temperatures below minus -1 degrees Celsius, regardless of wind speed.
- Chilblains are inflammatory swellings, sore spots or sores associated with frequent exposure to cold.
- Increased incidence of arthritis, rheumatism, and bronchitis.
- Decrease in dexterity and sensitivity.
- Trench foot and immersion foot, caused by the long exposure to moisture.
- Reproductive disorders (The brain of an early developing foetus is vulnerable to severe disturbances as a result of its mother suffering hypothermia.)

Even before physical injury from cold is a risk, the manipulative skills of unprotected hands are adversely affected. At 16 degrees Celsius, this takes several hours; at 2 degrees Celsius, it takes only a few minutes. Thus, the risk from accident and injury increases with falling temperatures.

When people are working in environments where there are exposed to snow, they are not only at risk from cold related diseases, but also from exposure to UV radiation.

Higher altitudes receive more UV radiation than lower altitudes and the snow also reflects the UV radiation. See sections 4.1.3.3 and 4.4.3.

As with heat stress, the physical condition of the employee is a very important consideration. In particular, people with anginal symptoms, circulatory diseases or problems (e.g. Raynaud's Phenomenon) may show adverse effects in conditions that would normally not be of concern. Furthermore, pre-existing arthritic conditions may be aggravated.

4.6 HEAT RELATED ILLNESSES

Heat caused injuries and illnesses come about through an excessive rise in core (deep body) temperatures or by the overloading and exhaustion of the body's protective or balancing mechanisms. In very hot conditions sweat evaporation is the only means by which the body can maintain its temperature within the narrow range necessary for healthy functioning.

Large amounts of fluid that can be lost by this mechanism must be replaced to prevent dehydration. People, who are overweight, physically unfit, suffer from heart disease, abuse alcohol or take certain medications are at greater risk of suffering the adverse effects of heat illnesses. The following are some illnesses associated with heat:

- Dehydration this is caused by insufficient water intake. Symptoms include headache, drowsiness, fatigue; loss of appetite; nausea; and decreased output of urine that may be dark yellow.
- Heat cramps are caused by loss of body salts. They are characterised by dizziness; faintness; tiredness; nausea, vomiting; cool moist skin; and painful muscle cramps in abdomen, legs and arms (both at rest and when moving about).
- Heat exhaustion is caused by insufficient water intake to balance losses through sweating, it occurs when the body's temperature reaches 37 to 39 degrees Celsius. Symptoms include dizziness, faintness; lack of co-ordination; fatigue; thirst; loss of appetite, nausea; pale, cool skin; profuse sweating; and rapid breathing and pulse. Without treatment, collapse is inevitable.
- Heat stroke can occur when the body's core temperature reaches 40 - 43 degrees Celsius. If not promptly treated, it can lead to death. Symptoms include headache; dizziness, faintness; blurred or double vision; irritability, aggression; flushed dry skin; rapid strong pulse; decrease level on consciousness (may lead to seizures).

Even before physical injury from heat is a possibility, the performance of the unprotected worker will decline. This is associated with increased risk of accidents.

The physical condition of the employee is a very important consideration. Individuals who are not acclimatized and people who have heart conditions, high blood pressure or several other medical conditions may show adverse reactions in conditions that would not normally be of concern.

People who are not acclimatized do not efficiently sweat as those who are acclimatized. One or two weeks away from hot work can lead to a loss in acclimatization. It can take about one week to become acclimatized.

4.7 ULTRAVIOLET RADIATION

Approximately 2 out of 3 Australians, who live to 75 years of age, can expect to develop some kind of skin cancer during their life time. This is the highest rate of skin cancer occurrences in the world.

Exposure to the solar ultraviolet (UV) radiation, via the sun, can cause damage to the skin. (All skin types can be affected by too much exposure to sunlight.) Such exposures can also lead to eye damage including cataracts.

Exposure to sunlight should be minimised. The factors affecting the levels of exposure are:

- Time of day; (UV levels are highest when the sun is directly overhead, i.e. between 10 am – 2 pm or 11 am to 3 pm during daylight savings time. These times are not necessarily the hottest part of the day.)
- Cloud cover;
- Season of the year;
- Distance to the equator;
- Altitude; (Higher altitudes receive more UV radiation. For example, Mt. Hotham can receive up to 20% higher UV levels than at sea level.)
- Extent of reflection; (Many surfaces can reflect UV radiation. The snow can reflect up to 90% of UV radiation.)
- Extent of shade;
- Amount of personal protection;

4.8 MEASURING THE THERMAL ENVIRONMENT

The measurement of the thermal environment will be determined via the temperatures given by a local radio station or by reading a thermometer at the worksite.

4.9 WORK PROCEDURES

Proper planning can reduce the risk of thermal stress.

Team Leaders, in consultation with health and safety representatives, should assess and give due consideration to local and special circumstances in assessing conditions likely to induce thermal stress.

4.10 PLANNING AND ORGANISING WORK IN HOT CONDITIONS

During periods such as heatwaves in summer, work practices should be reviewed to ensure that the workload is compatible with physical capabilities of the employees and environmental limits set in this Instruction.

In anticipation of hot days, local Team Leaders/managers, in consultation with health and safety representatives, should consider the following:

- Re-scheduling of heavier work to other days or to cooler periods of the day.
- The provision of extended or more frequent work breaks.
- Rotation of employees engaged in heavier tasks.
- Change in the rate of work (e.g. taking longer to do the work).
- Provision of lighter alternate work.

- Individual's physical capabilities when planning work.
- Change in location of work.
- Maximisation of natural ventilation (e.g. doors, windows, vents).
- Use of heat barriers and insulation where appropriate (e.g. the provision of shielding of radiant heat entering windows).
- Isolation of hot processes where practicable.
- Use of air circulating fans or similar spot cooling equipment.
- Modifying clothing within limits imposed by safety considerations.

4.11 MECHANICAL VENTILATION IN HOT CONDITIONS

Where mechanical ventilation is to be provided, all statutory requirements relating to the number of air changes shall be met. In areas such as workshops, stores, depots and similar large buildings where ceiling height exceed 2.7 m; total cooling will not normally be technically non practicably viable. In these instances, because of architectural and engineering considerations, further advice should be sought. Alternatively, spot cooling may be used to offset the effects of indoor heat.

4.12 PLANNING AND ORGANISING WORK IN COLD CONDITIONS

During periods of severe cold or where there is a risk of extreme adverse conditions (blizzards, heavy snow and so on), work practices should be reviewed to ensure that the workload is compatible with the physical capabilities of the employees and environmental limits set in this Instruction.

4.3.3.1 Outdoor Work

In anticipation of such periods, local Team Leaders/managers, in consultation with health and safety representatives, should consider the following:

- Re-scheduling of work that may take people away from readily accessible shelter to other days.
- The scheduling of work so that light to moderate work is carried out continuously, rather than heavy work punctuated by frequent breaks. Inactivity in cold conditions increases the risk of cold stress. In addition, skin wet from sweat will cool much more rapidly than dry skin.
- Individual physical capability, condition and state of health when planning work.
- Re-scheduling of work to the warmer parts of the day.
- Use of windbreaks and barriers to avoid wind exposure.

4.3.3.2 Indoor Work

For work that involves entering cold rooms, freezers, blast chiller rooms and so on, local supervisors/ managers, in consultation with health and safety representatives, should consider the following:

- Ensuring that no one can be locked in accidentally.
- The arrangement of work so that work periods in cold conditions are minimised.

- Rotation of employees who have to enter cold locations during the work period.

PROTECTION MEASURES

In Hot Environments

Additional to the requirements of Section 4.3.1, and irrespective of the need for rest breaks, employees should protect themselves to the greatest extent possible from heat related illnesses by:

- Altering the work schedule so that heavier work is done during cooler periods.
- Reducing the radiant heat load by providing shade in outdoor work and shielding from sources of radiant heat in indoor work (e.g. furnaces).
- Increasing convective heat loss by improving air circulation.
- Promoting evaporation of sweat by reducing humidity increasing air movement and wearing suitable clothing.
- Preventing dehydration by active attention to adequate fluid replacement.
- Ensuring workers are fit acclimatized and not taking medication that will impair their ability to cope with heat stress.
- Allowing rest period if possible in air-conditioned spaces. This helps in three ways - lowering metabolic heat production, decreasing environmental body heat and providing an opportunity to increase fluid intake.
- Allowing self-regulation of work if fatigue discomfort or other symptoms occur.
- Wearing loose fitting cotton or cotton blend protective clothing as appropriate for the safe working requirements of the job to promote good air circulation around the body;
- Wearing a minimum of loose fitting clothing under protective clothing; and
- Reducing the consumption of cigarettes and alcoholic beverages.
- No bare hand live line work is to be performed when the temperature reaches or exceeds 34°C.

During the hot season, or when employees are exposed to additional heat (e.g. around boilers), cool drinking water will be made available to employees in such a way that they are encouraged to frequently drink small amounts, i.e. one cup every 15-20 minutes (about 150 ml). Aerated beverages are to be avoided.

In Cold Environments

Problems from exposure to cold are minimised by limiting the time of exposure and providing protective clothing.

In addition to the requirements of Section 4.3.3, the following precautions and procedures should be taken in cold, windy areas:

- Several layers of clothing should be worn. In this way, some air is trapped between each layer and the air is a good insulator. The 'V-I-P method' layering clothes uses this principle. V – ventilating layer, this consists of cotton, waffle weave, or fishnet type of underwear, not only providing for the trapping of body

heat, but also providing the opportunity for moisture to escape. I – insulation layer, this consists of wool or some of the newer materials such as fibrefill that retain their insulating value even when they are wet. P – protective layer, the aim of this layer is to protect the other layers from the elements and to act as a windbreak, therefore a suitable material needs to be sought.

- The clothing worn should allow some venting of moisture from perspiration.
- Since metal will conduct heat away from the body quite rapidly, care should be taken when handling metal objects such as tools. If possible, and appropriate, tools that have wooden handles should be used.
- Some modifications to equipment may have to occur to allow their use with gloves.
- Approved protective clothing that does not restrict circulation should be worn. The Safety and Training Unit can advise on appropriate clothing for particular circumstances.
- Adequate insulating clothing must be provided to workers if work is performed in air temperatures below 4 degrees Celsius.
- If the air temperature falls below -
 - 10 degrees Celsius for sedentary work;
 - 4 degrees Celsius for light work; or
 - -7 degrees Celsius for moderate work,
- then gloves shall be used. If this is not possible, then provision shall be made for warming workers' hands every 10 minutes.
- At air temperatures of 2 degrees Celsius or less, workers who become immersed in water or whose clothing becomes wet must be immediately provided with a change of clothing and be treated for hypothermia.
- Eye protection for workers employed out of doors in a snow and/or ice covered terrain shall be supplied.
- Where possible warm rooms should be provided.
- Where possible warm drinks should be provided.

Against ultraviolet radiation

The whole body must be protected against the effects of ultra violet radiation.

Clothing – full body clothing that has a closed weave and is loss fitting should be worn. It should not allow visible light to penetrate through it, as it will allow UV rays to reach the skin. Clothing is faded or is wet it will provide less protection against UV rays.

Neck and ear protection – baseball caps and safety helmets do not provide protection to the neck and ears, and to not fully shield the face. Therefore wide brim hats (10cm to 12cm) should be worn. Inner liners for safety hats, that add a brim to the safety hat should be worn.

Eyes – sunglasses that meet Australian Standards 1337 and 1338 and also have lenses that are to be used for 'outdoor tinted or photo chromic' should be worn. Other sunglasses may not meet any Australian Standard or only meet Australian Standard 1067 do not provide adequate protection to the eye from other hazards such as flying objects.

Sunscreen – sunscreen should be used to supplement the above measures and should not be used as a sole means of protection against UV radiation. Sunscreen should be rated as broad spectrum and 30+. Sunscreen should be applied 15 – 20 minutes before going outdoors. Sunscreen should be re-applied ever 2 hours, more frequently if sweating or swimming. The lips should be protected against sunburn via the use of an appropriate 'lip gloss' or zinc. Zinc can also be used to provide additional protection to the nose.

Personal Protection in Special Circumstances

Where modifications to a person's micro-environment, e.g. appropriate use of a cooling suit or other methods noted in Section 4.3, are sufficient to remove the dangers of thermal stress, the rest breaks provided in Section 4.5 shall not apply. However, under these circumstances, advice from medical or health and safety professionals should be obtained.

HYGIENE STANDARDS

Rest Breaks - Hot Conditions

The purpose of rest breaks is to lower work energy output to offset heat stress and should be considered as defining the ratio of work to rest (e.g. 30 minutes' rest in each hour means 50% work and 50% rest in any given period). The procedure of allowing rest break time to be accumulated over a day/shift and used to shorten the overall work period, rather than allowing periodic breaks, shall be prohibited.

Employees shall remain in their general work location when taking rest breaks unless authorised by supervision to do otherwise (refer to 4.1.2.1, Clause 4 and Appendix A). Where it is unreasonable to work due to hot conditions, and it is not possible to control this heat, transfers to another location may take place in accordance with a mutually agreed procedure and having regard to:

- (a) The distance to be travelled;
- (b) The availability of useful work activity upon transfer;
- (c) Normal work time remaining; and
- (d) (For outdoor work) the climatic conditions under which travel take place.

Work-Rest Regime for Indoor Work in Hot Conditions

If the temperature reaches 38 degrees Celsius indoors and 60-minute rests breaks are taken, this effectively means that work should stop until the temperature falls below 38 degrees Celsius. Once the temperature falls below 38 degrees Celsius, work should recommence in accordance with rest breaks given in the following table.

Duration of Paid Rest Breaks in Each Hour When the Indoor Temperature Reaches or Exceeds (All Geographic Locations)	Indoor Temperature No Direct Heat Source or High Humidity
15 minutes	32 degrees Celsius
30 minutes	34 degrees Celsius
45 minutes	36 degrees Celsius
60 minutes	38 degrees Celsius

4.21 WORK-REST REGIME FOR OUTDOOR WORK IN HOT CONDITIONS

If the temperature reaches the 60-minutes/hour-rest regime, this means that work should stop until the temperature falls below the 60-minutes/hour rest regime, where upon work should recommence in accordance with the rest breaks given in the table below.

Rest breaks should be taken in shaded, cooled or air-conditioned rest areas where available.

Duration of Paid Rest Breaks in Each Hour When the Temperature (As Determined in 2.3) Reaches and/or Exceeds	Metropolitan, South Western Gippsland	Mallee, Wimmera, North Eastern and Northern and Midland
15 minutes	30 degrees Celsius	32 degrees Celsius
30 minutes	32 degrees Celsius	34 degrees Celsius
45 minutes	34 degrees Celsius	36 degrees Celsius
60 minutes	36 degrees Celsius	38 degrees Celsius

4.22 WIND-CHILL INDICES (EQUIVALENT CHILL TEMPERATURE)

Air movement is very important in cold environments since the combined effect of wind and temperature can produce a condition called 'wind-chill'. Effectively, the higher the wind speed and the lower the temperature in the work area, the greater the required insulation value of protective clothing worn. An equivalent chill temperature chart relating actual air temperature and wind velocity can be used when estimating the combined cooling effect of wind and low temperatures on exposed skin, or when determining clothing insulation requirements to maintain the deep core body temperature at a desired level.

TABLE OF WINDCHILL INDICES

Estimated Measured Dry Bulb Temperature Readings, degrees C		Air Velocity										
		10	4	-1	-7	-12	-18	-23	-29	-34	-40	
Km/hr	Knots	Equivalent Temperature, degrees C										
Calm	Calm	10	4	-1	-7	-12	-19	-23	-29	-34	-40*	
8	4	9	3	-3	-9	-14	-21	-26	-32*	-38*	-44*	
16	9	4	-2	-9	-16	-23	-31	-36*	-43*	-50*	-57*	
24	13	2	-6	-13	-21	-28	-36*	-43*	-50*	-58*	-65#	
32	17	0	-8	-16	-23	-32*	-39*	-47*	-55*	-63#	-71#	
40	22	-1	-9	-18	-26	-34*	-42*	-51*	-59#	-67#	-76#	
48	26	-2	-11	-19	-28	-36*	-44*	-53*	-62#	-70#	-79#	
56	30	-3	-12	-20	-29	-37*	-46*	-55*	-63#	-72#	-81#	
64	34	-3	-12	-21	-29	-38*	-47*	-56*	-65#	-73#	-82#	

DANGER: IF NOT PROPERLY CLOTHED REDUCED MANUAL DEXTERITY
LITTLE DANGER: For exposure of less

*DANGER OF FREEZING EXPOSED FLESH INCREASING DANGER Danger from freezing of

#VERY DANGEROUS

than one hour if skin is dry. Maximum danger of false sense of security.

exposed flesh within one minute

Combination of estimated air velocity and the measured dry bulb temperature readings given in the first row (above) of the Table.

Guidelines under Cold Conditions

The following guidelines are based upon Equivalent Chill Temperatures (ECT) which can be derived from the previous table.

ECT DEGREES C GUIDELINES

- 7 degrees C If work is performed continuously (all day):

- Heated warming shelters shall be available nearby;
- Dry clothing must be available; and
- Warm drinks should be provided.

-12 degrees C Each worker shall be under constant protective observation (buddy system).

- Work rate should not be so high as to cause heavy sweating. If heavy work is required, heated shelter must be provided.
- Employees must be accustomed to the work and have undergone training (see Section 4.6).
- Periods of inactivity must be minimised.

-23 degrees C A regime of 10 minutes' warm up in a warm location and 30 minutes' work shall be implemented.

-40 degrees C Only emergency work should occur.

'White out' conditions can occur in the snow where orientation and direction can be lost. Work should not be planned in these conditions, although it is recognised that sudden changes in weather can catch work parties away from base.

ACCLIMATISATION

All employees returning from prolonged leave (e.g. greater than two weeks) moving into an area where there may be a potential danger to health due to low or high temperatures should be given time to acclimatise; this would normally be one week.

In Hot Conditions

Acclimatisation is very important in hot environments. Variations to the temperatures listed in Sections 4.5.2 and 4.5.3 are applicable if the employee is obese or elderly, or if the employee has other medical conditions that are likely to cause adverse effects when working in hot conditions.

Team Leaders should seek advice from Health and Safety professionals if any of the following circumstances arise and are cause for concern:

- New un-acclimatised employees moving into an area of potential danger to health due to high temperatures.

- Employees returning to work in a hot environment after an absence exceeding two weeks.
- Employees indicating a history of health problems when exposed to heat.

In Cold Conditions

Physical acclimatisation to cold is minimal. At best, tolerance to cold increases. Much more important is to ensure that ALL workers are instructed in appropriate safety and health procedures in cold environments. This should occur on an annual basis at the beginning of winter.

Such a training program should include as minimum instruction, details on:

- Proper re-warming procedures;
- Appropriate first aid treatment;
- Proper clothing practices;
- Proper eating and drinking habits;
- Recognition of impending frost-bite;
- Recognition signs and symptoms of impending hypothermia or excessive cooling of the body when shivering does not occur; and
- Safe work practices.

The following medical precautions should be taken:

- Employees shall be excluded from work in cold at minus 1 degrees Celsius or below if they are suffering from diseases or taking medication which interferes with normal body temperature regulation or reduces tolerance to work in cold environments.
- Employees exposed routinely to temperatures below minus 18 degrees Celsius should be medically certified as fit for such exposures. Advice on such requirements should be sought from Medical Officers.

EMERGENCY CONDITIONS

In agreed emergency conditions such as loss of supply, public health and safety, safety of SPI PowerNet employees and equipment, etc., work shall continue in order to secure the immediate emergency. A work roster shall be determined locally whereby available labour is rostered on an equal basis. In the case of bushfires, standard SPI PowerNet practice will prevail (refer Section 4.1.2.1, Clause 10).

There shall be no such exemption from the provisions of this Instruction without agreement between local management and employees.

INDIVIDUAL EMPLOYEE'S RIGHTS

This Instruction does not preclude any individual employees from ceasing work if the thermal environment genuinely distresses them. Team Leaders/Management, and health and safety staff as appropriate, shall be informed of cessation of work.

UNIT/AREA RESPONSIBILITY

The Unit/Area carrying out work, which may expose employees to an adverse thermal environment, is responsible for ensuring that the provisions of this Instruction are carried out.

5. APPENDIX A: INCLEMENT WEATHER POLICY: INTERPRETATION

This is an agreed interpretation of the Inclement Weather Policy between the SEC and ETU, and is contained in a memorandum from Manager, Employee Relations, dated 14 July 1986.

The ETU has acknowledged that employees should not leave the workplace without being authorised by management.

The SPI PowerNet and ETU see the need for a consistent approach to be adopted when the temperature has reached the level at which 60-minute rest breaks are to be taken.

Under the terms of the Inclement Weather Policy, employees may be transferred from a location which is affected by heat, to another location which is not affected, provided that there is useful activity available for the employees to perform at the new location. The transfers should also have regard to the distance to be travelled, the climatic conditions of the travel and the normal work time remaining.

The ETU considers that if a stressful and unhealthy work environment exists, with no alternative work situations or locations available, management should authorise the employees to leave the workplace.

It is agreed that if it is consistent with the Inclement Weather Policy

(Section 4.2.1, Clause 7), then authorisation to leave the workplace should be given.

Supervisors and line management on individual work sites should exercise some discretion, taking into consideration the time that the prescribed temperature level is reached and the normal work time remaining.

There is agreement that in emergency situations, such as loss of supply, public health and safety, and safety of employees and equipment work shall continue, even though inclement weather prevails (Section 4.1.2.1, Clause 10).

REFERENCE MATERIAL

VTHC Inclement weather agreement.