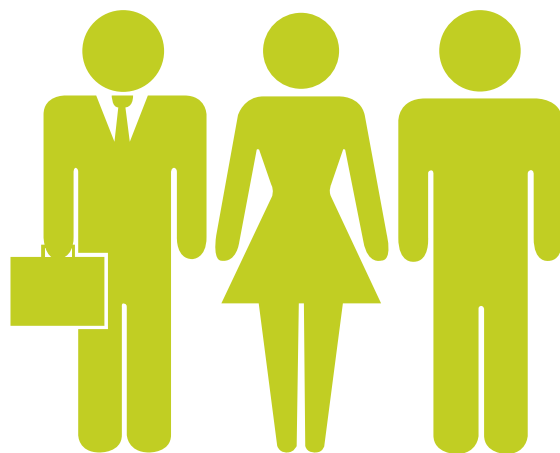


ENERGEX

UNION COLLECTIVE AGREEMENT 2011



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PART 1 – FORMALITIES

1.1 Title

This Agreement will be known as the ENERGEX Union Collective Agreement 2011, referred to as the “Agreement”.

This Agreement replaces the ENERGEX Union Collective Agreement 2008.

1.2 Parties

The parties to the Agreement are:

- ENERGEX Limited, ACN 078 849 055 (ENERGEX);
- Automotive, Metals, Engineering, Printing and Kindred Industries Union of Employees, Queensland (AMWU);
- The Association of Professional Engineers, Scientists and Managers, Australia (APESMA);
- The Queensland Services, Industrial Union of Employees (QSU);
- The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia – Electrical Division (ETU); and
- Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch (ASU).

1.3 Application

This Agreement applies to:

- ENERGEX;
- Employees who are employed, in or in connection with any calling, trade, craft, vocation, or profession referred to in the classification structure as contained in this Agreement or in the transmission, distribution, sale or supply of electricity; and
- The unions signatory to this Agreement.

1.3.1 Exclusion

This Agreement does not apply to employees of ENERGEX who are paid a base rate salary which exceeds 115% of the rate prescribed for Salary Point 16.5 of the nine (9) day fortnight rate of this Agreement.

1.3.2 Electricity Regulation

ENERGEX will continue to apply the provisions of Chapter 8 of the Electricity Regulation 2006 (Qld).

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

1.4 Duration

This Agreement will have a nominal expiry date of 21 November 2014. This Agreement will continue in force after its nominal expiry date until such time as it is replaced or terminated by law.

The parties agree to commence discussions for a replacement Agreement no later than nine (9) months prior to the nominal expiry date of this Agreement.

1.5 General Definitions

- a. **Act** – the Fair Work Act 2009.
- b. **All Purpose Allowance** – An allowance that is calculated into the employee’s rate of pay for the calculation of overtime, paid leave, entitlements on termination, superannuation and redundancy payments as applicable.

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- c. **Consultation** – the timely exchange of relevant information and ideas in such a manner that the parties have an actual and genuine opportunity to influence the outcome.
- d. **CPI** – the Consumer Price Index, Australia (Aust. Bureau of Statistics Cat. No. 6401.0) for Capital City Brisbane.
- e. **Immediate Family** – includes
 - spouse – including husband, wife, defacto, former spouse or same sex spouse, partner;
 - child – including step-child, foster-child, ex-foster child, son-in-law, daughter-in-law;
 - grandmother, grandfather, great grandmother, great grandfather, grandson, grand-daughter;
 - mother, father, mother-in-law, father-in-law, step-mother, step-father, legal guardian, ex-foster parent;
 - brother, sister, brother-in-law, sister-in-law, step-brother, step-sister, half-brother, half-sister, cousin; and
 - niece, nephew, aunt, uncle.
- f. **Mutual agreement** – agreement, which has been arrived at between employees and ENERGEX without duress being applied by either party to reach agreement.
- g. **Plating** – ENERGEX administrative arrangement enabling employees to receive relevant allowances in their pay without the requirement to claim such allowances on their weekly timesheet.
- h. **Special Day Off (SDO)** – refers to the day off where employees work a pattern of ordinary hours that provides for the nine (9) day fortnight
- i. **Status Quo** – will mean the circumstances that prevailed immediately prior to any change that invoked the dispute being implemented.

1.6 Objectives of Agreement

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

1.7 No Extra Claims

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

1.8 Displaying of this Agreement

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

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

PART 2 – ENTERPRISE FLEXIBILITY

2.1 Workplace Change and Flexibility

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

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

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

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

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

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

2.2 Consultation

1. ENERGEX acknowledges the benefit of gathering input from employees and other subject matter experts in development of change initiatives.
2. ENERGEX will consult where:
 - a. the organisation is in the process of making a decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
 - b. the change is likely to have a significant effect on employees of the enterprise.
3. ENERGEX commits to consultation with the relevant employees and unions covered by this agreement as to the introduction of the major change.
4. ENERGEX recognises the right of the relevant employees to appoint a representative for the purposes of consultation.
5. ENERGEX recognises the role of employee representatives, including unions, in the consultative process and commits to the engagement of such representatives in a constructive and productive manner.
6. As soon as practicable, ENERGEX will:
 - a. Consult with the relevant employees and unions covered by this agreement about:
 - i. the introduction of the change; and
 - ii. the effect the change would be likely to have on the employees; and

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- iii. measures the employer proposes taking to avert or mitigate any adverse effects of the change on the employees; and
 - b. For the purposes of consultation — provide to the relevant employees and union covered by this agreement:
 - i. all relevant information about the change including the nature of the change proposed; and
 - ii. information about the expected effects of the change on the employees; and
 - iii. any other matters likely to affect the employees as a result of the change.
7. ENERGEX shall not be required to disclose confidential or commercially sensitive information.
8. ENERGEX will give prompt and genuine consideration to matters raised about the proposed change by the relevant employees and unions covered by this agreement.
9. If a term in the enterprise agreement provides a consultative process for introduction of major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, then that consultation process will apply.
10. In this clause, a major change is likely to have a significant effect on employees if it results in:
 - a. the termination of the employment of employees;
 - b. major change to the composition, operation or size of the employer's workforce or to the skills required of employees;
 - c. the elimination or diminution of job opportunities (including opportunities for promotion or tenure);
 - d. the alteration of hours of work;
 - e. the need to retrain employees;
 - f. the need to relocate employees to another workplace; or
 - g. the restructuring of jobs.
11. In this term, “relevant employees” means the employees who may be affected by the major change.
12. Consultation, in accordance with this clause, will continue to occur throughout the process of implementation of major change. This applies to current major change initiatives.

2.3 Consultative Arrangements

The parties recognise that consultation at the local level is the most effective way of resolving issues.

A reasonable and effective relationship between all employees and their nominated representatives is seen as desirable and will be pursued by the parties. To assist this process, various consultative mechanisms are established to ensure appropriate consultation and input into any business change plans that considers issues, procedures and policies which would impact on employees. This will include consultation and monitoring of training package development and training delivery and access.

ENERGEX is committed to consultation with employees and their nominated representatives, including unions, as a means of exchanging information through effective and proactive consultative forums. This includes identifying, addressing and resolving issues and providing appropriate feedback to employees and their nominated representative on issues raised.

For the purposes of facilitating consultation, information share and issue resolution a number of consultative committees are currently in place. These committees include, but are not limited to:

- Divisional specific consultative committees (including in Energy Delivery, Business Support Services and Contact Centre Group);
- Professional Engineer Consultative Group (PECG);
- Energy Delivery Interact Committees;
- Operational Advisory Councils (OACs);

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- Safety Operational Committee (SOC); and
- Industrial Relations Issues Forums.

Where matters can not be resolved at the local level or through the relevant consultative committee, such matters may be escalated to one of the following peak committees:

- Peak Safety Consultative Body (PSCB); or
- Peak Industrial Consultative Body (PICB).

ENERGEX, in consultation with the Unions, will develop or, if necessary, review existing terms of references for these committees. The terms of reference will ensure:

- Appropriate membership composition;
- Regular meetings;
- Appropriate committee scope;
- Communication and feedback mechanisms; and
- Escalation arrangements.

Access to relevant training and communication tools may be provided to committee members where the need is identified.

Further consultative committees may be established from time to time to address specific industrial issues. The Committee will remain active until the specific industrial issue is resolved.

2.3.1 Safety Operational Committee

The parties acknowledge the importance of the SOC engaging in safety audits to ensure consistent Workplace Health & Safety outcomes for employees. ENERGEX commits to providing Certificate IV in Workplace Health and Safety training, or equivalent, at an agreed training establishment for agreed senior safety Employee Representatives engaged in such functions.

Nominated representatives on the Safety Operational Committee who are unable to access a land-line will be entitled to a mobile phone.

PART 3 – PROBLEM SOLVING AND DISPUTE RESOLUTION PROCESS

The success of the mutual relationships between the parties to this Agreement depends upon the shared commitment to address issues in a fair and reasonable manner.

ENERGEX aims to avoid issues, grievances or disputes, however, where an issue, grievance or dispute (“dispute”) occurs, this process seeks to provide a means of settlement based on consultation, cooperation and discussion, and the avoidance of interruption to work.

ENERGEX and its employees prefer that if a problem arises every attempt is made to resolve the matter at a local level. However where this cannot be achieved, disputes as to the wages and/or conditions of employment, the terms of this agreement or the National Employment Standards (subject to the provisions of the *Fair Work Act 2009*), will be settled by the process outlined in this clause.

Whilst this process is being followed, normal work will continue and the status quo will be maintained, unless the employee has a reasonable concern about a genuine safety issue directly affecting the performance of the work. In those circumstances, an employee should be available to perform other work at the same workplace, or at another workplace, unless:

- a. The work is not safe; or
- b. Applicable occupational health and safety legislation would not permit the work to be performed; or
- c. The work is not appropriate for the employee to perform; or
- d. There are other reasonable grounds for the employee to refuse to comply with the direction.

This process applies equally to disputes involving individual or multiple employees.

3.1 STAGE A – Workplace Resolution Process

Step 1 The employee will in the first instance attempt to resolve any issue, grievance or dispute with the immediate supervisor. Where the dispute concerns alleged inappropriate actions of the immediate supervisor the employee may bypass this step in the process.

Step 2 If the dispute is not resolved in Step 1 the employee or, if the employee so chooses, the employee’s nominated representative may refer the matter to the next higher level of management for discussion. Such discussion should, where practicable, take place within one business day after the request by the employee or the employee’s nominated representative.

Step 3 If the dispute is still unresolved after discussions mentioned in Step 2, the matter will be reported to relevant ENERGEX senior management and/or the relevant Human Resources Business Partner. This should occur as soon as practicable after it is evident that discussions under Step 1 and 2 are unlikely to result in resolution of the dispute.

Step 4 If the dispute is still unresolved after discussions mentioned in Step 3, the matter will be reported to the Industrial Relations Manager or delegated ENERGEX representative. This should occur as soon as practicable after it is evident that discussions under Step 3 are unlikely to result in resolution of the dispute.

Discussions at any stage of the procedure shall not be unreasonably delayed by any party. The complexity and importance of matters will be taken into account in determining a reasonable period of time for undertaking these steps. If genuine discussions are unreasonably delayed or hindered, it will be open to any party to the dispute give notification of a dispute to the Fair Work Australia.

An dispute will not be referred to the next step until a genuine attempt to resolve the matter has been made at the appropriate workplace level.

If the dispute remains unresolved after the parties to the dispute have genuinely attempted to reach a resolution through Steps 1 - 4, either party may refer the dispute to the Fair Work Australia for resolution.

The following process outlines the jointly agreed powers, conferred by the parties, to the Fair Work Australia for the purposes of resolving a dispute.

3.2 STAGE B – Conciliation

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As part of the initial referral of a dispute to Fair Work Australia, the referring party must request Fair Work Australia to hold a conciliation conference.

A notice requesting conciliation must be sent to Fair work Australia and all relevant parties. The notice must outline the Employee(s) affected, the relevant issues and provisions of the Agreement involved.

All parties notified of the proceedings must attend and genuinely participate in a conciliation conference.

During the conciliation conference Fair Work Australia will attempt to assist the parties to the dispute to agree on terms for a resolution of the dispute. Fair Work Australia may inform those parties of the assessment of the merits of their prospects of success in the dispute proceedings.

Where appropriate, Fair Work Australia may make non-binding recommendations to the parties including, but not limited to, recommending that the dispute be discontinued or, whether or not it recommends another way of resolving the dispute. Recommendations made by Fair Work Australia must be in writing and accompanied by written reasons unless it is agreed between the parties that reasons are not required.

Conciliation proceedings conducted before Fair Work Australia will be recorded and transcribed by the relevant reporting bureau. Such transcripts shall be kept confidential and may not be copied or published without the consent of both parties. Where costs are incurred in producing transcripts, the parties agree to equally share the costs of recording and transcription.

The parties to the dispute will make all reasonable attempts to respond to any recommendations by Fair Work Australia within three working days as to whether they agree to resolve the dispute on the terms recommended by Fair Work Australia. However, it is recognised that some matters may be of such complexity or importance that it may take a further reasonable period of time for either party to the dispute to provide such a response. Notwithstanding the above, the parties to the dispute must not unreasonably withhold notifying Fair Work Australia of their intentions to comply.

If a party to the dispute fails to inform Fair Work Australia that they intend to comply with the recommendation/s or have advised Fair Work Australia that they do not intend to comply with the recommendation/s Fair Work Australia will, at the request of a party to the dispute, list the matter for arbitration.

3.3 STAGE C – Arbitration

If a conciliation proceeding fails to fully resolve a dispute, a party to the dispute may request Fair Work Australia to proceed to arbitration in order to deal with the outstanding dispute.

In an arbitration proceeding, unless all the parties to the dispute agree, evidence will not be given, or statements made, that would disclose any admissions, concessions or offers made in a conciliation proceeding in relation to matters that are to be resolved at arbitration.

The parties agree that the arbitration proceedings conducted before Fair Work Australia will be recorded and transcribed by the relevant reporting bureau for use by the parties to the dispute.

The decision of Fair Work Australia will bind the parties, subject to a party to the dispute exercising a right of appeal against the decision of a single member to a Full Bench of Fair Work Australia. Publication of Fair Work Australia decision will be provided to the parties to the dispute.

3.4 STAGE D - Appeal From Decision Of Fair Work Australia

A party to the dispute dissatisfied with the decision of Fair Work Australia may appeal against the decision to the Full Bench of Fair Work Australia on the ground of:

- a. Error of law;
- b. Excess, or want of jurisdiction; and/or
- c. Miscarriage of discretion.

An appeal must be started by filing the Application to Appeal in Fair Work Australia registry within 21 days after the date of the decision.

An appeal to the Full Bench of Fair Work Australia is by way of re-hearing on the record. However, the Full Bench may hear evidence afresh, or hear additional evidence, if the Full Bench considers it appropriate to effectively dispose of the appeal.

The Full Bench may:

- a. dismiss the appeal;
- b. allow the appeal, set aside the decision and substitute another decision;
- c. allow the appeal and amend the decision; or
- d. allow the appeal, suspend the operation of the decision and remit the dispute, with or without directions, to Fair Work Australia
 - i. for report to the Full Bench, or
 - ii. to act according to law.

3.5 General Provisions

Nothing within this process will prevent a party to the dispute exercising their right, under law, to take court action in order to resolve the dispute.

3.5.1 Representation

In utilising this process a party to the dispute may elect to be represented by another party. However, a party to the dispute may be represented by a lawyer if, and only if:

- a. the parties consent;
- b. on application by a party, Fair Work Australia is satisfied, having regard to the matter the proceedings relate to, that there are special circumstances that make it desirable for the party to be legally represented; or
- c. on application by a party, Fair Work Australia is satisfied the party or person can be adequately represented only by a lawyer.

To remove doubt, a party is not legally represented if the party to the dispute is represented by an officer of that organisation.

3.5.2 Conduct Of Proceedings In Fair Work Australia

Any dispute referred to Fair Work Australia will be dealt with by:

- a. In the case of Conciliation or Arbitration, a member nominated by the President.
- b. In the case of an Appeal, 3 members of Fair Work Australia nominated by the President. The member of Fair Work Australia whose decision is being appealed is excluded from hearing the appeal.
- c. Fair Work Australia must perform its functions in a way that avoids unnecessary technicalities and facilitates the fair and practical conduct of any proceedings conferred upon it by this Agreement.

Fair Work Australia will hear and determine the dispute and may have regard to any evidence given, and any arguments put forward, in arbitration proceedings in relation to the dispute or, part of the dispute.

Fair Work Australia is not bound to act in a formal manner and is not bound by any rules of evidence, but may inform itself on any matter in such manner as it considers just. Fair Work Australia will act according to equity, good conscience and the substantial merits of the case and as far as practicable, in a way that avoids unnecessary technicalities and legal forms.

Subject to the limitations set out above, Fair Work Australia may:

- a. inform itself in any manner that it thinks appropriate;
- b. take evidence on oath or affirmation;
- c. conduct a hearing;
- d. give directions orally or in writing in the course of, or for the purpose of, procedural matters relating to the proceeding;
- e. compel the production of documents that relate to the dispute;

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- f. summon before it any party to the dispute, witness or persons whose presence Fair Work Australia believes would help in the resolution of the dispute;
- g. determine the dispute in the absence of any party or person who has been notified of the dispute or who has been summonsed to appear;
- h. determine the date, time and location where the conciliation and/or arbitration will occur;
- i. conduct the proceeding, or any part of the proceeding, in private;
- j. adjourn the proceeding to any time or location;
- k. conduct a workplace inspection to inspect or view any work, material, machinery, document or other thing or interview any employee who is usually engaged in work at the workplace;
- l. refer any matter to an expert and accepting the expert's report as evidence;
- m. convene a compulsory conference;
- n. correct, amend or waive any error, defect, or irregularity whether in substance or in form;
- o. make an interim decision; and
- p. make a final decision in respect of the matter to which the dispute relates.

Where the parties to the dispute have not otherwise provided powers to Fair Work Australia to deal effectively with a dispute, those parties may agree to provide Fair Work Australia with the necessary powers to effect settlement or resolution of the dispute. In such circumstances, the parties to the dispute will not unreasonably withhold consent to providing Fair Work Australia with such additional powers.

3.5.3 Costs

Unless otherwise agreed, each party will bear their own costs, except where Fair Work Australia determines a matter in dispute to be frivolous or vexatious. In such cases Fair Work Australia will determine the issue of costs.

PART 4 – EMPLOYMENT RELATIONSHIP

4.1 Types of Employment

Employees covered by this Agreement will be advised in writing of their employment category upon appointment.

Under the terms of this Agreement, ENERGEX may offer the following types of employment:

- Full-time;
- Part-time; and
- Casual.

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

- Permanent;
- Fixed term; and
- Specified task.

Fixed term and specified task employment arrangements are contained in Clause 4.1.6.

The above employment arrangements should be considered prior to engagement of labour hire resources. Consultation will occur with the relevant parties where it is proposed that labour hire resources be used for the period in excess of 3 months.

4.1.1 Full-time

Employees engaged on a fulltime basis will be employed to work 36.25 ordinary hours per week or in accordance with the alternative employment arrangements available under this Agreement.

4.1.2 Part-time

A part-time employee is an employee who:

- Is employed for less than 36.25 hours per week;
- Has reasonably predictable hours of work; and
- Receives, on a *pro rata* basis, equivalent pay and conditions to those of full-time employees covered by this Agreement.

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

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

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

ENERGEX requires a part-time employee to work for a minimum of 3 consecutive hours on any day which work is to be performed and 15 hours minimum per week, up to a maximum of 32.2 hours per week.

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

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

Where an employee and ENERGEX agree in writing, part-time employment may be converted to fulltime, and vice-versa. If such an employee transfers from full-time to part-time (or vice-versa), all accrued Agreement and legislative entitlements will be maintained. Following transfer to part-time employment accrual will occur in accordance with the provisions relevant to part-time employment.

4.1.3 Job Share

Job sharing arrangements may be accommodated through clause 4.1.2 Part-time.

4.1.4 Maturing Workforce Arrangements

Transition to retirement arrangements may be available to those employees considering full time retirement from the workforce and who may consider a transition period to retirement. This is in recognition of the need to facilitate the transfer of corporate knowledge, skills and provide guidance and mentoring to other employees prior to retirement, for the mutual benefit of the employee and ENERGEX.

Employees who are eligible to retire within the next 5 years, in accordance with the *Superannuation Guarantee (Administration) Act 1992*, may access accrued long service leave to reduce the number of days worked per fortnight whilst maintaining their salary at the equivalent full time rate. Such arrangements may be used for the purpose of transitioning to retirement.

This arrangement shall be applied through access to long service leave at a minimum of 1 day per week, in a regular pattern, over an extended period of time.

Approval is at the sole discretion of ENERGEX. Half pay leave arrangements will not be applied in such circumstances.

ENERGEX will further facilitate transition to retirement through building access to comprehensive information, providing clarity on flexible work practices, superannuation impacts, personal planning and retirement management and developing knowledge transfer tools.

4.1.5 Workforce Planning Issues

During the life of the agreement, the parties are committed to the establishment of a working party to review workforce planning issues, including:

- the maturing workforce;
- attraction and retention of key skill areas; and
- workforce diversity.

The working party will develop strategies to address the identified workforce planning issues.

4.1.6 Fixed Term and Specified Task

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

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

ENERGEX may appoint fixed term or specified task employees in circumstances where the appointment is for less than 24 calendar months, to cover the following situations:

- a. Where an employee is temporarily absent from work as a result of being on an approved form of leave, temporary transfer or secondment, or where the permanent incumbent is back-filling in another role;
- b. Where there is a short term requirement to perform the duties of a vacant position as a result of a restructure and until such time that the position is filled on a permanent basis, being a period of no more than 12 months;
- c. Where specialist skills are sought that are beyond the capability of existing employees, and that once the work is completed there will not be an on-going need for the work to be performed;
- d. Where there exists unexpected peak periods of work; or
- e. Where a project, program or periodic task has been identified and there is not likely to be an on-going need for the work to be performed once the task is complete. The specified task employee may be engaged for another 12 months beyond the 24 months where required. This will only occur after consultation with the employee and the relevant parties to this agreement.

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- f. Where a specified task employee is covering for an employee on long term illness, and the ill employee has elected to remain on temporary disability payments, the specified task employee may be engaged beyond 24 months.

Appointment of external applicants to fixed term/specific task arrangements within the Technical Stream will not be entered into without mutual agreement between the parties to this agreement.

Where an existing, permanent full time or part time employee is appointed to perform a specified task or tasks or for a fixed term, the employee will on completion be redeployed to a comparable classified position commensurate with their skills and competency or, where available, their previous position.

Where, at the time of appointment any specified task is reasonably likely to extend beyond 24 calendar months, the parties agree that such positions will be filled by a person employed as a permanent employee.

Where fixed term arrangements need to be utilised for the purpose of:

- Backfilling an incumbent that is accessing the provisions of clause 9.6 Parental Leave; or
- Interstate appointments in the non-regulated business that are contingent upon contract duration,

these arrangements may be extended up to a maximum of 5 years. Extensions beyond 2 years will be in 12 monthly increments and reviewed at least 2 months prior to the expiry of the fixed term contract. This review will occur in consultation with the employee and the relevant parties to this agreement.

4.1.7 Casual

A casual employee is an employee who is engaged by the hour.

The following conditions will be applicable to casual employees:

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

4.1.7.1. Conversion from Casual Employee to a Permanent Employee

A casual employee may, after no less than six (6) months continuous employment on a regular basis, apply to ENERGEX to have their position established as part time or full time.

ENERGEX will advise casual employees in writing, prior to the completion of 12 months regular and systematic employment, of their ability to apply for conversion to permanent employment.

This clause does not limit ENERGEX's right to engage casual employees for specific periods.

4.1.8 Individual Flexibility Arrangements

1. An employee may make a request to ENERGEX to make an Individual Flexibility Arrangement to vary the effect of particular terms of this enterprise agreement. The request must be in order to meet the employee's individual circumstances and genuine needs as they relate to child care, obligations to care for family members, return to work arrangements after parental leave or transition to retirement arrangements.
2. An Individual Flexibility Arrangement can only vary an employee's arrangements about when their ordinary hours of work are performed. Employees who meet the circumstances above can enter into an Individual Flexibility Arrangement and structure their ordinary hours of work to any time between 5.00am and 7.30pm Monday to Friday.
3. An Individual Flexibility Arrangement must be requested by the employee and cannot be initiated by ENERGEX. ENERGEX will consider the request against operational requirements. The Individual Flexibility Arrangement will be subject to mutual agreement.
4. ENERGEX must ensure that the terms of the Individual Flexibility Arrangement:
 - a. Are about permitted matters under section 172 of the Fair Work Act 2009;

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- b. Do not include unlawful terms under section 194 of the Fair Work Act 2009; and
 - c. Result in the employee being better off overall than the employee would be if no individual arrangement was made.
 - d. Will not impact upon workplace health and safety obligations (e.g. fatigue, security)
5. The Individual Flexibility Arrangement must:
- a. Name the parties of the agreement;
 - b. Be in writing and signed,
 - i. By the employee and ENERGEX; and
 - ii. if the employee is under 18 years of age, signed by a parent or guardian of the employee;
 - c. Include details of,
 - i. The terms of the enterprise agreement that will be varied by the arrangement;
 - ii. How the arrangement will vary the effect of the terms; and
 - iii. How the employee will be better off overall in relation to those terms and conditions as a result of the arrangement; and
 - d. State the day on which the arrangement commences.
6. ENERGEX must ensure that a copy of the Individual Flexibility Arrangement is given to the employee within fourteen (14) days after it is agreed to.
7. An Individual Flexibility Arrangement may be terminated by either ENERGEX or the employee:
- a. By giving written notice of not more than twenty eight (28) days; or
 - b. At any time if agreed to in writing by ENERGEX and the employee.
8. ENERGEX will provide a report on the numbers and types of individual flexibility arrangements entered into or requested, to the Peak Industrial Consultative Body, as a standing agenda item.

4.1.9 Alternative Employment Arrangements

To achieve a more efficient, effective and responsive business the parties have developed alternative employment arrangements for use by groups or individual employee/s within ENERGEX.

4.1.9.1 Application

Four arrangements have been developed covering the following categories of employees:

- a. 40 Hour week provisions – Administrative and Professional Managerial Streams;
- b. 40 Hour week provisions – Paraprofessional and Supervisors Streams (other than employees on the Senior Staff Agreement);
- c. 40 Hour week provisions – Paraprofessional, Supervisor and System Operator Streams (Other than employees eligible for the Senior Staff Agreement and employees on a continuous 2x7 or 3x7 shift roster)
- d. Senior Staff Agreement; and
- e. Non–Executive Employment Agreement.

These Alternative Employment Arrangements are set out in Schedule B of this Agreement.

Unless specifically provided for in the alternative employment arrangement, employees are exempt from the following provisions of the Agreement:

- a. Part 6 Allowances – Payment of Ability and Disability Allowances, Emergency Work – availability duty, Substation and Test Dept Allowance, Construction Sites, First Aid Allowance, Tools, Locality Allowances;

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- b. Part 7 Hours of Work, Public Holidays – Hours of work, Meal Breaks, Rest pause, Shift work;
- c. Part 8 Overtime – Overtime, Rest Break after Overtime, Overtime Crib Break, Meal allowance;
- d. Part 10 Transfers, Travelling and Working Away from Usual Place of Work – Travelling Outside of Ordinary Hours; and
- e. Part 13 Other Matters – Work in the Rain.

Any arrangement developed shall be read and interpreted in conjunction with the Agreement, and where any inconsistency exists, the alternative employment arrangement shall take precedence. Where silent, the Agreement shall apply.

4.1.9.2 Coverage

Alternative employment arrangements identify the coverage, with respect to classifications and roles, to which the arrangement is available.

4.1.9.3 Entry

a. Individual Arrangements

Individual employees may be appointed, on the commencement of their employment, to the provisions of an individual alternative employment arrangement.

Appointment of a new or existing employee to an individual arrangement shall be by mutual consent, pursuant to the coverage clause of the alternative employment arrangement.

During the course of their pre-employment interview, in addition to information on the alternative employment arrangement, the prospective employee shall also be advised that they may elect to commence employment under the provisions of the ENERGEX Union Collective Agreement 2011, including a nine (9) day fortnight arrangement.

No duress or pressure shall be applied by management to encourage the prospective employee to commence their employment under the provisions of an alternative employment arrangement. The prospective employee shall not be required to make known which option they choose, until they have been formally offered the position in writing. Any letter of offer and/or appointment made to the prospective employee shall clearly identify the options with respect to employment under an alternative employment arrangement or this Agreement.

b. Group Arrangements

Where an employee applies for and accepts an offer of employment for a position in a work group covered by an existing Group Alternative Employment Arrangement, they shall be bound by that arrangement from their commencement in the group. Upon appointment, a letter of offer or letter of appointment shall clearly specify the terms and conditions of the group arrangement.

4.1.9.4 Reversion

Employees may revert to the general provisions of the Agreement as follows:

a. Individual Arrangements

- i. The employee shall provide at least one (1) months notice of their desire to withdraw from the arrangement.
- ii. Where an employer decides that an alternate employment arrangement is to be withdrawn from an individual employee, it shall provide the employee three (3) months notice in writing. However, if during the three (3) month notice period the employee receives notice of redundancy or advises the employer that they intend to retire no later than twelve 12 months after the initiated three (3) month notice, the employee shall not be required to revert.

At the conclusion of the notice period, the employee shall revert to the general provisions of the Agreement, which may result in a reduction in their rate of pay, and the removal of other conditions particular to the former arrangement, including motor vehicles, that existed under the alternative employment arrangement.

b. Group Arrangements

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Where the employer has determined that it desires a group arrangement to cease, it shall provide at least three (3) months notice of the intention to withdraw the arrangement.

Where not less than 70% of employees, subject to the provision of a group arrangement, have elected to withdraw from an arrangement, they must provide the employer with three (3) months notice of their intention to withdraw. In exceptional circumstances such as, but not limited to health, family or religious grounds, the employer may permit an employee to withdraw from a group arrangement by providing one (1) months notice.

This provision may also be extended to employees who wish to decline their inclusion under an arrangement at its commencement. Approval under this provision shall not be unreasonably withheld.

Where an individual applies and accepts a transfer or offer of employment that requires them to move from a location subject to a group alternative employment arrangement, they shall revert to this Agreement unless appointed to a position subject to a different group arrangement, or the employee agrees to an applicable individual arrangement.

4.2 Termination of Employment

4.2.1 Statement of Employment

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

4.2.2 Termination by ENERGEX

In order to terminate the employment of an employee ENERGEX will give the following notice:

Period of Continuous Service	Period of Notice
not more than one (1) year	1 week
more than one (1) year, but not more than three (3) years	2 weeks
more than three (3) years, but not more than five (5) years	3 weeks
more than five (5) years	4 weeks

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

ENERGEX will not direct an employee to utilise their annual leave in lieu of serving the notice period.

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

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

The total must be calculated on the basis of:

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

A period of notice will not apply in the following cases:

- dismissal for misconduct or other grounds that justify instant dismissal; or
- employment terminates in accordance with fixed term or specific task employment contract.

4.2.3 Notice of Termination by Employee

An employee will give ENERGEX one week's notice of termination of employment. If an employee fails to give notice ENERGEX will have the right to withhold one week's wages due to the employee.

4.2.4 Time off During Notice Period

During the period of notice of termination given by ENERGEX, an employee will be allowed up to one day's time off without loss of pay for each week of notice (up to a maximum of four days) for the purpose of seeking other employment. This time off will be taken at times that are convenient to the employee and by agreement with ENERGEX, which will not be unreasonably withheld.

4.3 Security of Employment

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

The commitment to no forced retrenchments is dependent upon an employee accepting reasonable retraining and redeployment to a suitable alternative position. The new position will not require additional travel between an employee's home and an employee's new work location, in excess of a 50 kilometre radius from their original work location.

ENERGEX shall not advertise wide scale voluntary redundancies during the first 3 months of this Agreement. Employees may continue to apply for voluntary redundancy through the normal process and these requests may be approved, on an individual basis.

4.4 Redundancy

4.4.1 Preface

The following provisions, other than those for voluntary redundancy, consultation and notice, are only to be accessed once ENERGEX has exhausted the relevant provisions laid out in Clause 4.3 of this Agreement.

Redundancy occurs when ENERGEX identifies that the need for work of a particular kind has substantially diminished or ceased. Redundancy will normally occur where changed circumstances or work practices affect the efficient and economical working of the enterprise. Employees will be considered for retrenchment/redeployment on the basis of merit, equity, skills, competencies and length of service where a position is declared redundant. This process will not discriminate on the basis of sex, sexual preference, marital status, pregnancy, family responsibilities, age, race, colour, national origin, impairment, trade union activity, political conviction or on any other ground outlined by all and any relevant legislation.

4.4.2 Exclusions

This clause will exclude an employee who:

- is a casual employee;
- is a fixed term employee as defined in this Agreement;
- is an apprentice or a trainee under a traineeship;
- does not have at least one years' continuous service;
- unreasonably refuses an offer of suitable alternative employment with ENERGEX;
- dies or suffers a permanent injury or illness making the employee incapable of continuing employment with ENERGEX;
- terminates employment during the period of notice given under clause 4.2.2, without the prior approval of ENERGEX unless the approval is unreasonably withheld;
- is terminated for neglect of duty, serious misconduct warranting summary dismissal; and/or
- is specifically excluded by any provisions of this clause.

4.4.3 Objectives

The objectives of this provision are to:

- a. Provide sufficient flexibility to effectively address workforce issues arising from the rationalisation of operations and services from time to time within ENERGEX, the changing nature of work and/or the rapidly changing environment within which ENERGEX operates.
- b. Address these issues in an equitable fashion that supports the ENERGEX commitment to its shareholders and the public's expectations for long term sustainable returns on their investments in this business.
- c. Maintain employees in employment within ENERGEX wherever possible.
- d. Give preference to redeployment and Voluntary Redundancy where appropriate.
- e. Provide financial assistance to employees who accept transfers to other locations;
- f. Pay monetary compensation to employees for whom suitable alternative employment cannot be found and whose employment is to be terminated.

4.4.4 Definitions

"Ordinary Rate of Pay" – The ordinary rate of pay for the purposes of this clause will encompass the following:

- Salary Rate as provided for in Salary Schedule A;
- allowances for skills on a weekly basis (if applicable);
- Substation/Test Allowance on a weekly basis (if applicable); or
- Locality Allowance on a weekly basis (if applicable).

The Ordinary Rate of Pay excludes overtime, shift loadings and weekend penalty rates (if applicable), except where an agreement is in place which provides for an annualised salary arrangement. In these circumstances, the ordinary rate of pay will be the annualised salary rate of pay.

"Length of Service" – The completed years of service is calculated by determining the period between the employee's industry start date (as recognised by ENERGEX) and the employee's termination date.

If an employee is working, or has worked, a period of part-time employment, that employee's length of service will be calculated to recognise the actual hours of part-time employment.

4.4.5 Consultation

Where it appears that a position or positions are likely to become redundant, and prior to formal redundancy notices being issued, ENERGEX will provide, at the earliest possible time, all relevant details to the appropriate union parties. These details will include:

- a. the reasons for the position or positions becoming redundant; and
- b. the number, location and other details of the redundant positions.

ENERGEX will arrange discussions to take place with the relevant union parties which will include:

- a. The method of identifying the positions identified as redundant, having regard to the efficient and economical working of the enterprise;
- b. advice and the timing of that advice to the employees;
- c. the appropriateness of using voluntary retrenchment; and
- d. redeployment options.

4.4.6 Notice Of Redundancy and Commitment to Redeployment

An employee will receive formal notification that their position is to become redundant at least six months prior to the event occurring. Notification will also be given to the relevant union parties. Once notification has been provided to an employee, ENERGEX will take all reasonable steps to determine what other employment opportunities exist within ENERGEX that are suitable for redeployment, and that enable the

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organisation to best utilise the skills of the employee. Redeployment may take the form of permanent, temporary, or project work.

Employees redeployed to a lower level position will remain committed to redeployment at their substantive level and may accept an offer of a suitable alternative role at level, subject to appropriate support and retraining. Such acceptance will not be unreasonably withheld during the first two years following notification that their position is to become redundant. If the employee finds the new position unsatisfactory within a period of three months, they will have the opportunity to return to their redeployed position. Employees who are on salary maintenance and who apply for a suitable alternative role at their substantive level, will be assessed on the basis of suitability for the role.

4.4.7 Redeployment

Following the consultative steps as outlined above, all efforts will be made to find suitable alternative employment for employees whose positions are declared redundant. After the processes detailed above have occurred, each affected employee will be individually interviewed to determine what options may exist for the management of that employee's future.

ENERGEX will seek to expeditiously place displaced employees into permanent roles. In this regard ENERGEX will facilitate an Employee Transition Program (ETP), which will be developed in consultation with the parties. The following roles and responsibilities will apply to the ETP.

Employees participating on the ETP must:

- a. commit to participating in relevant training, and applying for appropriate roles.
- b. take advantage of every reasonable opportunity to upgrade their skills and actively participate in the program.
- c. undertake on-the-job learning.

The employee will have access to a range of support whilst on the ETP including:

- a. Employee Assistance Program (EAP), to help the employee deal with the personal and practical issues related to work changes.
- b. Career counseling to allow employee to identify career aspirations.
- c. Retraining to help achieve a chosen career path, including the completion of a skills audit and the development of a training plan.
- d. Job search assistance to allow the employee every opportunity to secure new roles.

ENERGEX management is responsible for:

- a. Referral of the employee to the ETP.
- b. promoting ENERGEX's commitment to the program .
- c. providing employees with the necessary resources, support and training, including the identification of suitable training programs, to enable them to make employment transitions, including any reasonable adjustment considerations.
- d. ensuring the employee has access to the necessary resources for achieving the objectives of the placement strategy e.g. provide on-the-job learning, job search assistance, access to the Employee Assistance Program.
- e. ensuring the employee has continuing placement whilst participating on the ETP and not unreasonably withhold opportunities for placement.

Employees will remain in the ETP until a suitable alternative position is found or Clause 4.4.9 Voluntary Retrenchment is applied.

Where applicable, payment of redeployment expenses will be in accordance with the ENERGEX Relocation Policy.

Redeployed employees may be eligible for retrenchment benefits if it is found within three months by either themselves or ENERGEX that the alternative position is unsatisfactory.

4.4.8 Salary Maintenance

Employees, whose positions are made redundant during the life of this Agreement and are appointed to a position with a lower salary level, will have the salary/wage of their original position maintained for the tenure of their employment with ENERGEX. (In the case of employees covered by contracts and/or employment agreements implemented in accord with this Agreement, the cash component outlined in their individual agreement/contract will apply.)

4.4.9 Voluntary Retrenchment

Employees can apply for Voluntary Retrenchment where it has been established that the need for work of a particular kind has substantially diminished or ceased. Approval will be at the sole discretion of ENERGEX.

Employees whose application for voluntary retrenchment is approved, will be entitled to receive all eligible retrenchment benefits (including Separation Date Incentive Payment if applicable) upon termination in accordance with this clause.

4.4.10 Separation Date Incentive Payment (SDIP)

Employees who have received formal notification of their redundancy may apply for an SDIP.

Approval of SDIP is at the discretion of ENERGEX.

Employees must terminate their employment on the Separation Date identified by ENERGEX.

SDIP consists of 13 weeks incentive payment in addition to all other payments that may comprise a retrenchment package. This incentive payment will be calculated at the ordinary rate of pay.

4.4.11 Benefits

An employee who is retrenched will be entitled to the following.

- a. An ex-gratia Retrenchment Payment of 3 weeks per year of service (with a minimum payment of 4 weeks), together with a proportionate amount for an incomplete year of service. The maximum Retrenchment Payment will be 75 weeks.

If an employee is working, or has worked a period of part-time employment, the Retrenchment Payment will be calculated on a pro-rata basis to include the period of part-time employment.

- b. An SDIP of 13 weeks may be paid where applicable.
- c. Recreation Leave: Payment for recreation leave includes an employee's accumulated balance as well as the pro-rata balance. Pro-rata recreation leave is paid to the date of termination.
- d. Long Service Leave: A long service leave payment of 1.3 weeks for each completed year of service will be made. Pro-rata Long Service Leave will be paid for an incomplete year of service up to the date of termination. Any Long Service Leave already taken will be deducted.
- e. Days of Time Off In Lieu: All balances of accrued Time Off In Lieu will be paid. These will be paid at the ordinary rate applicable at the date of termination.
- f. An Income Protection Policy to provide specified insurance cover for loss of earnings due to illness in the twelve months immediately following retrenchment. This policy will be subject to market accessibility and in accordance with the terms outlined in the policy. This policy will be limited to a period of one year.

4.4.12 General

A Retrenchment Benefit is compensation for loss of employment tenure and it is not a resignation benefit.

The relevant local manager may approve leave with pay for affected employees to attend personal employment interviews.

Each affected employee will be provided with a statement showing the calculation of an estimate of the Retrenchment Payment prior to retrenchment.

Assistance will be given for employees to access relevant support providers which may include financial advisers, employee assistance counsellors, outplacement services or access to agreed training

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providers. Reasonable expenses as determined by ENERGEX associated with these services may be reimbursed by ENERGEX.

4.5 Duty of Confidentiality

An employee will, at all times, treat as and keep confidential, all information that is the property of ENERGEX (that has not lawfully entered the public domain) of which the employee may, during the course of employment, become aware.

The employee will not use or divulge any of the information, either during the period of employment or after the employment has ceased for a period of three (3) months, other than:

In the ordinary course of the employee's employment;

With ENERGEX's prior written consent;

For the purpose of obtaining legal advice as to confidentiality; or

Where ordered to disclose by a court, commission or tribunal.

When confidential information is disclosed as above, the employee will ensure that the person to whom the information is imparted is made aware of its confidential nature, and use their best endeavours to prevent that person from using or disclosing that information.

4.6 Stand-down Without Pay

The parties agree that, in cases involving allegations of serious misconduct, introduction of a "stand-down without pay" period may be appropriate, either as a penalty against the employee and/or to enable investigations covering the alleged incident to be undertaken.

In each case where "stand-down without pay" is being considered, prior consultation and endorsement for the action will be made between the ENERGEX manager responsible for industrial relations and the relevant employee's representative. In addition, any period of stand-down without pay will not exceed two (2) normal work days. This period may be extended following agreement in writing between the ENERGEX manager responsible for industrial relations and the relevant employee's representative.

In those instances where a period of "stand-down without pay" is introduced to enable misconduct allegations to be investigated, the employee will be reimbursed for any loss of wages occurring during the period of stand-down if the allegations of misconduct are either withdrawn or subsequently not proven, and no disciplinary action is taken.

For the purposes of this provision, "serious misconduct" is defined as behaviour by an employee that would warrant "summary dismissal".

4.7 Equity Considerations

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

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

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

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

Nothing in this clause is to be taken to affect:

- a. any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
- b. an employee, ENERGEX or registered organisation, pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

4.8 Disability Management

The Disability Management process will be engaged, where there is a requirement, due to residual impairment of functionality following illness or injury, to place an employee in gainful employment at an acceptable level of risk, or assist the employee to separate from the organisation. This applies to all employees who have a condition, which is of sufficient severity to result in a significant occupational disability.

The Case Manager will be an ENERGEX Rehabilitation Consultant, or another suitably qualified person.

4.8.1 Referral for Case Management

Employees should be referred for Disability Management when:

- a. an employee has undertaken workplace rehabilitation and has achieved optimal functioning but remains unable to undertake their usual work;
- b. an employee has a medical condition which results in a significant permanent disability;
- c. an employee has advised a supervisor that their capacity to perform allocated duties is permanently altered; or
- d. a supervisor, manager or other suitably qualified person recognises a problem, which warrants assessment and management under this policy.

4.8.2 Disability Case Management Process

- *Case Assessment*

The Disability Case Management process will be **time limited to three months**, except where it is agreed by the Case Manager that specified time extensions will be useful in progressing the case to an optimal conclusion.

On referral, the Case Manager will assess case status and, in particular, determine that genuine attempts have been made to rehabilitate employees to their pre injury role. This can be determined by requesting or reviewing information from:

- the employee;
- managers and supervisors;
- workplace rehabilitation documents;
- formal functional capacity assessment;
- reports by treating medical practitioners; and
- reports by assessors nominated by ENERGEX.

Where the rehabilitation process has not been exhausted, the Case Manager will complete the rehabilitation process before progression to disability management.

- *Exploring Placement Options*

When returning to usual duties is excluded as an option, the Case Manager will explore alternative placement opportunities, provide support and appropriate resources and document the actions taken.

Alternative placement strategies may include:

- reasonable modification of the employee's usual duties;
- job skills assessment, including,

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- vocational assessment, and/or
- temporary job placement for purposes of skills or aptitude assessment;
- re-skilling for other duties including retraining;
- placement support including,
 - assistance to develop a resumé,
 - guidance and support through the job application, selection and interview process, and/or
 - distribution of resumé for consideration for suitable vacancies within ENERGEX.

AND/OR

- Reasonable outplacement assistance.
- Separation

Where position readjustment, re-skilling, redeployment and outplacement are unsuccessful and the employee is unlikely to maintain gainful employment with ENERGEX, then the Case Manager will recommend separation of the employee from ENERGEX.

- *Assistance to Separate*
 - a. The Case Manager will facilitate the employee obtaining advice on appropriate financial entitlements including resignation, early retirement, redundancy, superannuation and social security benefits.
 - b. The Case Manager will assist the employee to make application, where applicable, for superannuation benefits, including retirement due to serious ill health or total and permanent disablement.
 - c. An employee may be eligible for an Extraordinary Early Separation Payment when the following criteria are met:
 - the employee's functional capacity is unlikely to improve with any other form of intervention and it can be concluded that all reasonable rehabilitation and disability management options are exhausted
 - the employee is not eligible for total and permanent disablement superannuation benefit
 - in the case where the employee's disability has arisen as a result of a compensable condition but the employee does not have an avenue to proceed to common law
 - the employee's position is not redundant or likely to become redundant
 - the employee is unable to return to their usual duties and is unlikely to be placed in alternative gainful employment with ENERGEX in the foreseeable future.
 - d. The employee applies for this payment in writing to their General Manager before resigning from ENERGEX.
 - e. An employee continues to be eligible for the payment when, after making application for this payment they resign while the Superannuation Board is assessing their application for medical retirement, and they are subsequently approved a benefit less than Total and Permanent Disablement.
 - f. The benefit available under the Extraordinary Early Separation Payment will be equal to 26 weeks pay (at current base rate salary) except, in the case of the Defined Benefit Superannuation Fund, where a Serious Ill Health benefit is payable. In these cases, the Extraordinary Early Separation Payment may be reduced to ensure that combined payment will not exceed the Total and Permanent Disability benefit, if it had been payable.
 - g. Where an employee is eligible for the Extraordinary Early Separation Payment, the Case Manager will provide a report to the relevant General Manager detailing the case, including the benefit calculation. Following endorsement by the relevant General Manager, the report will be forwarded to the Chief Executive Officer for approval pending the Superannuation Board's determination of a benefit less than Total and Permanent Disablement.

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- h. Where the employee does not accept the Superannuation Board's determination, and the employee does not resign, however the Disability Management process is complete, the Case Manager will refer the case to the Industrial Relations Department for resolution.

4.9 Superannuation

4.9.1 Superannuation Choice

In accordance with the relevant superannuation legislation, employees covered by this Agreement can choose a complying superannuation fund.

ENERGEX has nominated Energy Super as the default fund for superannuation purposes.

4.9.2 Superannuation Salary

ENERGEX will calculate superannuation contributions for all employees in accordance with the applicable superannuation legislation.

4.9.3 Defined Benefits Fund

ENERGEX undertakes to keep the Defined Benefit Fund open for current Fund members for the life of the Agreement.

For the life of this Agreement, mutual agreement shall be required between ENERGEX and the affected employee to move from the current Defined Benefit Fund to the Defined Contribution Fund.

4.9.4 Insurance Cover

ENERGEX will make additional contributions to employee's superannuation fund to pay for insurance cover. ENERGEX currently provides 10 Units of Income Protection Insurance and 5 units of Death or Total and Permanent Disablement insurance, to all employees. The number of units is subject to change as per the insurance policy, employees will not be disadvantaged as a result of these changes.

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

1. Members of Energy Super will have the insurance premium paid as an additional contribution into their superannuation account;
2. Employees with choice of fund (including insurance) will have the equivalent premium paid into their nominated superannuation account; and
3. Employees with choice of fund (excluding insurance) may become insurance only members of Energy Super. ENERGEX will pay the insurance premium as a superannuation contribution into the Energy Super account. [These employees will be required to pay an annual administrative fee which is currently \$52 to Energy Super for this cover if they do not have an account with sufficient funds. This amount will be deducted from the employees' pay on the basis of \$2.00 per fortnightly pay. The administration fee is subject to change as per Energy Super]

The payment of any insurance benefits to an employee on the submission of a claim will be subject to the terms and conditions of the applicable insurance policy obtained by the relevant superannuation fund.

4.9.5 Employer Provided Additional Income Protection

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

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

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

- providing evidence an application for income protection has been made;
- providing a medical certificate from a relevant medical practitioner outlining the nature and approximate duration of the illness/injury; and
- exhausting all personal sick leave accruals.

4.9.6 Extraordinary Early Separation Payment

An employee who is in receipt of income protection payments from Energy Super or another fund may elect to either remain on income protection payments for the period payments are available, or if offered, the employee may accept the Extraordinary Early Separation Payment as set out in the Disability Management Clause of this Agreement.

For the first two (2) years an employee is receiving income protection payments, ENERGEX will not initiate any termination process unless there is serious misconduct or other grounds that warrant instant dismissal. However, where there is mutual agreement that an employee is unable to return to work due to total and permanent disability, processes may be commenced to conclude the employment.

Employees will not be entitled to the Extraordinary Early Separation Payment, as provided in the Disability Management Clause of this Agreement, where the employee elects to remain on income protection payments for a period of up to two (2) years where separation subsequently occurs.

PART 5 – WAGE RELATED MATTERS

5.1 Salary Increases

The following guaranteed wage increases will apply under this agreement. The salary rates are detailed in Schedule A.

- a 3.5% wage increase will be paid into base rates from 1 November 2011;
- a further wage increase of 3.5% will be paid into base rates commencing from 3 December 2012; and
- a further wage increase of 3.5% will be paid into base rates commencing from 2 December 2013.

The parties agree to a review over the life of this Agreement based on the movement in CPI over the full term of this Agreement, and adjust base rates where CPI has moved by a higher total percentage amount than the base rate increases provided by this Agreement. This amount will be determined using the percentage change in the index from the last quarter reported prior to the operative date of this Agreement to the equivalent quarter three years later.

Such adjustment shall take the form of an increase by the percentage necessary to ensure that base rates have moved by at least the same amount as CPI over the term of this Agreement and shall be payable prospectively from the last pay period within the nominal term of this Agreement. In undertaking this review, the parties shall apply the combined base rate movement of the increases detailed above.

The combined increase in base rates of 3.5% per annum shall compound over the life of this Agreement.

5.2 Payment of Salary

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

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

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

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

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

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

5.2.1 Review of Payroll Process

During the life of this agreement, ENERGEX has identified a need to review the end to end payroll process and commits to progressing the review during the first six months of this Agreement, in consultation with the appropriate parties.

The purpose of the review will be to provide improved clarity and transparency of the end to end payroll process to ensure sound corporate risk and confirm adequate control points as well as provide clarity of ownership and documentation, with a view to improving these processes.

The review will also provide the opportunity to take advantage of improved technology functionality and useability.

5.3 Electronic Funds Transfer Allowance

The Electronic Funds Transfer Allowance of \$4 per week previously paid under the terms of the *ENERGEX, SEPL and SPARQ Certified Agreement 2005* has been rolled into base rates under the *ENERGEX Union Collective Agreement 2008*.

5.4 Classifications/Career Paths

Schedules D and E sets out the Classifications and Career Paths applicable under this Agreement.

5.4.1 Classification Structure

ENERGEX acknowledges that ongoing discussions will occur between the parties to this agreement regarding issues identified within the classification structure.

5.5 Salary Sacrifice Initiatives

Salary sacrifice options are available at the sole discretion of ENERGEX in accordance with this Agreement, and any restrictions or policies that ENERGEX may wish to impose from time to time. An employee may sacrifice part of their salary (including the EDSD Network Recovery Payment) in return for other benefits.

It is recommended that employees obtain independent financial advice specific to their circumstances before implementing or changing a salary sacrifice arrangement. Any salary sacrifice arrangements must be at no cost to ENERGEX and in compliance with any applicable legislation, Australian Taxation Office rulings or guidelines and, in the case of superannuation, the superannuation fund rules.

5.6 Recovery of Overpayments

Where an employee receives an overpayment, a reasonable repayment schedule will be implemented. The repayment arrangements will be determined through consultation and agreement between ENERGEX and the employee. Recovering any overpayment of entitlements will be for a period of up to two years from the date the overpayment is identified, less any substantiated costs incurred by the employee as the sole result of the overpayment. Wherever possible, deductions should be made within the same financial year in which the overpayment was identified. Agreement to a repayment plan will not be unreasonably withheld by either party.

ENERGEX reserves the right to reclaim amounts paid in error for a period of greater than two years in instances where the employee was responsible for the overpayment occurring or could have reasonably been expected to know there was an overpayment occurring and failed to notify ENERGEX.

In the case where an employee's employment terminates with an outstanding overpayment owing, arrangements for repayment will be a standard provision of the employee's repayment schedule.

PART 6 – ALLOWANCES

6.1 Allowances

6.1.1 Electricity Distribution Service Delivery (EDSD) – Network Recovery Allowance and Payment

The parties and the employees recognise the future challenge of meeting system reliability standards as a result of the EDSD recommendations. A key factor in addressing these issues is to ensure that ENERGEX have the appropriate technical expertise to meet increasing work demand, in an environment of emerging national skill shortages for suitably qualified and skilled employees.

To ensure that ENERGEX achieve the projected works program over the life of this Agreement, it is essential that ENERGEX have appropriate attraction and retention incentives that value the importance of the relevant employees. Such incentives will also recognise the importance of skills and knowledge transfer to apprentices and other technical based employees who are less qualified.

To this end, ENERGEX has structured two (2) separate schemes in the form of an allowance for Technical Classifications and payments (over the term of the Agreement) for Administrative and Professional and Managerial Streams.

6.1.2 EDSD Network Recovery Allowance

a. Application

In recognition of the outcomes related to the EDSD Network Recovery, the EDSD Network Recovery Allowance will apply to employees classified in the Technical Stream of the classification structure. Employees having access to this allowance will be:

- i. Power Worker – covering the functions of trade assistants, stores, labour, plant/vehicle operations, cleaning and tracing.
- ii. Power Workers will be paid an allowance of 70% of the EDSD Network Recovery Allowance.
- iii. Technical Serviceperson – covering the functions of linework, cable jointing, customer services, inspections, trade and advanced trade technical field and workshop roles (for example electrical/electronic, mechanical, fabrication/vehicle building or building services).
- iv. Electricity System Designer/Adviser – covering the functions of layout/mains design work, marketing advice.
- v. Supervisor – covering the functions of employees whose primary function is that of trainer/supervisor/coordinator.
- vi. Para-professional – covering the functions of technical roles requiring competencies obtained through para-professional qualifications such as installation and repair of technical equipment, technical investigations and design.
- vii. System Operator – covering the functions of operators within designated control rooms within distribution/transmission.
- viii. Apprentices will receive the allowance on a pro rata basis in accordance with the relevant percentage level for their respective year, based on the State Training Order.
- ix. Employees who are engaged on a part-time or casual basis will be paid on a pro-rata basis.

b. Allowance

Subject to the application provisions detailed in clause 6.1.2(a), ENERGEX will pay the EDSD Network Recovery Allowance, as an All-Purpose Allowance, at the rate of:

- i. \$150.10 per week from 1 November 2011;
- ii. \$155.40 per week from 3 December 2012; and
- iii. \$160.80 per week from 2 December 2013.

The EDSD Allowance has been rolled into the base rates of pay in Schedule A1. As such, the EDSD Allowance is calculated into the employee's rate of pay for the calculation of overtime, paid leave, entitlements on termination, superannuation and redundancy payments as applicable.

c. Allowance Inclusions

- i. any allowance paid, or that might be paid, to employees who are engaged in removing asbestos or sealing asbestos in or around high/low voltage electrical equipment, has been absorbed in the EDSD Network Recovery Allowance;
- ii. any allowance that might otherwise be paid for Electrical Safety Allowance, for work covered by Queensland Electrical Safety Legislation by way of compliance and accountability, has been absorbed in the EDSD Network Recovery Allowance and there will be no further claims; and
- iii. employees in the Technical Stream who receive the EDSD Network Recovery Allowance will not be eligible to receive the EDSD Network Recovery Payment.

6.1.3 EDSD Network Recovery Payment

Employees classified in the Administrative and Professional and Managerial Streams of the Classification Structure, in recognition of their contribution to the EDSD network recovery program, will receive an EDSD payment delivered over the life of this Agreement as follows:

- a. A total of \$1802.00 per annum to be delivered from 1 November 2011;
- b. A total of \$1865.00 per annum to be delivered from 3 December 2012; and
- c. A total of \$1930.00 per annum to be delivered from 2 December 2013.

Employees in the Administrative and Professional and Managerial Streams will not be eligible to receive the EDSD Network Recovery Allowance. The EDSD payment will be paid as an all purpose allowance at the applicable rate.

The EDSD Payment has been rolled into the base rates of pay in Schedule A2. As such, the EDSD Payment is calculated into the employee's rate of pay for the calculation of overtime, paid leave, entitlements on termination, superannuation and redundancy payments as applicable.

6.2 Ability Allowances

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

Per Hour Yr 1	Per Hour Yr 2	Per Hour Yr 3
\$		
0.22	0.23	0.24

Ability allowances will not be paid to employees whose rates of pay include compensation for any of the following abilities.

Goods in excess of 16.764m - Employees who are required to drive vehicles carting goods in excess of 16.764m will be paid the applicable Ability Allowance rate in addition to the rate prescribed herein where the vehicle is travelling in or through built-up areas.

Motor vehicles drawing trailers - An employee driving a motor vehicle to which a trailer is attached will be paid in addition to the rates prescribed herein the applicable Ability Allowance rate when the following trailers are being towed.

- a. when drawing a loaded single axle trailer;
- b. when drawing an empty single axle trailer;
- c. when drawing a loaded trailer with more than one axle; or
- d. when drawing an empty trailer with more than one axle.

Provided that:

- a. when on any day an employee drives a motor vehicle drawing an empty and a loaded trailer the employee will be paid for that day the extra rate applicable for such loaded trailer;

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- b. not more than one trailer will be attached and drawn at any one time;
- c. the extra payment prescribed herein will not apply to employees driving articulated vehicles or machinery floats and/or low loaders;
- d. these allowances will apply only in respect of the drawing of trailers having a loaded capacity in excess of 0.508 t;
- e. the term "trailer" does not include - caravans, compressors, concrete mixers, welding plants and road brooms;
- f. For motor vehicles drawing caravans, compressors, concrete mixers or welding plants - An employee driving a motor vehicle to which any of the following is attached, viz caravan, compressor, concrete mixer or welding plant, will be paid at the rate of the applicable Ability Allowance or part thereof whilst so engaged, in addition to the rate of salary prescribed herein; or
- g. Truck crane – An employee required to operate a truck crane will be paid the applicable Ability Allowance rate in addition to ordinary rates.

6.3 Disability Allowances

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

Per Hour Yr 1	Per Hour Yr 2	Per Hour Yr 3
\$		
0.48	0.50	0.52

Battery work – Employees mainly engaged in the maintenance of storage batteries, or engaged in overhauling or repairing of storage batteries or erecting second hand storage batteries that have been previously in use will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

Building construction work – An employee working on building construction work (as defined herein) will be paid at the rate of the applicable Disability Allowance rate to compensate for the following disabilities:

- a. Climatic conditions when working in the open on all types of work;
- b. The physical disadvantages of having to climb stairs or ladders;
- c. Dust blowing in the wind on building sites;
- d. Sloppy and muddy conditions associated with the initial stages of the erection of the building;
- e. Dirty conditions caused by the use of form oil or from green timber;
- f. Drippings from newly poured concrete;
- g. The disability of working on all types of scaffolds, other than a single plank swing scaffold or a bosun's chair; and
- h. The lack of the usual amenities associated with factory work (e.g. recreational facilities, sanitary conveniences, etc.).

This allowance will form part of the weekly salary in the calculation of overtime payments, annual leave pay, public holiday pay, sick pay and long service leave pay.

Building construction work will include all classes of work carried out during the construction of new buildings, the construction of additions to existing buildings, and the necessary alteration of existing buildings, to make them conform to any new additions, and the demolition of buildings.

Chain saw - Employees using chain saws in the performance of their work will be paid the additional applicable Disability Allowance rate whilst so engaged in addition to the ordinary rate.

Dirty work - An employee will be paid the applicable Disability Allowance rate cents above the ordinary rate for the actual time employed on dirty or offensive work.

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Heavy machinery and/or transformers - Employees engaged in carting and/or handling heavy machinery and/or transformers which are loaded on to vehicles by means other than cranes, will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

Height allowance - Employees, other than employees engaged in electrical line work, required to perform work at a height 15 metres and above from the ground or low-water level or nearest horizontal plane will be paid the rate of the applicable Disability Allowance in addition to their ordinary rates.

Toxic substances – Employees using toxic substances or materials of a like nature, or those working in close proximity, will be paid the applicable Disability Allowance rate in addition to their ordinary rates.

Toxic substances will include epoxy based materials and all materials which include or require the addition of a catalyst hardener and reactive additives or (two) 2 pack catalyst system will be deemed to be materials of a like nature.

6.3.1 Underground Mains Allowance

Jointers and Power Workers undertaking underground mains work will be paid the applicable Disability Allowance rate in recognition of the disabilities incurred in relation to this work. This allowance is only paid for time worked during ordinary hours Monday to Friday and for work performed on SDO's, Saturday, Sunday and Public Holidays, with a maximum eight hours payment for the day.

This allowance will be paid in lieu of the following allowances:

- a. Powerhouse/Substation Allowances;
- b. Trailer Drawing allowances;
- c. Dirt money; and
- d. Height Money.

The allowance is **not** an all purpose allowance.

Where the Building Construction Work Allowance is payable the Underground Mains Allowance is not applicable.

The allowance will be paid to eligible employees who are precluded from doing work as a result of wet, inclement weather or other similar conditions or for any other reason as directed by ENERGEX.

6.4 Emergency Work – Availability Duty

- a. Employees called out on emergency work will be entitled to payment from the time of leaving home to commence work until they return home from such work, but they must return home in a reasonable time, and payment will be calculated accordingly, but such payment will not be less than four (4) hours at ordinary rates.
- b. Eligible employees required to be on availability duty (On-call, On-call and duty, or On-duty) will receive a flat rate of:
 - i. \$45.00 per day from 1 November 2011;
 - ii. \$47.50 per day from 3 December 2012; and
 - iii. \$50.00 per day from 2 December 2013.
- c. Wherever practicable availability duty will be arranged on a roster basis. ENERGEX is committed to minimising employees being rostered on availability duty more frequently than 1 in 4 weeks.
- d. Employees required to be on availability duty will have one day credited to their annual leave for each public holiday on which they are required to be available.

6.4.1 Employee not on Availability Duty

Employees, who are not on Availability Duty and are called in to carry out unplanned / emergency work on a public holiday, will receive accrued time in lieu on a time for time basis. This will be in addition to any applicable penalty payment that may otherwise be claimed.

To attract the accrued time in lieu the following minimum conditions will apply:

- A minimum of four (4) hours actual time must be worked on the public holiday; and
- The maximum hours to be allocated to the employees annual leave accrual will be equivalent to the employee's ordinary working day.

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

6.4.2 Fixing Faults from Home

Employees required to be on availability duty to attend to emergencies and faults, but not required to return to work, will be paid a minimum of one (1) hour at overtime rates on each occasion they are contacted and required to attend to faults from home. Subsequent calls within the one (1) hour period will not attract additional payment. Where an employee is required to return to work to attend to the same fault, the time paid will be reduced by the amount already paid for the initial call.

6.4.3 Overtime Payment for Telephone Calls

Where an employee is not on availability duty and is phoned outside ordinary hours to provide advice in relation to a technical matter, maintenance or operational issue, the employee will be paid one (1) hour overtime at appropriate overtime rates. Subsequent calls within that one (1) hour period will not attract additional payment. This payment will not apply in instances where an employee is contacted in relation to the employee's availability for work.

6.4.4 Support Role Emergency Situations

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

6.5 Higher Duties

Where ENERGEX directs an employee to carry out duties which require the exercise of competencies over and above that for which the employee is otherwise remunerated, for at least one (1) full day continuously (excluding agreed days off), the employee will be eligible for payment at a higher duties salary point.

The applicable Higher Duties Salary Point will be subject to determination by the employee's Department Manager, based on the level of competencies to be undertaken by the employee whilst in the higher position, and the difference in the salary level of the employee and the minimum rate of pay of the higher position.

Employees acting in higher duties positions will not receive remuneration greater than the incumbent permanently in the position.

Should an employee disagree with the higher duties salary point determined by the Department Manager, the matter will be processed in accord with the Grievance Procedure arrangements of this Agreement. Until the matter is resolved, the higher duties salary point, determined by the Department Manager, will continue to apply.

Where an employee is performing higher duties immediately prior to commencing paid leave, the employee will be paid at the relevant higher duties rate for the duration of the paid leave.

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

For employees who are members of the Defined Benefit section of ESI Super and have performed higher duties for a period of 12 months or more and are appointed to the position on a permanent basis with continuity between the acting position and the new permanent position, ENERGEX will pay any

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difference in the employer superannuation contribution between the higher duties position and the previous substantive position, where such employee elects to make up their relevant contributions for that period.

6.6 Employee in Charge (EIC)

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

	Per Annum Yr 1	Per Annum Yr 2	Per Annum Yr 3
	\$		
Step 1	2064.00	2136.00	2211.00
Step 2	1290.00	1335.00	1382.00

An EIC will mean an employee employed primarily to exercise trade, trade/technician or power worker skills in the Technical Stream up to the level of their skills and competencies and who, in addition, is appointed by ENERGEX to supervise/train other employees engaged at similar or lower classification levels.

An employee who is appointed on a full time basis as an EIC to train or supervise two or more employees of a lower or similar classification, will on appointment be paid an all purpose allowance at the rate of the applicable Step 1 EIC Allowance.

A further allowance at the rate of the applicable Step 2 EIC Allowance rate will also be paid at the completion of 12 months or on completion of an Approved Training Plan, whichever occurs first.

Where an employee is required to perform EIC duties on a daily basis in an acting or temporary capacity to supervise/train no less than two other employees of similar or lower classification, the employee will be paid a daily rate based on Step 1. This payment will be calculated for the purposes of overtime, and all other leave, if the employee continues to work up to the last working day prior to their leave being taken.

The EIC Allowance will only be available within the Power Worker and Technical Serviceperson Career Paths to individuals appointed by the employer.

6.7 Substation and Test Departments

In addition to the ordinary rates prescribed, employees employed at substations or in test departments will be paid the following allowances over the life of the agreement:

	Per Week \$	Per Week \$	Per Week \$
a. Professional and Managerial employees, Administrative employees, Technical employees engaged in supervisory, engineering science and other technical discipline	9.90	10.20	10.60
b. Technical employees engaged in "trade" and/or electrical/electronic technician work and Power workers	21.30	22.00	22.80

These allowances are all purpose allowances.

These allowances will compensate for all special factors and/or disabilities in a substation or test departments and are in lieu of any disability allowances provided under this Agreement.

For administrative convenience, these allowances may be subject to "plating".

6.8 Construction Site Allowance

When employees are working on a construction site where a specific site allowance is applicable, they will receive a Construction Site Allowance (CSA).

The CSA will be paid as a flat amount for each hour worked and is subject to the total construction contract value for that site.

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The CSA is **not** an all purpose allowance.

The CSA will not be paid where employees are undertaking normal, routine work, for example, inspections or maintenance that is not part of the general site building construction activity.

The CSA will compensate for all special factors and/or disabilities on a project and is in lieu of the relevant Building Construction Work allowance provided under this Agreement.

The scale of hourly Construction Site Allowances are:

Total Construction Contract Value in Millions of Dollars			Hourly Site Allowance
5.7	To	10	\$0.95
>10	To	15	\$1.10
>15	To	35	\$1.30
>35	To	50	\$1.60
>50	To	75	\$1.85
>75	To	100	\$2.10
>100	To	125	\$2.35
>125	To	150	\$2.65
>150	To	175	\$2.90
>175	To	200	\$3.15
>200	To	225	\$3.40
>225	To	250	\$3.70
>250	To	300	\$4.00
>300	To	350	\$4.30
>350	To	400	\$4.60
>400			\$5.00

6.9 Superior Agreement Provision

This Agreement applies to work performed by ENERGEX employees covered under this Agreement in the State of Queensland. Notwithstanding this however, where superior site provisions apply, e.g. a Project, covered by a stand alone Project Agreement containing provisions that in aggregate are superior to this Agreement, ENERGEX will ensure that its employees receive no less, in aggregate, than the provisions of the Superior Agreement.

6.10 First Aid

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

Per Week Yr 1	Per Week Yr 2	Per Week Yr 3
\$		
13.50	14.00	14.50

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

6.11 Tools

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

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		Per Week- Yr 1	Per Week- Yr 2	Per Week- Yr 3
		\$		
(i)	electrical work (general), electrical work (instrumentation and process control), mechanical work (general), mechanical work (automotive)	20.70	21.40	22.10
(ii)	electrical work (automotive), electronic work, turning, sheet metal work	15.50	16.00	16.60
(iii)	Cable jointing, electrical line work, welding	10.40	10.80	11.20

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

6.12 Telephone Reimbursements

Eligible employees will receive the following payments to cover home telephone rentals and reimbursements:

- a. Rent only - \$6.34 / fortnight;
- b. Class A calls (Rental + Low/Medium Call Subsidy) - \$9.82 / fortnight; or
- c. Class B calls (Rental + High Call Subsidy) - \$11.56 / fortnight.

An employee, who is provided with a mobile phone by ENERGEX, and who can provide acceptable evidence that there is no mobile coverage at their home address, will be entitled to claim the applicable payment. ENERGEX will contact such an employee using the employee's home phone.

6.13 Locality Allowances

Employees subject to this Agreement will be paid Locality Allowances as prescribed by the Regulation made under the *Electricity Act 1994*.

PART 7 – HOURS OF WORK, PUBLIC HOLIDAYS

7.1 Hours of Work

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

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

In order to meet operational and work requirements, the daily spread of hours for day working employees, provided for in this Agreement on an ordinary work day (6.00am to 6.30pm, Monday to Friday), may be increased by mutual agreement to an additional one hour at either the commencement or finish of the ordinary work day.

This will result in the daily 'spread of hours' being increased to cover a period of either 5.00am to 6.30pm or 6.00am to 7.30pm. The ordinary working hours may then be worked between these times.

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

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

The implementation of this change will be subject to:

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

7.1.1 Eight Day Fortnight Arrangements – Field Operations

Eight (8) day fortnight work patterns currently operating in field activities will be maintained during the life of this Agreement, where the incumbent continues to occupy their current position. The position will revert back to a nine (9) day fortnight on the resignation or retirement of the incumbent, or when the incumbent is successful in applying for a new position.

7.1.2 Start and Finish on the Job

The parties agree that where appropriate and where mutually agreed, affected employees will start and finish on the worksite. To facilitate these arrangements the parties involved will negotiate, develop and agree on suitable guidelines for implementation.

7.1.3 Rostering of Special Days Off

The Special Day Off (SDO) is to be scheduled on Monday or Friday unless varied by mutual agreement between ENERGEX and the employee, to suit work scheduling and provide higher access to services by customers, ENERGEX will ensure that an employee is rostered to have a complete SDO (24 hours) during each fortnight. If an employee is rostered on Availability Duty on their SDO an agreed alternative SDO will be substituted.

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

- where an employee is allocated to change work crews, the individual's SDO may be changed from Monday to Friday or vice versa to meet the new crew's SDO schedule.

The implementation of this change will be subject to:

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

7.1.4 Special Days Off – Contact Centre

The allocation of an employee's Special Day Off (SDO) can be any day Monday to Friday where the following conditions are met:

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

7.1.5 Banking of SDO's

Employees may request, and ENERGEX may agree, to bank up to fifteen (15) SDO's per annum. Banked SDO's:

- a. must be taken within twelve (12) months of accrual;
- b. must be taken before annual leave is taken;
- c. may be taken in hourly increments; and
- d. not taken as leave during any twelve (12) month period will be paid out at ordinary time rates.

The banking of SDO's will be administered at a local management level.

7.2 Meal Breaks

Employees will take an unpaid break of not more than one (1) hour and not less than thirty minutes for a meal. No employee will be required to work more than six (6) hours without a meal break.

7.2.1 Payment for Work during a Meal Break

Unless otherwise mutually agreed between ENERGEX and the employee, all work done during the recognised meal period will be paid at the rate of double time, and payment at this rate will continue until another uninterrupted meal period of thirty (30) minutes has commenced or until the cessation of that day's work, whichever occurs first.

7.3 Rest Pauses

Fulltime employees shall take one (1) paid break in the morning of not more than twenty (20) minutes.

Such rest pause may be taken at such time as agreed upon between ENERGEX and the majority of employees at the work location so that continuity of work will not be interrupted where continuity is necessary.

Casual and part-time employees who work a minimum of four (4) consecutive ordinary hours, but, less than eight (8) ordinary consecutive hours on any one day, will receive a rest pause of ten (10) minutes duration. Employees who work a minimum of eight (8) ordinary consecutive hours will receive a rest pause as prescribed above.

7.4 Shift Work

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

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

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

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

7.4.1 Shift Definitions

- a. **Afternoon shift** - will mean any shift finishing after 6.00pm and at or before midnight.
- b. **Day Shift** - will mean any shift worked between the hours of six (6) a.m. and 6 p.m.
- c. **Night shift** - will mean any shift finishing after midnight and at or before 8.00am.
- d. **Short Term Shift** – will mean a shift arrangement covering any duration of a minimum of five (5) days, up to and including eight (8) weeks, Monday to Friday.
- e. **Non-continuous Shift** – will mean a shift arrangement covering an indefinite period other than a 24/7 roster.

7.4.2 Shift Loadings

- a. **Afternoon shift** - employees who work afternoon shift will be paid a shift allowance of 18.75% of their ordinary rate in addition to their ordinary rate.
- b. **Night shift** - employees who work night shift will be paid a shift allowance of 22.5% of their ordinary rate in addition to their ordinary rate.
- c. **Short Term Shift Loadings** – Hours worked as a short term shift as defined in provision (d) above, will attract a shift loading of 30% for all hours worked. Short term shift work will only be worked Monday – Friday. Short term shift work will be introduced in accordance with the Workplace Changes clause of this Agreement.
- d. **Weekend penalty rates** - All time worked during an ordinary shift between midnight on Friday and midnight on Saturday will be paid for at one and a-half times the ordinary rate and between midnight on Saturday and midnight on Sunday at double the ordinary rate.

Short Term Shift Arrangements

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

- the implementation of short term shift.

The implementation of this change will be subject to:

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

7.4.3 Establishment of Shift Rosters

Where ENERGEX determines the operational need for a shift roster the following process will be followed:

- a. ENERGEX will notify the relevant parties and convene a meeting of affected employees to present and consult on the proposal for the introduction of shift work.
- b. Following consultation, ENERGEX will finalise the shift-work proposal and seek agreement on the roster with the employees involved.
- c. To staff the roster ENERGEX will seek volunteers to work the roster. Where there are insufficient volunteers, an expression of interest will be sought from other work locations; and
- d. If option (c) is exhausted, ENERGEX may engage new employees who, when assessed as competent, will work the roster.

7.4.4 Annual Leave for Shift Workers

For annual leave entitlements for shift workers refer to clause 9.1 Annual Leave.

7.5 Public Holiday

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All work done by any employee on:

- a. New Years Day;
- b. Australia Day;
- c. Good Friday;
- d. Easter Saturday;
- e. Easter Monday;
- f. ANZAC Day;
- g. The Birthday of the Sovereign;
- h. Christmas Day;
- i. Boxing Day; or
- j. any day appointed under the *Holidays Act 1983*, to be kept in place of any such holiday.

Will be paid for at the rate of double time and a-half with a minimum of four (4) hours.

7.5.1 Labour Day

All employees will be entitled to be paid a full day's wage for Labour Day (the first Monday in May or other day appointed under the *Holidays Act 1983*, to be kept in place of that holiday) irrespective of the fact that no work may be performed on such day, and if any employee concerned actually works on Labour Day, such employee will be paid a full day's wage for that day and in addition, a payment for the time actually worked by the employee at one and a-half times the ordinary rate prescribed for such work with a minimum of four (4) hours.

7.5.2 Annual Show

All employees will be entitled to the benefit of only one agricultural/ horticultural/ industrial show holiday per annum. Where employees are not in a position to access such a gazetted show holiday on the day designated for their district, they can claim only one of the following options:

- A substituted day off to be mutually agreed at the local management level; or
- be paid for work on that day at a rate of double time and a-half with a minimum of four hours.

7.5.3 Double time and a-half

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

7.5.4 Stand down

An employee who, having been dismissed or stood down by ENERGEX during the month of December in any year and is re-employed by ENERGEX at any time before the end of the month of January of the following year will, if that employee was employed for a continuous period of two (2) weeks or longer immediately prior to being dismissed or stood down, be entitled to be paid for any public holidays occurring in the intervening period.

7.5.5 Employees who do not work Monday to Friday of each week

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

- a A full-time employee is entitled to either payment for each public holidays or a substituted days leave.
- b A part-time employee is entitled to either payment for each public holiday or a substituted day's leave provided that the part-time employee would have been ordinarily rostered to work on that day had it not been a public holiday.
- c Where a public holiday would have fallen on a Saturday or a Sunday but is substituted for another day all employees who would ordinarily have worked on such Saturday or Sunday but who are not

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rostered to work on such day are entitled to payment for the public holiday or a substituted day's leave.

- d Where Christmas Day falls on a Saturday or a Sunday and the public holiday is observed on another day an employee required to work on Christmas Day (i.e. 25 December) is to be paid at the rate of double time.
- e Nothing in this clause confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

7.5.6 Shift workers

If a public holiday falls on a day that a shift worker is rostered off the employee will be entitled to a substituted day off in lieu.

7.5.7 Christmas Day Overtime

Where the Gazetted day for the observance of Christmas Day is not 25 December, an employee on Availability Duty, or who works overtime on 25 December, will be entitled to the provisions above as if 25 December was the Gazetted day. With the exception of the provision above, if an employee responds to a emergency call out on the Gazetted day for Christmas Day, the employee will be paid 200% for the hours worked in addition to the ordinary payment for the day.

7.5.8 Public Holiday Meal Allowances

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

This payment is to be made in lieu of the overtime meal allowance payments.

PART 8 – OVERTIME

8.1 Overtime

General

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

The working of, and rate of payment for overtime for employees above salary point 12.5 is at the discretion of ENERGEX. This provision maintains the operation of section 207 of the Electricity Regulation 2006 and the Governor in Council declaration of 1997.

No employee will refuse to work a reasonable amount of overtime to meet the needs of ENERGEX.

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

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

8.1.1 Penalties and minimum payments

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

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

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

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

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

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

8.1.2 Recalls

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

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

8.1.3 Nine day fortnight – special day off

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

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By agreement with ENERGEX, employees who work on their special day off and elect to substitute another ordinary working day for their special day off will be paid at ordinary rates for work during what otherwise would be ordinary hours (8 hours 3.3 minutes), and appropriate overtime rates for work performed in excess thereof.

8.1.4 Public holidays

All time worked on public holidays outside the ordinary working hours specified in this Agreement, prescribed by a roster, or usually worked on the day of the week on which the holiday is kept, will be paid at double the rate prescribed by this Agreement for such time when worked outside such working hours on an ordinary working day.

8.1.5 Travelling after overtime

Employees who through working overtime cannot access their normal method of transport to or from their homes will be provided with transport to or from their homes by ENERGEX or be paid such expenses as are incurred to or from their homes.

8.2 Breaks After Overtime

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

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

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

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

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

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

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

8.3 Overtime Crib Break, Meal Allowance

The following rates, which have been indexed to the salary increases provided by this Agreement, will apply to Overtime Crib Break, Meal Allowances.

Per Meal Yr 1	Per Meal Yr 2	Per Meal Yr 3
\$		
12.80	13.20	13.70

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

8.3.2 All employees required to do overtime work for more than one hour will be paid the applicable meal allowance rate for each meal between the ordinary ceasing time and the completion of overtime work, unless ENERGEX provides such meal for them. Any meal provided is to be of suitable quantity, quality and variety to meet the nutritional needs of staff.

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

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

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

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

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

8.3.6 Employees called out within one and a-half hours of their normal ceasing time and who are required to work for more than one hour, or are called out within 4 hours of normal starting time will be entitled to the applicable meal allowance of and in addition will be allowed 30 minutes as soon as possible thereafter, without deduction of pay, to partake of a meal.

8.4 Cancellation of Planned Overtime

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

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

ENERGEX is committed to providing as much notice as possible for weather related cancellations.

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

PART 9 – LEAVE

9.1 Annual Leave

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

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

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

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

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

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

Annual leave may be taken in periods of four (4) hours or greater.

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

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

Annual leave payments will be paid as:

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

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

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

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

Employees will take their entitlement to Annual Leave within twelve months of the date of which it falls due except where by agreement with ENERGEX it is deferred to a later date.

Unless the employee otherwise agrees, ENERGEX will give the employee at least 14 days notice of the date from which the Annual Leave will be taken.

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

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

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

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

9.2 Sick Leave

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

Entitlement

- Every employee, except a casual employee, is entitled to be paid sick leave at the nominal rate of one day per month of service up to a maximum of 12 days per completed year of service, unless provided for in an alternative employment arrangement provided for under this Agreement.
- Part-time employees accrue sick leave on a pro rata basis.
- Payment for sick leave will be made based on the number of hours that would have been worked by the employee if they were not absent on sick leave.
- Sick leave may be taken for part of a day.
- Sick leave will be cumulative, but unless ENERGEX and employee otherwise agree, no employee will be entitled to receive, and ENERGEX will not be bound to make, payment for more than 52 weeks absence from work through illness in any one year.

Employee must give notice

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

Evidence supporting a claim

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

Accumulated sick leave

An employee's accumulated sick leave entitlements are preserved when:

- The employee is absent from work on unpaid leave granted by ENERGEX;
- ENERGEX or employee terminates the employee's employment and the employee is re-employed within three (3) months;
- The employee's employment is terminated because of illness or injury and the employee is reemployed by ENERGEX without having been employed in the interim.
- The employee accumulates sick leave entitlements whilst absent from work on paid leave granted by ENERGEX.

Workers' Compensation

Where an employee is in receipt of workers' compensation, the employee is not entitled to payment of sick leave. Provided that upon written application of the employee, accrued Annual Leave or Long Service Leave may be utilised to "top up" Workcover payments to 100% of the employee's pre-injury Agreement salary.

9.2.1 Concessional Sick Leave

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

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

9.2.2 Illness Whilst on Annual Leave

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

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

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

9.3 Carers Leave

Use of sick leave

An employee with responsibilities in relation to either members of their immediate family or members of their household who need their care and support will be entitled to use their sick leave entitlement for absences to provide care and support for such persons when they are ill.

The employee will, if required by ENERGEX, establish by production of a medical certificate and/or statutory declaration that the person concerned is ill and that the illness is such as to require care by another.

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

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

The employee will, where practicable give ENERGEX:

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

An employee who may otherwise use paid sick leave as carer's leave may elect to take unpaid carer's leave if ENERGEX agrees.

In the case of employees with unlimited sick leave entitlements, paid carers leave is limited to the equivalent of their ordinary sick leave accruals and balance, had they not been granted unlimited sick leave for their personal illness or injury.

Where eligible employees have exhausted their Sick Leave entitlement, they may access the following types of leave in the manner prescribed below.

Annual leave

An employee may elect, with the consent of ENERGEX, to take annual leave in single day periods or parts thereof at a time or times that are mutually agreed.

Time off in lieu of payment for overtime

An employee may elect, with the consent of ENERGEX to take time off in lieu of payment for overtime at a time or times agreed with ENERGEX.

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

Where such time has not been taken within 4 weeks of accrual ENERGEX will, if requested by an employee, provide payment at the appropriate overtime rate, for any overtime worked in accordance with this clause.

Make-up time

An employee may elect, with the consent of ENERGEX, to work "make-up time", under which the employee takes time off during ordinary hours, and works those hours at a later time, during the spread of ordinary hours, at ordinary rates.

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

9.4 Bereavement Leave

An employee, on the death within Australia of a member of their immediate family, will be entitled on notice to leave up to and including the day of the funeral of such relation. Such leave will be without deduction of pay for a period not exceeding the number of hours worked by the employee in two (2) ordinary days of work. The employee will furnish proof of such death to the satisfaction of ENERGEX.

Bereavement leave may be granted at the discretion of ENERGEX where an employee applies for bereavement leave and provides evidence of a close association with a person not covered in the definition for immediate family.

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

When the funeral is held outside Australia, or significant travel is required, and the employee wishes to attend the funeral, leave of up to three (3) days may be provided to allow for travel time, subject to management approval.

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

In addition to this provision, employees may be able to use other accrued leave, including sick leave (without the requirement to provide a medical certificate), or unpaid leave.

9.5 Long Service Leave

1. An employee is entitled to long service leave calculated at the rate of 1.3 weeks for each year of service.
2. An employee may access their long service leave after 7 years of employment at the pro rata rate.
3. An employee, on termination of their employment, is entitled to the payment of long service leave if:
 - a. the employee has at least 10 years continuous service;
 - b. the employee resigns because of a domestic or other pressing necessity and has at least 7 years continuous service ending when the person resigns;
 - c. the employee dies and has at least 5 years continuous service ending when the person dies;
 - d. The employee resigns and is over the age of 55 and has at least 5 years continuous service when the person resigns;
 - e. the employee resigns before reaching the age of 55 and has at least 5 years continuous service and gives to ENERGEX a certificate, from an appropriate doctor, stating that the employee can not continue in their present employment because of the employee's ill health; or
 - f. the employee's service is terminated and the employee has completed at least 7 years continuous service and if the termination is because ENERGEX:
 - i. dismisses the employee for a reason other than the employee's conduct, capacity or performance,
 - ii. unfairly dismisses the employee.
4. The calculation of long service leave entitlements will be in hours.

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5. To remove doubt, the entitlement to long service leave, the recognition of service and the general calculation of entitlements, will be in accordance with the provisions of Part 5 of the *Electricity Regulation 2006* (Qld).
6. Long service leave may be accessed for a minimum period of one week except in the case of transition to retirement as detailed in clause 4.1.4 Maturing Workforce of this agreement.
7. Employees with a combined long service and annual leave balance of 13 weeks or less, may apply to take long service leave at half pay. Approval will be subject to operational requirements.
8. Where an employee accesses their leave at half pay, applicable wage deductions will continue to apply at the full rate, for example salary sacrifice arrangements and vehicle deductions.
9. This clause does not limit another legislative entitlement to long service leave that an employee may have.

9.6 Parental Leave

Parental leave is available to employees to provide support in relation to the birth or adoption of a child. Parental leave is the term used in this agreement to cover maternity, adoption and paternity leave. "Parental" leave will be used interchangeably with the terms "maternity", "adoption" and "paternity" leave throughout this clause.

9.6.1 Parental Leave Definitions

- a. **Adoption Leave** – is paid and unpaid leave available to an employee in relation to the placement of an adopted child with the employee.
- b. **Child for the purposes of Adoption Leave** – means a person under the age of 16 years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee.
- c. **Child for the purposes of Maternity and Paternity Leave** – means a child of the employee or their spouse following a birth.
- d. **Continuous service** – for the purpose of this clause, means service under an unbroken contract of employment and includes any period of leave or absence authorised by ENERGEX or this clause.
- e. **Long term casual employees** – means casual employees who are engaged, by ENERGEX on a regular and systematic basis of at least one year immediately before the employee seeks to access an entitlement.
- f. **Maternity leave** – Is paid and unpaid leave available to a pregnant employee in relation to the birth of a child.
- g. **Paternity leave** – is paid and unpaid leave available for the spouse of a pregnant or adoptive employee.
- h. **Primary care-giver** - means a person who assumes the principal role of providing care and attention to a child.
- i. **Relative adoption** - occurs when a child, as defined, is adopted by a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

9.6.2 Parental Leave Eligibility

Parental leave and parental part-time conditions are available to full-time and part-time employees who have at least twelve (12) months continuous service with ENERGEX immediately prior to commencing parental leave; or long term casual employees (but does not include an employee engaged upon other casual or seasonal work).

9.6.3 Parental Leave Entitlement

Parental leave is available to employees associated with the birth or adoption of a child. Parental leave of 52 weeks, in one or two periods, is available to employees who are to become the primary care-giver of a child. A further period of 52 weeks parental leave may be available subject to management approval.

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The availability of parental leave in excess of 52 weeks is subject to management approval and may require the employee's agreement to transfer to an alternative position, comparable in classification and pay to their current position, to facilitate the arrangement.

The following periods of paid parental leave are available to eligible employees:

- Fourteen (14) weeks paid maternity leave (available at half pay on application);
- Fourteen (14) weeks paid adoption leave (available at half pay on application); or
- One (1) week paid paternity leave (available at half pay on application).

This payment will occur after the birth (or placement) of the child upon the employee providing written notification of the birth from the employee's doctor/midwife or hospital where the birth took place, or in the case of adoption, a statement from an adoption agency or other appropriate body, confirming the placement of the child with the employee for adoption purposes.

The entitlement to up to a total of 104 weeks parental leave will be reduced by any period of parental leave taken, and the total of any periods of parental leave sought or taken, by the employee's spouse as the primary caregiver.

9.6.4 Notice Periods

The following notice period apply for Parental leave:

Parental leave to become the primary care-giver of the child – at least 10 weeks prior to the proposed commencement of leave;

Paternity leave – at least 14 days notice of employee's intention to take such leave (prior to the proposed date of leave/anticipated date of birth);

Maternity leave – at least 10 weeks prior to the anticipated date of birth with confirmation of leave dates required at least four weeks prior to commencement of the leave; and

Adoption leave – at least 10 weeks prior to the anticipated date of placement with confirmation of leave dates required at least four weeks prior to commencement of the leave.

Upon receiving notice of approval for adoption purposes, an employee will notify ENERGEX of such approval and within two (2) months of such approval will further notify ENERGEX of the period or periods of adoption leave the employee proposes to take. In the case of a relative adoption the employee will notify as aforesaid upon deciding to take a child into custody pending an application for an adoption order.

An employee who commences employment with ENERGEX after the date of approval for adoption purposes will notify ENERGEX upon commencing employment and of the period or periods of adoption leave which the employee proposes to take.

9.6.5 Evidence Required

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

- A certificate from a registered medical practitioner stating that the employee (or their spouse) is pregnant and the expected date of confinement. Where appropriate the spouse should be named;
- A Statement from an adoption agency or other appropriate body advising the presumed date of placement of the child with the employee for adoption purposes; or
- A statement from the appropriate government authority confirming that the employee is to have custody of the child pending application for an adoption order.

9.6.6 Maternity Leave

An employee who becomes pregnant shall be entitled to periods of maternity leave, the total of which shall not exceed 104 weeks, in the following circumstances:

- a. An unbroken period of up to 14 weeks paid leave* at the time of the birth of the child;
- b. A further unbroken period of up to 38 weeks unpaid leave in order to be the primary care-giver of the child; or

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- c. A further period of up to 52 weeks unpaid leave may be available upon application and approval in order to be the primary care-giver of the child.

* An employee may elect to receive their 14 weeks paid maternity leave entitlement spread over 28 weeks at the rate of half of their ordinary rate of pay.

Where an employee continues to work within the six weeks period immediately prior to the expected date of birth ENERGEX may require the employee to provide a medical certificate stating that she is fit to work on her normal duties or transfer to a safe job.

Transfer to a Safe Job

Where a risk assessment, based on a doctor's certificate and ENERGEX's obligations under the Workplace Health and Safety Act, determines that the present work of a female employee, because of her pregnancy or breast feeding, provides a risk to the health or safety of the employee or her unborn or newborn child, temporary adjustment will be made to the employee's working conditions or hours of work to avoid exposure to the risk. Where an adjustment is not practicable the employee will be transferred to a safe job which will not expose her to the risk. The alternate role will be comparable in classification and pay.

If the transfer to a safe job is not practicable, the employee may be eligible to paid No Safe Job Leave for as long as a doctor certifies that the employee is fit for work and it is necessary to avoid exposure to risk.

Special Maternity Leave and Sick Leave

Where the pregnancy of an employee ends after 12 weeks of pregnancy, other than by the birth of a living child, she will be entitled to unpaid leave (to be known as unpaid Special Maternity Leave) as a registered medical practitioner certifies as necessary before her return to work.

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

For illness other than the normal consequences of pregnancy the employee will be entitled, to sick leave, either in lieu of or in addition to, unpaid Special Maternity Leave, as deemed necessary by a registered medical practitioner prior to the employees return to work.

Where an employee not on maternity leave suffers illness related to her pregnancy, she may take paid sick leave as she is entitled and further unpaid leave (to be known as special maternity leave) as a registered practitioner certifies as necessary before her return to work, provided that the total of paid sick leave, special maternity leave and maternity leave shall not exceed 104 weeks.

9.6.7 Adoption Leave

An employee shall be entitled to periods of adoption leave, the total of which shall not exceed 104 weeks, in the following circumstances:

- a. An unbroken period of up to 14 weeks paid leave* at the time of placement of the child;
- b. A further unbroken period of up to 38 weeks unpaid leave in order to be the primary care-giver of the child; or
- c. A further period of up to 52 weeks unpaid leave may be available upon application and approval in order to be the primary care-giver of the child.

* An employee may elect to receive their 14 weeks paid adoption leave entitlement spread over 28 weeks at the rate of half of their ordinary rate of pay.

This leave shall not extend beyond two years after the placement of the child and shall not be taken concurrently with adoption leave taken by the employee's spouse in relation to the same child. This entitlement of up to 104 weeks shall be reduced by the total of any periods of adoption leave taken by the employee's spouse.

Special Adoption leave

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

9.6.8 Paternity Leave

An employee whose spouse becomes pregnant shall be entitled to periods of paternity leave, the total of which shall not exceed 104 weeks, in the following circumstances:

- a. An unbroken period of up to 1 week paid leave* and a further 7 weeks unpaid leave following the birth of the child;
- b. A further unbroken period of up to 44 weeks unpaid leave to be the primary care-giver of a child; or
- c. A further unbroken period of up to 52 weeks unpaid leave may be available upon application and approval in order to be the primary care-giver of the child.

* An employee may elect to receive their 1 week paid paternity leave entitlement spread over 2 weeks at the rate of half of their ordinary rate of pay.

9.6.9 Variation of Period of Parental Leave

Provided the maximum period of parental leave does not exceed the period to which the employee is entitled the period of parental leave may be lengthened once only by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened.

The period may be further lengthened by agreement between ENERGEX and the employee.

The period of parental leave may, with the consent of ENERGEX, be shortened by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be shortened.

An employee and ENERGEX may agree that the employee break the period of parental leave by returning to work for ENERGEX, whether on a full time, part-time or casual basis.

9.6.10 Cancellation of Parental Leave

Parental leave applied for but not commenced, will be cancelled when the pregnancy of an employee, or their spouse in the case of paternity leave, terminates other than by the birth of a living child or where the placement of a child for adoption does not proceed.

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

9.6.11 Parental leave and other leave entitlements

Provided the aggregate of any leave, including leave taken under Parental Leave, does not exceed the period to which the employee is entitled under the parental leave provisions of this Agreement, an employee may, in lieu of or in conjunction with parental leave, take any annual leave or long service leave or any part thereof to which they are entitled.

Paid sick leave or other paid authorised absences (excluding annual leave or long service leave) will not be available to an employee during their absence on Parental Leave.

Effect of Parental Leave on employment

Absence in relation to Parental Leave will be taken into account in calculating entitlement to annual leave to a maximum of three (3) months.

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

Communication during Parental Leave

In the event of significant change at the workplace potentially affecting an employee on parental leave, ENERGEX will provide information on the potential effect on the employee's position and commits to consult with the employee regarding the proposed changes. The employee will be provided with an opportunity to discuss any significant effect the change will have on the employee's position.

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An employee who is absent on parental leave must also take reasonable steps to advise ENERGEX of any change to their contact details or change in relation to the length of parental leave and/or proposed date for return to work.

Termination of employment

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

ENERGEX will not terminate the employment of an employee on the grounds of her pregnancy or absence on parental leave, but otherwise the rights of ENERGEX in relation to termination of employment are not affected.

9.6.12 Return to Work After Parental Leave

An employee will confirm their intention of returning to work by notice in writing to ENERGEX not less than 4 weeks prior to the expiration of their period of parental leave.

Where an employee elects to return to work from a period of maternity leave within six weeks after the birth of the child, the employee will provide to ENERGEX a medical certificate stating that she is fit to return to work.

An employee returning to work after the completion of a period of parental leave will be entitled to the position which they held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job to the position held immediately before such transfer. Where such position no longer exists, or the employee had agreed to transfer to an alternative position, they will be entitled to a position comparable in classification and pay to that of their former position.

If a long term casual employee's hours were reduced because of pregnancy before starting maternity leave, the employee's hours will be restored to hours equivalent to those worked immediately before the hours were reduced.

Replacement Employees

A replacement employee is an employee specifically engaged as a result of an employee proceeding on parental leave. Before ENERGEX engages a replacement employee the replacement employee will be advised that it is a temporary position and of the rights of the employee proceeding on parental leave. Nothing in this clause will be construed as ENERGEX being required to engage a replacement employee.

9.6.13 Part-Time Work for Parental Leave

Part-time work for parents of children under school age, or 18 years of age where the child has a disability, may be available where they can be accommodated within ENERGEX's business needs.

Such part-time work may require the employee's agreement to transfer to an alternative position to facilitate the arrangement. In such circumstances the employee will be entitled to a position comparable in classification and pay to that of their former position upon their return full time work.

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

Return to former position

An employee who has had at least 12 months' continuous service with ENERGEX immediately before commencing part-time employment after the birth or placement of a child has, at the expiration of the period of such part-time employment or the first period, if there is more than one, the right to return to his or her former position unless the employee had previously agreed to transfer to an alternative position to facilitate extended part-time arrangements.

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

Nature of part-time work

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

9.7 Cultural Leave

In recognition of the needs of a diverse workforce, employees may apply for leave to attend to matters of cultural or religious significance from time to time.

Employees are encouraged to utilise annual leave or to bank or roster SDO's or time off in lieu for this purpose. However, in circumstances where this is not possible, employees may apply for Cultural Leave of up to two (2) days per annum.

Cultural Leave is unpaid leave.

Every effort will be made to accommodate leave applications having regard to an appropriate notice period and business needs.

9.8 Purchased Leave

Employees may apply at any time to purchase up to four (4) weeks additional leave per year with salary payments averaged over the whole year to ensure that a standard pay rate is received each fortnight.

Access to purchased leave is subject to the following conditions:

- a. The approval of purchased leave is at the sole discretion of ENERGEX, after taking into account issues such as operational requirements and other business needs, including maintaining equity in the distribution of approved leave and high demand leave periods;
- b. Purchased leave is not available where employees have, at the time of applying for leave, an excess annual leave balance of eight (8) weeks or more;
- c. Employees may purchase up to a maximum of four (4) additional weeks per year by agreeing to a percentage of their salary being deducted from their weekly pay. This percentage will be set aside as a payment during the period of additional leave;
- d. Purchased leave must be taken in blocks of at least one (1) full week up to a maximum of four weeks;
- e. Purchased leave must be utilised in the 12 month period in which it was purchased;
- f. The timing of purchased leave must be specified at the time of purchase but may be varied by agreement;
- g. Purchased leave arrangements must be agreed to on an individual basis each 12 month period;
- h. Applications for purchased leave can only be made once every 12 month period;
- i. Leave is purchased over 26 pay periods and employees are required to stay on the scheme for the full 26 pays;
- j. If an employee is sick while on purchased leave and obtains a medical certificate from a recognised medical practitioner, those days covered by the medical certificate with a minimum of four (4) working days, will be re-credited to the employee's purchased leave credits;
- k. Purchased leave, once approved, counts as service for all purposes;
- l. Purchased leave not taken will be forfeited and the value of the leave refunded at the end of the 12 month period at the rate it was purchased. Exceptions to this may exist in cases of hardship, which will be considered on a case by case basis and paid on approval to terminate the arrangement prior to the conclusion of the 12 month period; and
- m. Participation in purchased leave will not affect an employee's final average salary for the purposes of superannuation.

9.9 Leave Without Pay

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

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

- a. Periods of unpaid leave will not normally exceed 52 weeks, however longer periods may be granted;

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- b. The extent to which other appropriate forms of leave are available or exhausted shall be considered before unpaid leave is granted;
- c. The minimum notice for an application for unpaid leave is eight (8) weeks. It is recognised that for applications of an emergency or extenuating circumstances, this period may be waived, provided the employee provides as much notice as possible; and
- d. In instances where any such period of unpaid leave is in excess of three (3) months, the employee will return to their previous position or to a position comparable in status and pay of the previous position.

9.10 Special Circumstances Leave

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

Such leave will only be provided where an employee has exhausted all accrued leave entitlements and appropriate evidence to the satisfaction of ENERGEX is provided to support the requirement for additional leave. For example, where an employee or immediate member of the employee's family requires ongoing medical care for a life threatening injury or illness.

9.11 Jury Service

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

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

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

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

Ordinary pay means the rate of pay that an employee would normally expect to receive for working ordinary hours on an ordinary day of the week, including any over-award payment. Ordinary pay excludes overtime, penalty rates of all types – including those attaching to working ordinary hours (for example) on a Saturday, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and other ancillary payments of a like nature.

PART 10 – TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK

10.1 Use of Own Vehicle

Where an employee is required and agrees to use their own vehicle for business related reasons, they will be entitled to be reimbursed on a per kilometre basis in line with the Australian Taxation Office guidelines. Reimbursement will be based on the actual kilometres authorised by the employee's manager.

10.2 Fares and Travelling

- a. When employees are required to travel, such travel will be in accordance with normal ENERGEX travel arrangements including air transport of full economy standard and reasonable baggage allowances.
- b. When the duties of employees necessitate their travelling outside ordinary hours of duty, they shall be paid ordinary rates of pay for the time spent in travelling before the usual starting time and/or after the usual ceasing time.
- c. The maximum number of hours actually spent in travelling to be paid for shall be 12 per day. Actual time travelling on Sundays and holidays shall be paid for at time and a-half the ordinary rate.
- d. Employees undertaking travel will be reimbursed for all reasonable travel expenses including taxi fares, public transport, meals consumed during travel and parking fees.

10.2.1 Travelling Outside of Ordinary Working Hours

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

- a. for time reasonably spent travelling both ways between their homes and their designated place of work in excess of the time normally spent by them travelling both ways between their homes and their normal place of work. Payment for this travelling time shall be paid at overtime rates except on Saturdays, Sundays and public holidays when they shall be paid at the appropriate overtime rate with a maximum of double time;
- b. When employees are required to travel in the above circumstances, in wet clothes, as a result of working in the rain, without having had the opportunity to change into dry clothing, the Working in the Rain (clause 13.7) provisions will apply;
- c. In cases where an employee is required to travel to and from training courses (including EsiTrain and TAFE), excess travel time between the employee's home and the place of training shall be paid at ordinary rates; and
- d. for any fares reasonably incurred by them both ways in excess of the fares normally incurred in travelling both ways between their homes and their normal place of work.

Employees required to travel during ordinary working hours shall be paid for all such time spent travelling and shall have their fares paid.

Transfer conditions

- a. On engagement relocation expenses reasonably incurred, which would include appropriate fares, reasonable baggage allowances and travelling expenses of employees and dependents, together with cost of removal of furniture and effects to a measurement not exceeding 6 tonnes from their place of engagement to the job shall, subject to the production of satisfactory evidence of the payment of such fares and expenses, be reimbursed to the employees on completion of 12 months' service:

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

- i. the radial distance from the present place of residence to such new depot (or recognised place of employment) is not less than 50 kilometres; and/or
- ii. the employees are required by the employer to move their place of residence.

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- b. Where circumstances are considered to warrant such action, a married employee transferred to a location where no house is available shall be reimbursed reasonable board and lodging expenses until the employee becomes domiciled.

The allowance shall not be payable for a period exceeding one month in all.

10.3 Working Away from Home

Employees who are required to work away from their normal place of work requiring overnight accommodation, will do so in accordance with the terms and conditions as follows.

The preferred arrangement is for ENERGEX to provide full board and accommodation to the minimum standard. Where ENERGEX provides meals, these shall be of a suitable quality and quantity to meet the nutritional needs of employees.

However, employees may elect to receive a meal allowance to cover the cost of meals in lieu of full board being provided. This allowance will be provided in accordance with the following arrangements.

10.3.1 Remaining Away from Home Allowances

ENERGEX will provide accommodation and pay a meal allowance of \$95.80 as well as an incidental allowance of \$17.30 per day for out of pocket expenses.

On the first day of travel, ENERGEX will provide meals, or where the employee elects, will pay a meal allowance of \$95.80.

On the final day where the employee is travelling back to home base, ENERGEX will pay for meals required on the following basis:

Breakfast	\$ 23.65
Lunch	\$ 26.55
<u>Dinner</u>	<u>\$ 45.60*</u>

*Where an employee works for one (1) hour after their normal finishing time.

These rates will apply within the ENERGEX distribution area. Where employees are required to work outside of these areas the applicable Australian Taxation Office (ATO) rates will apply.

These allowances will be adjusted in accordance with ATO determinations as varied from time to time.

10.3.2 Accommodation Standard

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

10.3.3 Hardship (Supplementary Accommodation) Allowance

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

Per Day Yr 1	Per Day Yr 2	Per Day Yr 3
\$		
14.20	14.70	15.20

Employees will be entitled to claim the Hardship Allowance under the following circumstances:

- where the employee is required to prepare or supply meals and maintain their accommodation facilities, when working in remote or isolated regions where minimum accommodation standard is not available or provided;
- b) when employees are placed in accommodation where ENERGEX's recommended accommodation standard cannot be provided, and the length of stay is for two (2) or more overnight absences; or
- when employees are placed into accommodation on a twin share basis for each overnight absence.

10.3.4 Fringe Benefit Taxation

ENERGEX will meet the costs of any Fringe Benefits Taxation (FBT) that is applicable in respect of the allowances described in this clause.

Where employees elect to take meal allowances in lieu of having meals provided, the recommended maximum time worked away without returning home is three (3) weeks.

Any period longer than three (3) weeks away without returning home may attract applicable FBT payments, in accordance with ATO guidelines for Travelling Allowances on which the meal allowances are based. In addition, the employees may have the meal allowances identified in their Group Certificate in terms of Reportable Fringe Benefits.

10.3.5 Period Away from Home

Employees working outside the boundaries of the ENERGEX operational area, will not normally be required to work away from home for more than three (3) consecutive weeks without returning home. Notwithstanding that, prior to departing to work away from home, the affected employees and project supervisor may mutually agree to shorter or longer periods before returning home.

PART 11 – SAFETY

11.1 Asbestos Management

ENERGEX has developed an Asbestos Management Plan aimed at managing asbestos hazards in the workplace. The plan has been developed recognising the mandatory requirements set out under the Queensland *Workplace Health and Safety Act 1995* and attendant Regulation. ENERGEX commits to an on-going obligation to provide a safe work environment by pursuing strategies to manage asbestos hazards identified in the workplace by documenting and implementing procedures designed to minimise the risk of exposure to asbestos in the workplace in accordance with the aforementioned legislative requirements.

11.2 Single Person Tasks

The parties agree that safety is of paramount importance. At no time will the safety of employees or the community be compromised through the introduction of inappropriate single person tasks.

The parties acknowledge that ENERGEX field based staff have been undertaking single person tasks in certain situations for many years. Such tasks include work such as:

- Disconnects and reconnects where there is no exposure to live parts;
- Asset inspection and scoping of work;
- Layout investigations;
- Work that does not require the employee to work above 2.0 metres;
- LV isolation/connections utilising a telescopic link stick from the ground;
- Polarity – ground based;
- LV testing in accordance with the *Electrical Safety Act 2002*;
- Meter changes where the supply has been isolated; and
- Changing plug in meters where the meter base has been pre wired.

As with all work carried out in ENERGEX, an onsite risk assessment must be conducted prior to work commencing. Where an employee identifies additional risks, e.g. remote locations or another worksite hazard that requires them to carry out the work with the assistance of another employee, work will not commence until all facets of the onsite risk assessment are satisfied.

Where ENERGEX is considering implementing single-person tasks in addition to those outlined above, a formal consultative process will be put in place to achieve a satisfactory outcome that meets all identified safety requirements and resolves the concerns of the affected employees and their representatives.

When required, the consultative process will involve management and employee representatives and such process will continue until agreed, unanimously on relevant changes to current work practices. Agreement is not required where it can be demonstrated that ENERGEX staff have been undertaking this task previously and in accordance with the appropriate work practices and safety requirements.

11.3 Authorisation and Access

ENERGEX will ensure all employees working on the High Voltage System will be trained and authorised in accordance with the Electrical Safety Act 2002 (ESA), associated Legislation and established ENERGEX Policies and Safe Working Procedures (SWPs).

Due to the complex nature of switching on the ENERGEX High Voltage System and to ensure optimal safety, ENERGEX will restrict authorisation and access for external service providers to the following:

- High Voltage Switching and Isolation of all Single Wire Earth Return (SWER) transformers for the sole purpose of the repair, maintenance and replacement of the SWER earthing grid;
- Cable Identification and Spiking on non complex systems;
- Acting as Switching Operator Assistants (SOA's) for external service providers work, for all High Voltage access and isolation procedures as required; and
- Auto Reclose Block (making a Pole Mounted Recloser Non Auto) for external service providers work.

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Further, the parties agree that ENERGEX will continue to allow authorisation and access for external service providers to the roles of Low Voltage Switching Operator and Access Permit Recipient.

The parties agree that all such authorised personnel will be regularly audited, including appropriate authorisation system (e.g. "Blue Card"), in accordance with established audit regimes.

PART 12 – TRAINING

12.1 Apprentices, Trainees and Graduates

The parties to this Agreement recognise that ENERGEX has an ongoing need to maintain highly skilled employees in the work force. To maintain a highly skilled workforce, ENERGEX has a commitment to the engagement of apprentices, trainees and graduates. The engagement of apprentices, trainees and graduates will be consistent with the provisions of this Agreement and future resourcing/skill mix of ENERGEX. ENERGEX will provide the parties with information on ENERGEX's workforce plan on a regular basis for feedback.

ENERGEX will consider retaining apprentices (subject to Clause 12.1.1 Engagement of Apprentices), trainees and graduates on completion of their apprenticeship, traineeship or graduate program. Any retention will be subject to economic circumstances prevailing at the time, continuing work demand, and the successful performance of the individual apprentice, trainee or graduate. Any offers of continuing employment will be at the discretion of ENERGEX.

Group Scheme Apprentices will not be utilised by ENERGEX during the life of this Agreement without prior discussion and agreement between the parties.

12.1.1 Engagement of Apprentices

ENERGEX will maintain in the Technical Stream an average minimum number of 280 apprentices during the life of the agreement.

Following the nominal expiry date of this agreement, 21 November 2014, Energex will continue to engage a number of suitable persons (internal or external persons), into apprentice positions, in accordance with the business needs of Energex. The number of persons to be engaged as apprentices will be 32 per annum.

For the life of this Agreement ENERGEX will:

- a. Continue with the Apprentice Training Program for the existing apprentices who are indentured as at 30 July 2013;
- b. From 1 January 2014 to 30 June 2014, make an offer to 50% of graduating apprentices (based on original graduating numbers), one of the following options:
 - appointment to a permanent position (subject to business needs); or
 - six months fixed term employment.
- c. Subject to satisfactory completion and performance, from July 2014 to the expiry of this agreement, make an offer to 100% of graduating apprentices, of one of the following options:
 - appointment to a permanent position (subject to business needs); or
 - six months fixed term employment.
- d. In line with clause 13.5.3 Vehicle Licence of this agreement, facilitate and fund up to 3 heavy rigid vehicle lessons and one attempt at the relevant driving test. A suitable heavy vehicle will be made available for the purposes of the above.
- e. Effective from the date of variation of this Agreement, apprentices will be counted as employees for the purposes of determining eligibility to the Employee In Charge Allowance, Clause 6.6 of this Agreement.

12.1.2 Apprentice Employment Arrangements

Regardless of Commonwealth and State Apprentice legislation, ENERGEX will ensure that all wages and conditions of employment are paid in accordance with the Agreement. Apprentice rates will be calculated by applying the appropriate Agreement percentage. This provision will apply equally in circumstances where ENERGEX is not the host employer.

12.1.3 Adult Apprentices/Trainees

Where an adult person becomes an apprentice and/or trainee and they were not employed by ENERGEX immediately prior to becoming an apprentice and/or trainee, they will receive at least the Queensland Minimum Adult Wage (as varied from time to time) or the rate prescribed for the relevant level of Apprenticeship and/or Traineeship, whichever is the greater.

Where an adult person (excluding a casual employee) was employed by ENERGEX before commencing the apprenticeship, the remuneration of the employee will be in accordance with the classification the employee held, immediately prior to commencing the apprenticeship. This level of remuneration will not exceed the base Tradespersons' salary (Salary Point 4.0) that would apply to the employee on the

attainment of the Certificate III qualification. Where the apprentice pay rate exceeds the salary, which applied to the employee immediately prior to commencing as an apprentice, then the appropriate apprentice rate will apply.

12.1.4 Graduates

ENERGEX will continue to maintain a commitment to the engagement and development of new and existing graduates.

12.1.5 Engineering Graduates

As part of a graduate program, engineering graduates will be provided with a structured development plan, which is designed to give graduates a broad understanding of their discipline and opportunities to increase their skills. As a minimum, on successful completion of the graduate program engineering graduates will be paid at salary point 12.5, Professional and Managerial employee Level 1.

12.2 Registered Training Organisations/Training Packages

ENERGEX will only use nationally accredited Registered Training Organisations (RTOs) to deliver the training requirements of this clause.

ENERGEX will utilise approved training packages where they are reasonably available as advised by the ElectroComms and Energy Utilities Industry Skills Council Limited (Trading as EE-Oz Training Standards). These training packages will only be utilised where they are linked to an electrical, professional and administration licensing, or certification required by relevant legislation where applicable.

The parties also agree to implement administrative traineeships where ENERGEX consider it relevant to the needs of the business, in accordance with the relevant Queensland Training Order and any national training packages noted above. ENERGEX s will not access Certificate Two (2) of the Transmission and Distribution training package without consultation and agreement with the relevant employee representative(s).

12.3 International Trade Competency Recognition

The parties acknowledge the current trade skill shortage in the electrical industry and the pressures this shortage is placing on staffing requirements. To ensure that current skills and competencies are maintained in light of these pressures, the parties agree that:

- a. all trade employees working for ENERGEX will complete suitable, agreed, Nationally Accredited Training Packages in Transmission, Distribution; and/or
- b. their agreed equivalent as benchmarked by ESI-Train after taking into account recognition of prior learning.

This approach will also be maintained for trade accredited employees working on ENERGEX assets.

12.4 Job Profiles

ENERGEX provides a commitment to having current job profiles for all jobs within ENERGEX operations. Advertised positions will be accompanied by job profiles in all circumstances.

Job profiles should be reviewed regularly to ensure that they remain up to date and relevant and that duties, key accountabilities, skill requirements or responsibilities have not significantly changed. Where a position has changed sufficiently to warrant a possible reclassification, ENERGEX will undertake a timely re-evaluation of the position.

The review of individual job profiles should occur at least annually and be discussed as part of the annual performance review process. The review process will be in *consultation* with the employee on any proposed changes and amendments to be made to the profile and provided to the employee.

12.5 Training and Development

ENERGEX is committed to optimising the career options for employees by:

- a. training and educating employees and providing retraining where appropriate;
- b. providing career development opportunities and observing equal opportunity principles; and

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- c. providing timely advice and consultation with employees and employee representatives with regard to any significant changes to Training and Development programs which may impact employees.

The parties agree with respect to the training and development of employees that:

- a. Each employee will be encouraged and have access to learning processes and resources to meet the needs of their position description through a mutually agreed development plan and a set of prioritised learning opportunities, which should be reviewed annually. Should the employee's access to learning processes and resources not be available within the mutually agreed timeframe, then the employee and ENERGEX will review and possibly modify the development plan.
- b. Plans will incorporate individual training plans that reflect the training needs analysis outcomes for the employee and ENERGEX. ENERGEX will provide training either externally or internally, off and on the job, that matches the individual employee's development needs.

12.6 Training Committee

ENERGEX agrees to continue to participate in a joint training committee made up of employer and employee representatives from the various entities from the Queensland Electricity Industry.

ENERGEX will continue to work with the committee in considering the impact of:

- The requirements imposed by the national skills council, relevant industry training bodies and relevant training packages provided for under the National Training Agenda;
- The latest developments in training initiatives both from external and internal sources;
- Available training information and training developments across the electricity industry;
- The need for consistency in training outcomes subject to the National Training Agenda; and
- The committee as a forum for disseminating training information in the industry.

PART 13 – OTHER MATTERS

13.1 Funeral Benefit

An ex-gratia payment of \$7,500 shall be paid immediately upon the death of a current employee to his/her nominated representative/next of kin.

This payment is aimed at supporting the nominated person with the funeral expenses, and any other immediate expenses in their time of need.

To ensure the payment is able to be facilitated in a timely manner it is the responsibility of the employee to ensure *ENERGEX* has been advised of the nominated representative/next of kin.

13.2 Professional Indemnity Insurance Cover

ENERGEX will take out and maintain a valid and enforceable policy of insurance for professional indemnity insurance with a reputable insurer. The policy must include employees while acting in the capacity of employees as an insured under the policy.

In addition to the terms of the policy, the employees must, in the performance of the work:

- a. Perform all work in accordance with ENERGEX procedures, policies and accepted practices;
- b. Not exceed any relevant authority and delegation levels;
- c. Follow all reasonable instructions of ENERGEX;
- d. Not commit any act or omission with a reckless disregard for the consequences;
- e. Not engage in fraudulent, criminal, dishonest or malicious acts or omissions or any combination of the foregoing;
- f. Not wilfully or intentionally breach any statute, contract or duty during the course of work; and
- g. Notify ENERGEX of the receipt of any claim or of any circumstances that may give rise to a claim at the earliest possible opportunity.

13.3 Provision of Hot Drink Making Facilities – Field Staff

Field based vehicles will be fitted with a supply of potable water and a facility to boil water to enable the employees to make hot drinks. Where such facilities can not be fitted to a vehicle, ENERGEX will provide the employees using the vehicle with a suitable stainless steel thermos.

13.4 Call Centre Government Code of Practice

In the development of practices and procedures within ENERGEX's Contact Centre the Queensland Government Code of Practice will be observed. It is expected that any practice implemented will be no less favourable than the Government Code of Practice.

13.5 Licence Fees

13.5.1 Professional and trade

ENERGEX will pay professional and trade skills licensing fees incurred by an employee, where legislation requires that the employee be registered to perform that type of work and where ENERGEX requires that work to be performed as part of the employee's duties. Reimbursement of such fees will be made on production of the appropriate receipt to ENERGEX, confirming that payment has been made.

13.5.2 Registered Professional Engineer of Queensland (RPEQ)

Application and ongoing registration fees for registration as RPEQ will be reimbursed for professional engineers. RPEQ acquisition and/or maintenance should form part of an approved Development Plan.

13.5.3 Vehicle Licence

ENERGEX will reimburse fees for obtaining and maintaining currency of the relevant drivers licences where such a licence is an essential requirement of an employee's position profile, in accordance with the following:

- a. MCLicence 100%

- b. HC licence 100%
- c. HR licence 100%
- d. MR licence 100%
- e. LR licence 100%
- f. C licence 100%

13.6 Tools of Trade

ENERGEX will make available the following tools and appliances when required:

Precision tools over 300 mm in length, micrometers, verniers, dial indicators and other similar tools, heating appliances, hacksaw blades, files, pipe grips over 250 mm in length, taps, dies, cold chisels, spanners, scrapers, wrenches, pipe dies, clamps, jacks, tackle, caulking irons, frame chain and keys, mandrels, metal pots, pipe cutters, plumbing irons, drills, vices, lamps, bobbins, followers, hammers over 1 kg and pinch bars.

Insulating tools – Employees working on 200 volts and over, direct current, and on all alternating current live wires, will, where required, be provided with the necessary insulating tools, rubber mats, or any other necessary protective appliances by ENERGEX.

Tools, etc. – putting in order – All employees will be allowed such reasonable time as ENERGEX deems necessary during working hours on the last working day of each week to put their tools, benches, and machines in order.

13.7 Work in the Rain

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

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

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

13.8 Field Force Automation (FFA)

ENERGEX will continue to utilise FFA technology for the purpose of improving the processes for managing work order information scheduling and despatching work to ENERGEX field staff.

In this regard, ENERGEX confirms that the FFA practices and procedures, amongst other things, will be applied as follows:

- to improve customer service levels by improving the responsiveness of ENERGEX staff to work or events such as electrical outages and improve the safety of the ENERGEX workforce;
- will not be used for intrusive monitoring of employees for disciplinary matters; and
- will not be used for the purposes of performance management of employees in relation to dispatch of work; however any system data may be utilised where preliminary evidence confirms serious breach of policy or misconduct.

FFA technology will continue to be developed and deployed to improve business outcomes over the life of this agreement.

13.9 Surveillance

Where ENERGEX has information that indicates employee/s may have committed a serious breach of policy or misconduct then ENERGEX may pursue tracking or surveillance activities of employees to assist in confirming the available information.

The tracking or surveillance undertaken will be done so in accordance with the following principles:

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- Without invasion of an employees personal privacy; and
- Only where the preliminary information confirms a serious breach of policy or misconduct may have occurred.

A matter will be deemed to be a serious breach of policy or misconduct where the breach is likely to result in the termination of employment.

13.10 Entitlements to Employees Deployed to Undertake Natural Disaster Response

The parties agree to develop a Memorandum of Understanding which will be finalised and agreed within six months of the commencement date of this Agreement. Such Memorandum will set out the various employment, travel accommodation, work arrangements to apply to employees who are sent to natural disaster events. The application of the Memorandum will be subject to the particular circumstances of the event.

13.11 Use of Contractor Arrangements - Core Work Activities

13.11.1 General

- a. ENERGEX will require and continue to use contractors when carrying out core work activities (as defined in this Agreement) on ENERGEX's network assets.
- b. The parties recognise and accept that circumstances arise where the use of contractors is both desirable and/or essential.
- c. This clause does not apply to, or require ENERGEX to cease the use of contractors from whom services were already in place prior to the commencement of this Agreement.

13.11.2 Guidelines

The use of contractors will continue subject to the following guidelines:

- a. The work volume is beyond the capacity of the resources or staff of ENERGEX;
- b. The type of work or specialisation required is beyond the capacity of the resources or staff of ENERGEX;
- c. It is in the public interest to undertake such work. Public interest includes issues of cost effectiveness;
- d. The security and tenure of employment of additional staff required to meet work peaks cannot be guaranteed;
- e. ENERGEX does not intend to utilise contractors to reduce its commitment to training of permanent employees, or merely to avoid increases in, the permanent workforce (subject to 13.11.2 (d) of this clause); or
- f. The use of contractors is not to be exercised to avoid training for existing staff or employing new staff to cater for emerging areas of work. "Emerging areas of work" does not include one off works or temporary work peaks.

13.11.3 Prior notice of Contractor use

- a. ENERGEX will notify relevant unions of its intention to enter into any new Standing Order Agreement(s) in relation to core work.
- b. This notification will include:
 - Scope of work;
 - The proposed period of the agreement; and
 - The list of prequalified, potential tenderers.
- c. Further, in relation to core work, ENERGEX will notify relevant unions of its intention to enter into any new contracts for work that are out of scope or overflow of these Standing Order Agreement(s).
- d. This notification will occur at the preliminary stage of the tender process i.e. prior to going to tender.
- e. Every effort will be made to give prior notice when emergency contract work is required.

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- f. Notification will provide the relevant union with an ability to request appropriate details about the proposed use of such contractors. This information would not be unreasonably withheld.
- g. In the event that a relevant union seeks to discuss matters arising from the proposed engagement of a contractor or the proposed awarding of a contract defined under core work definitions, ENERGEX will not unreasonably refuse to engage in such discussions.

13.11.4 Contractor Documents and Requirements

- a. Standard contract provisions will require all contractors and their employees to comply with:
 - i. All relevant safety, workers' compensation, superannuation and workplace relations legislation and applicable statutory instruments (i.e.: statutory agreements or award(s));
 - ii. Safe working practices and associated PPE and test equipment as required by the relevant legislative requirements;
 - iii. Relevant training requirements to meet legislative requirements;
 - iv. All relevant licensing and registration requirements;
 - v. All relevant Codes of Practice and Standards established or promulgated by the appropriate industry regulator or standard setting entity including those prescribed under relevant legislation; and
 - vi. All occupational health and safety, workers' compensation and applicable quality assurance standards, including reporting on compliance at intervals prescribed in the contract and not less than 3 monthly, unless otherwise agreed between the parties.
- b. The terms and conditions of employment for employees of Contractors shall be those contained in the relevant Modern Award or Enterprise Agreement.
- c. As far as the law allows, when employees of contractors perform work as defined in the core work provisions of this schedule, they shall be entitled to the rates of pay and allowances which in aggregate shall be no less favourable than those that apply to the same or similar classifications of employees engaged under this Agreement.

13.11.5 Core Work Definitions

- a. **Generation activities** means work which is directly associated with the construction, operations and maintenance work performed on the following power station plant associated with the generation of electricity:
 - i. Boilers
 - ii. Turbo Generators
 - iii. Auxiliary Plant
 - iv. Chemical Plant
 - v. Coal Plant
- b. **Transmission activities** means work which is directly associated with the construction, operation and routine maintenance work (other than major overhauls) of substation plant, control systems and associated in house communications and electronics, lines and cables and trimming and removal of trees within minimum approach distances to energised conductors currently performed by employees.
- c. **Distribution activities** means work which is directly associated with the construction, operation and routine maintenance (other than major overhauls) of substation plant, overhead mains, underground cabling and jointing, pole inspection and street lighting, customer emergency services (e.g. loss of supply, voltage complaints) and trimming and removal of trees within minimum approach distances to energised conductors currently performed by employees.

The definition of core work does not apply to work that is ancillary to the contract or work of a specialist nature.

13.11.6 Contract Compliance and Supervision

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The parties agree that a suitable qualified nominated union delegate shall conduct joint audits on ENERGEX's contractors on an agreed basis, but no less than quarterly. Such audits shall be in accordance with ENERGEX's current contractor auditing processes.

The intent of these audits is to ensure ENERGEX continues to maintain existing internal contract management functions to ensure contractors comply with the relevant standards including safety, statutory and contractual requirements.

PART 14 UNION DELEGATES

14.1 Union Delegates Rights and Responsibilities

Union Delegates Training and Additional Leave

ENERGEX will release nominated Union Delegates to attend relevant training, and representative duties up to and including, five (5) paid working days per annum.

ENERGEX may provide additional days on request:

- to attend courses or seminars where the nominated Union Delegates holds a dual title, e.g. nominated employee safety representative and nominated Employee Representative;
- where it is mutually beneficial to ENERGEX and the nominated Union Delegate; or
- Arises as a result of remote travel requirements.

In addition, Nominated Senior Union Delegates will be released to attend duties associated with an office held under the Union Rules e.g. State Council or Biennial Delegate Conferences, for up to 5 days per annum. A minimum of 2 weeks notice will be provided.

Notice Boards

ENERGEX will provide a designated space on an existing notice board or access to a dedicated notice board in its major establishments upon which nominated Union Delegate will be permitted to post notices relevant to this agreement. Any unauthorised notices may be removed by a nominated Union Delegate or by ENERGEX.

Use of Facilities

Nominated Union Delegates will be allowed reasonable access to facilities (telephones, filing cabinets, facsimile, computers, e-mail, etc) needed to perform their function, as agreed between ENERGEX and the nominated Union Delegates concerned. Access will be subject to any reasonable conditions and limitations as ENERGEX may impose.

Bulletin Board

On approval from the Industrial Relations Manager, a Nominated Senior Union Delegate may use the ENERGEX electronic Bulletin Board for the purposes of communicating with members for paid union meeting times and locations. ENERGEX reserves its rights in approval of other messages.

Nominated Union Delegate Rights

Within South East Queensland, a maximum of 7 senior nominated Union Delegates per union (or their nominated proxy) will be allowed such reasonable time during working hours, as may be agreed by ENERGEX to:

- Discuss with the employees at the workplace at which they are a nominated Union Delegate, matters relative to working conditions and other matters, with a view to avoiding industrial dispute or giving effect to the Problem Solving and Dispute Resolution Process.
- Discuss with ENERGEX, matters raised by employees affecting their employment.
- Attend investigation and/or disciplinary meetings at the request of an employee.
- Schedule a maximum of four (4) paid one (1) hour meetings per workplace per annum at a time to suit operational requirements to discuss matters directly relating to the employment relationship. The senior nominated Union Delegates will be released from normal duties to carry out paid meetings as required. ENERGEX may approve additional meetings in certain circumstances.
- Attend and address new employees at inductions or other agreed forums.

Senior nominated Union Delegates who do not have direct access to a land line will be provided with a mobile phone to maintain communications with employees and line management.

Travel expenses or the provision of a vehicle may be provided to nominated Union Delegates to maintain contact with employees from time to time. Any approval will be subject to reasonable notice and any conditions or limitations as ENERGEX may impose, this provision will not be unreasonably withheld. Given the number of projects currently running within ENERGEX, nominated Union Delegates may be

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required, from time to time subject to business operational requirements, to be released from their normal duties to work as required, on work related projects or issues, or to carry out meetings with employees as requested by the Union Delegates concerned. Agreement to ensure the Union Delegates involvement on such projects will not be unreasonably withheld.

ENERGEX and the Union Delegates will agree on the supervisory reporting process prior to the start of any specific project. Nominated Union Delegates, whilst working on such projects will:

- Work towards improving workplace relationships in resolving issues of concern through the formal Problem Solving and Dispute Resolution Process; and
- Keep both ENERGEX and employees abreast of the specific project, throughout its life.

Access to Unpaid Leave – Union Projects

ENERGEX will release a nominated Senior Union Delegate on leave without pay for up to a period of 6 months to undertake project work for their Union. Approval of such leave is subject to operational requirements and at least 1 months' notice should be given. The notice period can be shortened by mutual agreement.

Payroll Deductions

ENERGEX will facilitate payroll deductions of union fees for employees who elect to have payroll deductions.

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Signatories

Signatories who are referred to throughout the Agreement as the Parties:

<p>Terry Effeney Chief Executive Officer <i>Signed for and on behalf of:</i> ENERGEX Limited 26 Reddacliff St Newstead Qld 4005</p> <p>/ /2014</p>	<p>Michelle Rae Director Queensland <i>Signed for and on behalf of:</i> The Association of Professional Engineers, Scientists and Managers, Australia Level 1, 457 Upper Edward Street Brisbane Qld 4000</p> <p>/ /2014</p>	<p>Kathrine Nelson State Secretary <i>Signed for and on behalf of:</i> Queensland Services, Industrial Union of Employees 32 Peel Street South Brisbane Qld 4101</p> <p>/ /2014</p>
<p>Andrew Dettmer State Secretary <i>Signed for and on behalf of:</i> Automotive, Metals, Engineering, Printing and Kindred Industries Union of Employees, Queensland 366 Upper Roma St Brisbane Qld 4000</p> <p>/ /2014</p>	<p>Peter Simpson State Secretary <i>Signed for and on behalf of:</i> The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia – Electrical Division (ETU) 41 Peel Street South Brisbane Qld 4101</p> <p>/ /2014</p>	<p>Kevin Place Assistant Branch Secretary <i>Signed for and on behalf of:</i> Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch Level 3, 27 Peel Street South Brisbane Qld 4101</p> <p>/ /2014</p>

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Schedule A – Salary and Wages Schedule

Salaries and Wages Schedule

- Includes 17½% Annual Leave Loading
- Includes \$4 per week Electronic Funds Transfer Allowance previously paid under the provisions of the *ENERGEX, SEPL and SPARQ Certified Agreement 2005*.
- These rates are based on the 9 day fortnight.

SALARY POINT	First year	Second Year	Third Year
16.5	\$130,991	\$135,576	\$140,321
16.4	\$128,593	\$133,094	\$137,752
16.3	\$126,192	\$130,609	\$135,180
16.2	\$123,796	\$128,129	\$132,614
16.1	\$121,402	\$125,651	\$130,049
16.0	\$119,002	\$123,167	\$127,478
15.5	\$116,826	\$120,915	\$125,147
15.4	\$114,643	\$118,656	\$122,809
15.3	\$112,466	\$116,402	\$120,476
15.2	\$110,291	\$114,151	\$118,146
15.1	\$108,107	\$111,891	\$115,807
15.0	\$105,931	\$109,639	\$113,476
14.3	\$103,968	\$107,607	\$111,373
14.2	\$102,011	\$105,581	\$109,276
14.1	\$100,049	\$103,551	\$107,175
14.0	\$98,086	\$101,519	\$105,072
13.3	\$96,128	\$99,492	\$102,974
13.2	\$94,165	\$97,461	\$100,872
13.1	\$92,203	\$95,430	\$98,770
13.0	\$90,242	\$93,400	\$96,669
12.5	\$89,063	\$92,180	\$95,406
12.4	\$87,884	\$90,960	\$94,144
12.3	\$86,699	\$89,733	\$92,874
12.2	\$85,518	\$88,511	\$91,609
12.1	\$84,340	\$87,292	\$90,347
12.0	\$83,159	\$86,070	\$89,082
11.5	\$81,975	\$84,844	\$87,814
11.4	\$80,793	\$83,621	\$86,548
11.3	\$79,616	\$82,403	\$85,287
11.2	\$78,432	\$81,177	\$84,018
11.1	\$77,256	\$79,960	\$82,759
11.0	\$76,076	\$78,739	\$81,495
10.3	\$75,552	\$78,196	\$80,933
10.2	\$74,509	\$77,117	\$79,816
10.1	\$73,457	\$76,028	\$78,689
10.0	\$72,419	\$74,954	\$77,577
9.3	\$71,372	\$73,870	\$76,455
9.2	\$70,327	\$72,788	\$75,336
9.1	\$69,280	\$71,705	\$74,215
9.0	\$68,232	\$70,620	\$73,092
8.2	\$67,187	\$69,539	\$71,973
8.1	\$66,139	\$68,454	\$70,850
8.0	\$65,096	\$67,374	\$69,732
7.2	\$64,048	\$66,290	\$68,610

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7.1	\$63,000	\$65,205	\$67,487
7.0	\$61,956	\$64,124	\$66,368
6.2	\$60,907	\$63,039	\$65,245
6.1	\$59,865	\$61,960	\$64,129
6.0	\$58,818	\$60,877	\$63,008
5.2	\$57,774	\$59,796	\$61,889
5.1	\$56,728	\$58,713	\$60,768
5.0	\$55,681	\$57,630	\$59,647
4.2	\$54,634	\$56,546	\$58,525
4.1	\$53,589	\$55,465	\$57,406
4.0	\$52,542	\$54,381	\$56,284
3.7	\$52,260	\$54,089	\$55,982
3.6	\$51,973	\$53,792	\$55,675
3.5	\$51,690	\$53,499	\$55,371
3.4	\$51,405	\$53,204	\$55,066
3.3	\$51,121	\$52,910	\$54,762
3.2	\$50,834	\$52,613	\$54,454
3.1	\$50,553	\$52,322	\$54,153
3.0	\$50,266	\$52,025	\$53,846
2.7	\$49,982	\$51,731	\$53,542
2.6	\$49,700	\$51,440	\$53,240
2.5	\$49,414	\$51,143	\$52,933
2.4	\$49,126	\$50,845	\$52,625
2.3	\$48,845	\$50,555	\$52,324
2.2	\$48,560	\$50,260	\$52,019
2.1	\$48,278	\$49,968	\$51,717
2.0	\$47,992	\$49,672	\$51,411
1.7	\$47,709	\$49,379	\$51,107
1.6	\$47,425	\$49,085	\$50,803
1.5	\$47,141	\$48,791	\$50,499
1.4	\$46,855	\$48,495	\$50,192
1.3	\$46,570	\$48,200	\$49,887
1.2	\$46,285	\$47,905	\$49,582
1.1	\$46,005	\$47,615	\$49,282
1.0	\$45,718	\$47,318	\$48,974
0.0	\$45,393	\$46,982	\$48,626

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Schedule A1 – Reference Tables – Technical Stream (including EDS Allowance)

Powerworker

Salary Point	First Year 9 Day FT	Second Year 9 Day FT	Third Year 9 Day FT
5.2	\$63,239	\$65,454	\$67,744
5.1	\$62,193	\$64,371	\$66,623
5.0	\$61,146	\$63,288	\$65,502
4.2	\$60,099	\$62,204	\$64,380
4.1	\$59,054	\$61,123	\$63,261
4.0	\$58,007	\$60,039	\$62,139
3.7	\$57,725	\$59,747	\$61,837
3.6	\$57,438	\$59,450	\$61,530
3.5	\$57,155	\$59,157	\$61,226
3.4	\$56,870	\$58,862	\$60,921
3.3	\$56,586	\$58,568	\$60,617
3.2	\$56,299	\$58,271	\$60,309
3.1	\$56,018	\$57,980	\$60,008
3.0	\$55,731	\$57,683	\$59,701
2.7	\$55,447	\$57,389	\$59,397
2.6	\$55,165	\$57,098	\$59,095
2.5	\$54,879	\$56,801	\$58,788
2.4	\$54,591	\$56,503	\$58,480
2.3	\$54,310	\$56,213	\$58,179
2.2	\$54,025	\$55,918	\$57,874
2.1	\$53,743	\$55,626	\$57,572
2.0	\$53,457	\$55,330	\$57,266
1.7	\$53,174	\$55,037	\$56,962
1.6	\$52,890	\$54,743	\$56,658
1.5	\$52,606	\$54,449	\$56,354
1.4	\$52,320	\$54,153	\$56,047
1.3	\$52,035	\$53,858	\$55,742
1.2	\$51,750	\$53,563	\$55,437
1.1	\$51,470	\$53,273	\$55,137
1.0	\$51,183	\$52,976	\$54,829
0.0	\$50,858	\$52,640	\$54,481

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Schedule A1 – Reference Tables – Technical Stream (including EDSD Allowance) (cont.)

Technical Service Person, Electrical System Designer/Advisor, System Operator

TSP Salary Point	ESDA Salary Point	System Operators Salary Point	First Year 9 Day FT	Second Year 9 Day FT	Third Year 9 Day FT
		14.3	\$111,773	\$115,688	\$119,735
		14.2	\$109,816	\$113,662	\$117,638
		14.1	\$107,854	\$111,632	\$115,537
		14.0	\$105,891	\$109,600	\$113,434
		13.3	\$103,933	\$107,573	\$111,336
		13.2	\$101,970	\$105,542	\$109,234
		13.1	\$100,008	\$103,511	\$107,132
		13.0	\$98,047	\$101,481	\$105,031
		12.5	\$96,868	\$100,261	\$103,768
		12.4	\$95,689	\$99,041	\$102,506
		12.3	\$94,504	\$97,814	\$101,236
		12.2	\$93,323	\$96,592	\$99,971
		12.1	\$92,145	\$95,373	\$98,709
		12.0	\$90,964	\$94,151	\$97,444
		11.5	\$89,780	\$92,925	\$96,176
		11.4	\$88,598	\$91,702	\$94,910
		11.3	\$87,421	\$90,484	\$93,649
		11.2	\$86,237	\$89,258	\$92,380
		11.1	\$85,061	\$88,041	\$91,121
		11.0	\$83,881	\$86,820	\$89,857
	10.3	10.3	\$83,357	\$86,277	\$89,295
	10.2		\$82,314	\$85,198	\$88,178
	10.1		\$81,262	\$84,109	\$87,051
	10.0		\$80,224	\$83,035	\$85,939
9.3	9.3		\$79,177	\$81,951	\$84,817
9.2	9.2		\$78,132	\$80,869	\$83,698
9.1	9.1		\$77,085	\$79,786	\$82,577
9.0	9.0		\$76,037	\$78,701	\$81,454
8.2	8.2		\$74,992	\$77,620	\$80,335
8.1	8.1		\$73,944	\$76,535	\$79,212
8.0	8.0		\$72,901	\$75,455	\$78,094
7.2	7.2		\$71,853	\$74,371	\$76,972
7.1	7.1		\$70,805	\$73,286	\$75,849
7.0	7.0		\$69,761	\$72,205	\$74,730
6.2	6.2		\$68,712	\$71,120	\$73,607
6.1	6.1		\$67,670	\$70,041	\$72,491
6.0	6.0		\$66,623	\$68,958	\$71,370
5.2	5.2		\$65,579	\$67,877	\$70,251
5.1	5.1		\$64,533	\$66,794	\$69,130
5.0	5.0		\$63,486	\$65,711	\$68,009
4.2			\$62,439	\$64,627	\$66,887
4.1			\$61,394	\$63,546	\$65,768
4.0			\$60,347	\$62,462	\$64,646

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Schedule A1 – Reference Tables – Technical Stream (including EDSD Allowance) (cont.)

Supervisors and Paraprofessionals

- 10 Day Fortnight Rates - Salary Points 0.0 to 10.3 include the 15.5% loading.
- 10 Day Fortnight Rates – Salary Points 11.0 to 16.5 include the 13% loading.

Supervi sor Salary Point	Para – Professi onals Salary Point	System Operato rs Salary Point	First Year 9 Day FT	Second Year 9 Day FT	Third Year 9 Day FT	First Year 10 Day FT	Second Year 10 Day FT	Third Year 10 Day FT
		14.3	\$111,773	\$115,688	\$119,735	\$126,304	\$130,727	\$135,300
		14.2	\$109,816	\$113,662	\$117,638	\$124,092	\$128,438	\$132,930
		14.1	\$107,854	\$111,632	\$115,537	\$121,875	\$126,144	\$130,556
		14.0	\$105,891	\$109,600	\$113,434	\$119,657	\$123,848	\$128,180
	13.3		\$103,933	\$107,573	\$111,336	\$117,445	\$121,557	\$125,809
	13.2		\$101,970	\$105,542	\$109,234	\$115,226	\$119,262	\$123,434
	13.1		\$100,008	\$103,511	\$107,132	\$113,009	\$116,967	\$121,059
	13.0		\$98,047	\$101,481	\$105,031	\$110,793	\$114,673	\$118,685
12.5	12.5		\$96,868	\$100,261	\$103,768	\$109,461	\$113,295	\$117,257
12.4	12.4		\$95,689	\$99,041	\$102,506	\$108,129	\$111,916	\$115,831
12.3	12.3		\$94,504	\$97,814	\$101,236	\$106,790	\$110,530	\$114,396
12.2	12.2		\$93,323	\$96,592	\$99,971	\$105,455	\$109,149	\$112,967
12.1	12.1		\$92,145	\$95,373	\$98,709	\$104,124	\$107,771	\$111,541
12.0	12.0		\$90,964	\$94,151	\$97,444	\$102,790	\$106,390	\$110,111
11.5	11.5		\$89,780	\$92,925	\$96,176	\$101,452	\$105,005	\$108,678
11.4	11.4		\$88,598	\$91,702	\$94,910	\$100,116	\$103,623	\$107,248
11.3	11.3		\$87,421	\$90,484	\$93,649	\$98,786	\$102,247	\$105,823
11.2	11.2		\$86,237	\$89,258	\$92,380	\$97,448	\$100,861	\$104,389
11.1	11.1		\$85,061	\$88,041	\$91,121	\$96,119	\$99,486	\$102,966
11.0	11.0		\$83,881	\$86,820	\$89,857	\$94,786	\$98,106	\$101,538
10.3	10.3		\$83,357	\$86,277	\$89,295	\$96,278	\$99,650	\$103,135
10.2	10.2		\$82,314	\$85,198	\$88,178	\$95,073	\$98,403	\$101,845
10.1	10.1		\$81,262	\$84,109	\$87,051	\$93,858	\$97,146	\$100,543
10.0	10.0		\$80,224	\$83,035	\$85,939	\$92,659	\$95,905	\$99,259
9.3	9.3		\$79,177	\$81,951	\$84,817	\$91,450	\$94,653	\$97,963
9.2	9.2		\$78,132	\$80,869	\$83,698	\$90,243	\$93,403	\$96,671
9.1	9.1		\$77,085	\$79,786	\$82,577	\$89,033	\$92,153	\$95,376
9.0	9.0		\$76,037	\$78,701	\$81,454	\$87,823	\$90,899	\$94,079
8.2	8.2		\$74,992	\$77,620	\$80,335			
8.1	8.1		\$73,944	\$76,535	\$79,212			
8.0	8.0		\$72,901	\$75,455	\$78,094			
7.2	7.2		\$71,853	\$74,371	\$76,972			
7.1	7.1		\$70,805	\$73,286	\$75,849			
7.0	7.0		\$69,761	\$72,205	\$74,730			
6.2	6.2		\$68,712	\$71,120	\$73,607			
6.1	6.1		\$67,670	\$70,041	\$72,491			
6.0	6.0		\$66,623	\$68,958	\$71,370			
	5.2		\$65,579	\$67,877	\$70,251			
	5.1		\$64,533	\$66,794	\$69,130			
	5.0		\$63,486	\$65,711	\$68,009			

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Schedule A2 – Reference Tables Administrative and Professional Managerial Streams(including EDSD Payment)

- 10 Day Fortnight Rates - Salary Points 0.0 to 10.3 include the 15.5% loading.
- 10 Day Fortnight Rates – Salary Points 11.0 to 16.5 include the 13% loading.

Administra tion Salary Point	Profession al & Managerial Salary Point	First Year 9 Day FT	Second Year 9 Day FT	Third Year 9 Day FT	First Year 10 Day FT	Second Year 10 Day FT	Third Year 10 Day ft
	16.5	\$132,793	\$137,441	\$142,251	\$150,056	\$155,308	\$160,744
	16.4	\$130,395	\$134,959	\$139,682	\$147,346	\$152,504	\$157,841
	16.3	\$127,994	\$132,474	\$137,110	\$144,633	\$149,696	\$154,934
	16.2	\$125,598	\$129,994	\$134,544	\$141,926	\$146,893	\$152,035
	16.1	\$123,204	\$127,516	\$131,979	\$139,221	\$144,093	\$149,136
	16.0	\$120,804	\$125,032	\$129,408	\$136,509	\$141,286	\$146,231
	15.5	\$118,628	\$122,780	\$127,077	\$134,050	\$138,741	\$143,597
	15.4	\$116,445	\$120,521	\$124,739	\$131,583	\$136,189	\$140,955
	15.3	\$114,268	\$118,267	\$122,406	\$129,123	\$133,642	\$138,319
	15.2	\$112,093	\$116,016	\$120,076	\$126,665	\$131,098	\$135,686
	15.1	\$109,909	\$113,756	\$117,737	\$124,197	\$128,544	\$133,043
	15.0	\$107,733	\$111,504	\$115,406	\$121,738	\$126,000	\$130,409
14.3	14.3	\$105,770	\$109,472	\$113,303	\$119,520	\$123,703	\$128,032
14.2	14.2	\$103,813	\$107,446	\$111,206	\$117,309	\$121,414	\$125,663
14.1	14.1	\$101,851	\$105,416	\$109,105	\$115,092	\$119,120	\$123,289
14.0	14.0	\$99,888	\$103,384	\$107,002	\$112,873	\$116,824	\$120,912
13.3	13.3	\$97,930	\$101,357	\$104,904	\$110,661	\$114,533	\$118,542
13.2	13.2	\$95,967	\$99,326	\$102,802	\$108,443	\$112,238	\$116,166
13.1	13.1	\$94,005	\$97,295	\$100,700	\$106,226	\$109,943	\$113,791
13.0	13.0	\$92,044	\$95,265	\$98,599	\$104,010	\$107,649	\$111,417
12.5	12.5	\$90,865	\$94,045	\$97,336	\$102,677	\$106,271	\$109,990
12.4	12.4	\$89,686	\$92,825	\$96,074	\$101,345	\$104,892	\$108,564
12.3	12.3	\$88,501	\$91,598	\$94,804	\$100,006	\$103,506	\$107,129
12.2	12.2	\$87,320	\$90,376	\$93,539	\$98,672	\$102,125	\$105,699
12.1	12.1	\$86,142	\$89,157	\$92,277	\$97,340	\$100,747	\$104,273
12.0	12.0	\$84,961	\$87,935	\$91,012	\$96,006	\$99,367	\$102,844
11.5	11.5	\$83,777	\$86,709	\$89,744	\$94,668	\$97,981	\$101,411
11.4	11.4	\$82,595	\$85,486	\$88,478	\$93,332	\$96,599	\$99,980
11.3	11.3	\$81,418	\$84,268	\$87,217	\$92,002	\$95,223	\$98,555
11.2	11.2	\$80,234	\$83,042	\$85,948	\$90,664	\$93,837	\$97,121
11.1	11.1	\$79,058	\$81,825	\$84,689	\$89,336	\$92,462	\$95,699
11.0	11.0	\$77,878	\$80,604	\$83,425	\$88,002	\$91,083	\$94,270
10.3	10.3	\$77,354	\$80,061	\$82,863	\$89,344	\$92,470	\$95,707
10.2	10.2	\$76,311	\$78,982	\$81,746	\$88,139	\$91,224	\$94,417
10.1	10.1	\$75,259	\$77,893	\$80,619	\$86,924	\$89,966	\$93,115
10.0	10.0	\$74,221	\$76,819	\$79,507	\$85,725	\$88,726	\$91,831
9.3	9.3	\$73,174	\$75,735	\$78,385	\$84,516	\$87,474	\$90,535
9.2	9.2	\$72,129	\$74,653	\$77,266	\$83,309	\$86,224	\$89,242
9.1	9.1	\$71,082	\$73,570	\$76,145	\$82,100	\$84,973	\$87,947
9.0	9.0	\$70,034	\$72,485	\$75,022	\$80,889	\$83,720	\$86,650
8.2	8.2	\$68,989	\$71,404	\$73,903	\$79,682	\$82,472	\$85,358
8.1	8.1	\$67,941	\$70,319	\$72,780	\$78,472	\$81,218	\$84,061
8.0	8.0	\$66,898	\$69,239	\$71,662	\$77,267	\$79,971	\$82,770
7.2	7.2	\$65,850	\$68,155	\$70,540	\$76,057	\$78,719	\$81,474
7.1	7.1	\$64,802	\$67,070	\$69,417	\$74,846	\$77,466	\$80,177
7.0	7.0	\$63,758	\$65,989	\$68,298	\$73,640	\$76,217	\$78,884

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Administra tion Salary Point	Profession al & Managerial Salary Point	First Year 9 Day FT	Second Year 9 Day FT	Third Year 9 Day FT	First Year 10 Day FT	Second Year 10 Day FT	Third Year 10 Day ft
6.2	6.2	\$62,709	\$64,904	\$67,175	\$72,429	\$74,964	\$77,587
6.1	6.1	\$61,667	\$63,825	\$66,059	\$71,225	\$73,718	\$76,298
6.0	6.0	\$60,620	\$62,742	\$64,938	\$70,016	\$72,467	\$75,003
5.2		\$59,576	\$61,661	\$63,819	\$68,810	\$71,218	\$73,711
5.1		\$58,530	\$60,578	\$62,698	\$67,602	\$69,968	\$72,416
5.0		\$57,483	\$59,495	\$61,577	\$66,393	\$68,717	\$71,121
4.2		\$56,436	\$58,411	\$60,455	\$65,184	\$67,465	\$69,826
4.1		\$55,391	\$57,330	\$59,336	\$63,977	\$66,216	\$68,533
4.0		\$54,344	\$56,246	\$58,214	\$62,767	\$64,964	\$67,237
3.7		\$54,062	\$55,954	\$57,912	\$62,442	\$64,627	\$66,888
3.6		\$53,775	\$55,657	\$57,605	\$62,110	\$64,284	\$66,534
3.5		\$53,492	\$55,364	\$57,301	\$61,783	\$63,945	\$66,183
3.4		\$53,207	\$55,069	\$56,996	\$61,454	\$63,605	\$65,830
3.3		\$52,923	\$54,775	\$56,692	\$61,126	\$63,265	\$65,479
3.2		\$52,636	\$54,478	\$56,384	\$60,795	\$62,922	\$65,124
3.1		\$52,355	\$54,187	\$56,083	\$60,470	\$62,586	\$64,776
3.0		\$52,068	\$53,890	\$55,776	\$60,139	\$62,243	\$64,421
2.7		\$51,784	\$53,596	\$55,472	\$59,811	\$61,903	\$64,070
2.6		\$51,502	\$53,305	\$55,170	\$59,485	\$61,567	\$63,721
2.5		\$51,216	\$53,008	\$54,863	\$59,154	\$61,224	\$63,367
2.4		\$50,928	\$52,710	\$54,555	\$58,822	\$60,880	\$63,011
2.3		\$50,647	\$52,420	\$54,254	\$58,497	\$60,545	\$62,663
2.2		\$50,362	\$52,125	\$53,949	\$58,168	\$60,204	\$62,311
2.1		\$50,080	\$51,833	\$53,647	\$57,842	\$59,867	\$61,962
2.0		\$49,794	\$51,537	\$53,341	\$57,512	\$59,525	\$61,609
1.7		\$49,511	\$51,244	\$53,037	\$57,185	\$59,187	\$61,258
1.6		\$49,227	\$50,950	\$52,733	\$56,857	\$58,847	\$60,907
1.5		\$48,943	\$50,656	\$52,429	\$56,529	\$58,508	\$60,555
1.4		\$48,657	\$50,360	\$52,122	\$56,199	\$58,166	\$60,201
1.3		\$48,372	\$50,065	\$51,817	\$55,870	\$57,825	\$59,849
1.2		\$48,087	\$49,770	\$51,512	\$55,540	\$57,484	\$59,496
1.1		\$47,807	\$49,480	\$51,212	\$55,217	\$57,149	\$59,150
1.0		\$47,520	\$49,183	\$50,904	\$54,886	\$56,806	\$58,794
0.0		\$47,195	\$48,847	\$50,556	\$54,510	\$56,418	\$58,392

Schedule A3 - Apprentices and Trainees

1.1 Apprentices

a.

Trade Year	Rate (% of Sal. Pt. 4.0)
1	40
2	55
3	75
4	90
On completion	Salary Point 4.0

b. Electricity Supply Serviceperson

Stage	Rate (% of Sal. Pt. 4.2)
1	40
2	55
3	75
On completion	Salary Point 4.2

Each Apprentice Electricity Supply Serviceperson will be given the opportunity to train to a minimum skill level of Technical employee Level two (2), Salary Point 5.1 within two (2) years of completion and then to Salary Point 6.0 after an additional year.

Progression will be based on successful completion of Approved Training Plans.

1.2 Trainees

a. Paraprofessional (Admin)

Year	Rate (% of Sal. Pt. 5.2)
1	40
2	55
3	75
4	90
On completion	Salary Point 5.2

b. Paraprofessional (Technical)

- Trade Based

Stage	Rate (% of Sal. Pt. 7.0)
1	40
2	55
3	75
4	Salary Point 4.0
5	Salary Point 5.2
6	Salary Point 6.0
On completion	Salary Point 7.0

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- Non-Trade Based

Year	Rate(% of Sal. Pt. 5.2)
1	40
2	55
3	75
4	90
On completion	Salary Point 5.2

c. (c) Administrative Trainees

AQF Level 2 Qualifications

Stage	Rate (% of Sal. Pt. 2.0)
1	55
On completion	Salary Point 2.0

AQF Level 3 Qualifications

Stage	Rate (% of Sal. Pt. 4.0)
1	55
2 *	75
On completion	Salary Point 4.0

- AQF Level 2 or half competencies / half nominal duration of traineeship

Note: AQF – Australian Qualification Framework.

Schedule B – Alternative Employment Arrangements

This Schedule sets out the template Alternative Employment Arrangements that have been agreed to by the parties.

(1a) 40 hour week provisions – Administrative and Professional Managerial Streams

Provided that ENERGEX provides all Administrative and Professional Managerial Stream employees the opportunity to participate, employees who are classified in the Administrative and / Professional Managerial Streams of the Classification Structure may work, or may be offered by ENERGEX, the following 40-hour week arrangement:

- a. For employees paid below Salary Point 11, an all purpose base rate increase of 15.5% will be applied where an Administrative and/or Professional and Managerial Stream employee agrees to work a 40 hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. - 6:30 p.m. Monday to Friday.
- b. For such employees paid at Salary Point 11 and above, an all purpose base rate increase of 13% will be applied where an Administrative and/or Professional and Managerial Stream employee agrees to work a 40 hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. – 6:30 p.m. Monday to Friday.

Overtime

Administrative and/or Professional Managerial Stream employees who are employed pursuant to a. or b. above, whose positions are paid below salary point 13.0, will be exempt from claiming the Hours, Overtime and Allowances Provisions of this Agreement (see exemption provisions in Clause 4.1.9 of the Agreement, Alternative Employment Arrangements), for hours worked up to 40 hours a week, but will remain entitled to all salary increases and other employment entitlements provided by this Agreement. Such employees will be entitled to be paid authorised overtime for hours worked in excess of 40 hours per week.

Administrative and/or Professional Managerial Stream employees who are employed pursuant to b. above whose positions are paid at salary point 13.0, or above, will be exempt from claiming the Hours and Overtime and Allowances Provisions of this Agreement (see exemption set out in Clause 4.1.9 of the Agreement, Alternative Employment Arrangements), but will remain entitled to all salary increases and other employment entitlements provided by this Agreement.

Clause 8.1 (Systematic Overtime) of the Agreement will have no application to employees working under the above arrangement.

The above all purpose loadings will be used when calculating an employee's payment for annual leave, long service leave, superannuation, severance and redundancy payments. Where such Alternative Employment Arrangements are made they will be recorded in writing (with a copy for each party).

Reversion to General Agreement Provisions

In addition to the reversion provisions of the Alternative Employment Arrangement clause of this Agreement the following provisions will apply:

If an employee exercises the option to revert to the general provisions of the Agreement, the employee will not be entitled to recommence a 10 day arrangement for the life of the Agreement.

(1b) 40 hour week provisions – Para-Professional and Supervisor Streams (PPSS) (Other than employees eligible for the Senior Staff Agreement)

Provided that the employer provides all Para-Professional and Supervisor Stream employees the opportunity to participate, employees who are classified in the Para-Professional and Supervisor Streams of the Agreement Classification Structure in positions at Salary Point 9.0 and above may work, or may be offered by the employer, the following 40-hour week arrangement:

- a. For employees paid below Salary Point 11, an all purpose base rate increase of 15.5% shall be applied where a Para-Professional and Supervisor Stream employee agrees to work a 40 hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. - 6:30 p.m. Monday to Friday.
- b. For such employees paid at Salary Point 11 and above, an all purpose base rate increase of 13% shall be applied where an Para-Professional and Supervisor Stream employee agrees to work a 40

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hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. - 6:30 p.m. Monday to Friday.

Overtime

Supervisor and/or Para Professional Stream employees who are employed pursuant to a. or b. above, whose positions are paid below salary point 13.0, shall be exempt from claiming the Hours and Overtime and Allowances Provisions of the Agreement (see Clause 4.1.9 of the Agreement, Alternative Employment Arrangements)(except for the EDSD Allowance as set out in Clause 6.1.2 of the Agreement), and the equivalent provisions of the Agreement for hours worked up to 40 hours a week, but shall remain entitled to all salary increases and other employment entitlements provided by the Agreement. Such employees shall be entitled to be paid authorised overtime for hours worked in excess of 40 hours per week.

Supervisor and/or Para Professional Stream employees who are employed pursuant to b. above whose positions are paid at salary point 13.0, or above, shall be exempt from claiming the Hours and Overtime and Allowances Provisions of the Agreement (see Clause 4.1.9 of the Agreement, Alternative Employment Arrangements)(except for the EDSD Allowance as set out in Clause 6.1.2 of the Agreement), and the equivalent provisions of the Agreement but shall remain entitled to all salary increases and other employment entitlements provided by the Agreement

Clause 8.1 (Systematic Overtime) of the Agreement shall have no application to employees working under the above arrangement.

The above all purpose loadings shall be used when calculating an employee's payment for annual leave, long service leave, superannuation, severance and redundancy payments. Where such Alternative Employment Arrangements are made they shall be recorded in writing (with a copy for each party).

Reversion to General Agreement Provisions.

In addition to the reversion provisions of the Alternative Employment Arrangement clause of the Agreement the following provisions shall apply:

If an employee exercises the option to revert to the general provisions of the Agreement, they shall not be entitled to recommence a 10 day arrangement for the life of the Agreement after their reversion.

(1c) 40 hour week provisions – Para-Professional, Supervisor and System Operator Streams (Other than employees eligible for the Senior Staff Agreement and employees on a continuous 2x7 or 3x7 shift roster)

Provided that the employer provides all Para-Professional, Supervisor and System Operator Stream employees the opportunity to participate, employees who are classified in the Para-Professional, Supervisor and System Operator Streams of the Agreement Classification Structure in positions at Salary Point 9.0 and above may work, or may be offered by the employer, the following 40-hour week arrangement:

- a. For employees paid below Salary Point 11, an all purpose base rate increase of 15.5% shall be applied where a Para-Professional, Supervisor and System Operator Stream employee agrees to work a 40 hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. - 6:30 p.m. Monday to Friday.
- b. For such employees paid at Salary Point 11 and above, an all purpose base rate increase of 13% shall be applied where an Para-Professional, Supervisor and System Operator Stream employee agrees to work a 40 hour week, 10 day fortnight within the defined spread of hours 6.00 a.m. - 6:30 p.m. Monday to Friday.

Overtime

Supervisor, System Operator and/or Para Professional Stream employees who are employed pursuant to a) or b) above, whose positions are paid below salary point 13.0, shall be exempt from claiming the Hours and Overtime and Allowances Provisions of the Agreement (see Clause 4.1.9 of the Agreement, Alternative Employment Arrangements)(except for the EDSD Allowance as set out in Clause 6.1.2 of the Agreement), and the equivalent provisions of the Agreement for hours worked up to 40 hours a week, but shall remain entitled to all salary increases and other employment entitlements provided by the Agreement. Such employees shall be entitled to be paid authorised overtime for hours worked in excess of 40 hours per week.

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Supervisor, System Operator and/or Para Professional Stream employees who are employed pursuant to b) above whose positions are paid at salary point 13.0, or above, shall be exempt from claiming the Hours and Overtime and Allowances Provisions of the Agreement (see Clause 4.1.9 of the Agreement, Alternative Employment Arrangements)(except for the EDSD Allowance as set out in Clause 6.1.2 of the Agreement), and the equivalent provisions of the Agreement but shall remain entitled to all salary increases and other employment entitlements provided by the Agreement

Clause 8.1 (Systematic Overtime) of the Agreement shall have no application to employees working under the above arrangement.

If by mutual agreement the employee agrees to work a regular work pattern including shift work, the employee will be entitled to the shift penalty loadings provided for in the Agreement, in addition to the provisions of this Schedule.

The above all purpose loadings shall be used when calculating an employee's payment for annual leave, long service leave, superannuation, severance and redundancy payments. Where such Alternative Employment Arrangements are made they shall be recorded in writing (with a copy for each party).

Reversion to General Agreement Provisions.

In addition to the reversion provisions of the Alternative Employment Arrangement clause of the Agreement the following provisions shall apply:

If an employee exercises the option to revert to the general provisions of the Agreement, they shall not be entitled to recommence a 10 day arrangement for the life of the Agreement after their reversion.

(2) Non-Executive Employment Agreement (NEC)

1. Employment Agreement Parties and Scope

This Non-Executive Employment Agreement is made between ENERGEX and the Employee pursuant to Clause 4.1.9 Alternative Employment Arrangements of the ENERGEX Union Collective Agreement 2011 provided that the exemption provisions set out in Clause 4.1.9 of the Agreement, will apply for the Employee engaged under this NEC.

This NEC will be read and interpreted in conjunction with the general provisions of the Agreement, provided that where there is any inconsistency between this NEC and the Agreement, this NEC will take precedence to the extent of the inconsistency.

This NEC supersedes any prior employment agreement between the parties including any other agreements, oral or written, made prior to the execution of this document. However this does not preclude ENERGEX and Employee agreeing in writing to additional terms that do not conflict with the provisions contained herein.

2. Coverage

Under the provisions of Clause 4.1.9 of the Agreement (Alternative Employment Arrangements) it is agreed that ENERGEX may offer the NEC to all new or existing Employees who occupy a position graded at salary Point 13 or above.

3. Date and Period of Agreement

This NEC will operate from the date of commencement and will continue whilst the Agreement remains in operation and any subsequent agreements with a clause equivalent to Clause 4.1.9 of the Agreement, Alternative Employment Arrangements unless otherwise terminated in accordance with law or by the Employee and/or ENERGEX in accordance with this NEC or the Agreement.

4. Employee's Position and Duties

This NEC during its duration is referable to the position listed in Schedule NEC – A.

ENERGEX can expand, increase or change the responsibilities or duties of the employee's position and before implementing such change ENERGEX will consult with the employee. Any expansion, increase or change to the employee's responsibilities or duties will result in the position profile being assessed and if necessary amended, re-evaluated and if applicable adjustments to the remuneration level will be made.

The position profile is attached. Your duties may be varied from time to time. This will only occur after consultation in order to allow ENERGEX to respond to changing business and operational needs.

5. Probationary Period (for new Employees only).

The Employee will be on probation for a period of three (3) months from the commencement of the employment. This period can be extended up to an additional three (3) months through written notification to the Employee by ENERGEX prior to the expiry of the three (3) month probationary period. During this time either ENERGEX or the Employee may elect to terminate the employment with one week's notice. ENERGEX may provide an equivalent payment in lieu of such notice.

6. Location/Work Allocation

The initial work location is based in Brisbane. However, during the course of employment, the Employee may be required from time to time to temporarily:

- a. work in other operating locations within a reasonable travelling distance from the original work location; or
- b. be assigned temporarily to work in parts of the ENERGEX business beyond a reasonable travelling distance from the original work location or interstate.

The Employee will be consulted prior to any location change envisaged above. Work location changes of a permanent or extended nature, beyond reasonable travel times, will be by mutual agreement with the employee concerned.

No employee will suffer any material diminution in remuneration or entitlements as a result of a transfer or secondment.

7. Hours of Work

The Total Fixed Remuneration package for the Employee's position nominated in Schedule NEC – A includes compensation for 160 normal work hours per each four week period, as well as any reasonable out of hours work, or reasonable extended hours of work, required to meet the specific demands of the business and the responsibilities of the position.

ENERGEX also recognises that it is important for the employee to achieve a balance between the employee's professional and personal life and will work with the employee in an endeavour to accommodate this balance, whilst meeting expectations and needs of our customers and shareholders.

8. Remuneration

Subject to the following, the Total Fixed Remuneration rate, per annum, as agreed between ENERGEX and Employee is detailed in the Remuneration Schedule and is all inclusive.

The Total Fixed Remuneration will be reviewed on an annual basis subject to the overall performance of ENERGEX, the performance of the Employee and market factors. The annual review of the Total Fixed Remuneration rate will be effective 1 July of each year and will be backdated to this date.

The review will also ensure that the employee's remuneration is no less than the Agreement 10-day rate for the employee's classification.

TFR Alternative 1 - Defined Benefits

The Total Fixed Remuneration package includes:

- a. Cash Component (the amount set out as the Cash Component in the Remuneration Schedule);
- b. ENERGEX (10%) and employee's (5%) superannuation components; and
- c. Vehicle, where ENERGEX deems that a vehicle is required to perform the role.***(insert where appropriate)***

In addition to these items above the Employee will have the option to:

- a. Salary Sacrifice additional voluntary superannuation contributions;
- b. Lease a vehicle for private use; or
- c. Salary Sacrifice a \$664 or \$1332 Energy rebate on nominated account/s.

TFR Alternative 2 - Defined Contribution

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The Total Fixed Remuneration package includes:

- a. Cash Component (the amount set out as the Cash Component in the Remuneration Schedule);
- b. ENERGEX superannuation contribution, in accordance with Superannuation Guarantee requirements, which is currently 9% of Total Fixed Remuneration but no less than 9% of the Agreement 10-day rate for the employee's classification. If the ENERGEX Superannuation Guarantee Contribution increases there is no change to the notional cash component; and
- c. Vehicle, where ENERGEX deems that a vehicle is required to perform the role.(insert as appropriate)

In addition to these items above the Employee will have the option to:

- a. Salary Sacrifice voluntary superannuation contributions;
- b. Salary Sacrifice the Energy rebate on nominated account/s; or
- c. Lease a vehicle for private use in accordance with the Packaging of Leased Motor Vehicles clause of this Employment Agreement.

Packaging choices for these optional items will be indicated in column 2 of the Remuneration Schedule.

The cost of any Fringe Benefit Tax incurred on the Employee's choice of agreed benefits will be fully met by the Employee and costed to their Total Fixed Remuneration.

On commencement, the cash component net of tax and other authorised elections/deductions, will be paid into the Employee's nominated bank account/s in accordance with the normal ENERGEX practice but not less than fortnightly.

9. Performance Pay

In addition to the Total Fixed Remuneration offered, the Employee will also have the opportunity to earn performance payments, which recognise performance against agreed targets, of up to 20% of Total Fixed Remuneration (per year), in accordance with the performance pay scheme (as varied from time to time) that applies to Employees covered under this Agreement.

10. Superannuation

Alternative 1 – Defined Benefit Fund -Existing Employees

The Employee may remain a member of the Defined Benefit Section (Part 2) of the Electricity Supply Industry Superannuation Fund. The Total Fixed Remuneration set out in the Remuneration Schedule includes the contributions to be made by ENERGEX and the Employee.

The calculation of ENERGEX and employee contributions will be made on the following basis:

- a. the Agreement 10-day rate for the employees classification as a minimum; or
- b. 90.91% of the employee's TFR where this amount is greater than a) above; or
- c. 75% of the employee's TFR, provided that this is greater than a) above.

For an existing Defined Benefit ('DB') Fund employee who elects to be engaged under this contract, not previously engaged on an NEC that employee will be covered by a) or b) above.

Where ENERGEX superannuation contributions diminish in accordance with the trust deed, there will be no change to the notional Cash Component (accordingly if ENERGEX increases the superannuation contributions there will be no change to the notional cash component).

Alternative 2 – Defined Contribution Fund Employees

The Employee will be a member of a compliant Defined Contribution Superannuation Fund. The Total Fixed Remuneration set out in the Remuneration Schedule is inclusive of all superannuation contributions. Payment of any additional voluntary contributions to superannuation made by the Employee may be salary packaged in accordance with the packaging provisions of the Employee's Remuneration clause.

11. Motor Vehicle

Insert the appropriate motor vehicle clause based on operational requirements:

Alternative 1 – Require Operational Vehicle

The current position requires the operational use of a motor vehicle. ENERGEX will make available to the Employee a fully maintained vehicle for business use. The vehicle is also available for unlimited private use by the Employee, including periods of annual leave. The vehicle will be fully costed to the Employee in accordance with the salary packaging provisions of the Remuneration clause.

By agreement with ENERGEX, the Employee may personally lease a motor vehicle from an external leasing company approved by the Board. The provision of a vehicle under this arrangement will be costed to the Employee in accordance with the salary packaging provisions of the Employee's Remuneration clause of this Employment Agreement.

Alternative 2 – No Operational Vehicle Requirement

At the time of executing this NEC, the position detailed in Schedule NEC – A does not require the operational use of a motor vehicle.

The Employee may personally lease a motor vehicle from an external leasing company approved by the Board. The provision of a vehicle under this arrangement will be costed to the Employee in accordance with the salary packaging provisions of the Employee's Remuneration clause of this Agreement. The Employee must meet the criteria detailed in the Salary Packaging Policy.

12. Leave

All leave entitlements will be in accordance with the Agreement. All Leave entitlements are paid at the Total Fixed Remuneration rate as detailed in the Remuneration Schedule.

13. Performance Review

The Employee will participate in an Individual Progress Review at least annually. The review, conducted by the relevant Manager, will consider their conduct and performance over the previous year and current and future development needs and opportunities for the following year.

It will also provide the Employee with an opportunity to discuss concerns and respond to any performance issues raised by their Manager during the discussion.

A written record of each review will be maintained.

14. Policy and Procedures

The Employee's employment is subject to ENERGEX's Policies and Procedures as amended from time to time, including those that are reflected in the Employee's Annual Leave and other leave entitlements clauses of this agreement. These Policies and Procedures will be made available through the ENERGEX Intranet.

It is incumbent on ENERGEX to notify the employee of any change and incumbent on the employee to be familiar with all policies and procedures.

The Employee will be required to comply with these policies and procedures including the ENERGEX Code of Conduct, at all times. Any breach of ENERGEX Policies and Procedures may render the Employee liable for disciplinary action including, where appropriate, dismissal.

15. Occupational Health and Safety

ENERGEX accepts its obligation to provide Employees with a work environment that is, as far as practicable, free from any health and safety risks.

The Employee is obligated to comply with the ENERGEX Occupational Health and Safety Policies and Procedures, as amended from time to time. In addition, Employees must have regard for and take reasonable care of their health and safety and that of fellow team members at work. Any breach of ENERGEX Occupational Health and Safety Policies and Procedures may render the Employee liable for disciplinary action including, where appropriate, dismissal.

16. Grievance and Dispute Procedures

The grievance procedures that apply under the Agreement will continue to apply.

17. Security of Employment

ENERGEX acknowledges its obligations under clause 4.3 of the Agreement

18. Termination

The Employee may terminate the employment by four (4) weeks notice in writing or the forfeiture of four (4) weeks Total Fixed Remuneration. ENERGEX may terminate the employee in accordance with the Agreement.

Upon termination, the Employee will return all property of ENERGEX including any security passes, access cards and/or keys for entering ENERGEX property or programs.

19. Redundancy

For the purposes of applying the Redundancy provisions of the Agreement:

- a. severance payments will be calculated using the notional Cash Component;
- b. any early separation incentive payment will be calculated using the notional Cash Component; and
- c. any annual or long service leave payments will be calculated using Total Fixed Remuneration.

21. Intellectual Property

Any invention, improvement or idea developed by the Employee in connection with their employment with ENERGEX whether during or outside working hours which relates to ENERGEX:

- a. products or methods of making or using such products; or
- b. general methods of operation

whether existing or in development, will be solely ENERGEX property.

The Employee hereby appoints ENERGEX as their attorneys to execute on their behalf all documents required to:

- a. give ENERGEX or the ENERGEX nominee full legal ownership of the intellectual property rights relevant to the above clause; and
- b. make applications for patents, registered trade marks or designs

in Australia and such other countries as we consider necessary.

The Employee undertakes to immediately disclose to ENERGEX any matter relevant to intellectual property.

22. Conflict of Interest

The Employee will carry out duties objectively in the best interests of ENERGEX and seek at all times to avoid a Conflict of Interest.

In the event a Conflict of Interest arises, or has the potential to arise, the Employee will, at the earliest opportunity:

- a. immediately notify their immediate supervisor; and
- b. remove themselves from the decision making process which may place them in a position where a Conflict of Interest may arise.

The Employee undertakes not to use information obtained in the course of employment to gain for themselves or any person a direct or indirect advantage or benefit, financial or otherwise.

The Employee will not solicit or accept any benefit in respect of the exercise of their discretion, whether for themselves or any other person.

The Employee will avoid circumstances in which the acceptance of an offer by way of gift or any other consideration could result in:

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- a. a Conflict of Interest; or
- b. the gift being perceived as securing, or in return for, favour or preferment.

A failure by the Employee to fulfil their duties pursuant to this clause, may constitute serious misconduct and may result in the summary termination of the Employee.

23. Reversion

Subject to the Agreement, the Employee will retain the right to individually and voluntarily remain in or withdraw from this NEC. Withdrawal by the Employee will be effected by one (1) months notice to ENERGEX. Where ENERGEX wishes an individual to revert, it will provide three (3) months written notice to the Employee.

Where the Employee withdraws from this NEC, then the provisions of this Agreement will cease to be of effect and the Employee will revert to the provisions of the Agreement.

Prior to reversion to the Agreement, the salary point that the Employee will revert to, will be determined by the following:

- a. the current grading of the position; or
- b. the salary point of the Employee prior to the commencement of the Agreement (if appropriate); or
- c. the salary point of the position at the commencement of the Agreement; which ever is the higher.

Notwithstanding the above, a further salary point progression within the grade for the position may occur if it can be demonstrated that the Employee has gained additional skills and knowledge relevant to the position sufficient to warrant such progression.

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SCHEDULE NEC – A

Date of this Agreement:

The Employer:

The Employee:

Name:

Address:

Principal Workplace:

Position:

Supervisor:

Total Fixed Remuneration Package:

Commencement Date:

Signatories

Signed for **ENERGEX** by its representative in the presence of:

Representative's signature

Witness's signature

Name (please print)

Date

Date

Signed by <insert Employee name> in the presence of:

Employee's signature

Witness's signature

Name (please print)

Date

Date

(3) Senior Staff Agreement (SSA)

ENERGEX may offer this arrangement to new or existing employees:

- a. engaged as Supervisors or Para Professionals whose position is paid at salary point 9 and above in the Technical Stream; or
- b. engaged in a position that is paid at Salary point 12.0 and above in the Administrative Stream.

1. EMPLOYMENT AGREEMENT PARTIES AND SCOPE

This SSA is made between ENERGEX and the Employee pursuant to Clause 4.1.9 of the Agreement (Alternative Employment Arrangements) provided that the exemptions set out in Clause 4.1.9 will apply to the Employee engaged under this Agreement.

This SSA will be read and interpreted in conjunction with the Agreement, provided that where there is any inconsistency between the SSA and the Agreement this SSA will take precedence to the extent of the inconsistency.

This SSA supersedes any prior employment agreement between the parties including any other agreements, oral or written, made prior to the execution of this document.

2. DATE AND PERIOD OF OPERATION

This SSA will operate from the date of commencement (Schedule SSA – A) and will continue whilst the Agreement remains in operation and any subsequent agreement with a clause equivalent to Clause 4.1.9 of the Agreement (Alternative Employment Arrangements) unless otherwise terminated in accordance with law or by the Employee and/or ENERGEX in accordance with this Agreement.

3. GRIEVANCE OR DISPUTE SETTLING PROCEDURES

The grievance procedures that apply under the Agreement will continue to apply.

4. EMPLOYEES' RESPONSIBILITIES

4.1 Duties

Perform the duties and accountabilities, relevant to each employee's position, in accordance with the job profiles determined for those positions covered by this SSA.

4.2 Ordinary Hours

Work such ordinary hours (Monday to Friday), as the supervisor reasonably requires but not less than 160 hours per four (4) week period in accordance with a mutually agreed work pattern. Any agreed working arrangements will be flexible and not be more than twelve (12) hours per day.

If by mutual agreement the employee agrees to work a regular work pattern including shift work, the employee will be entitled to the shift penalty loadings provided for in the Agreement, in addition to the provisions of the SSA.

5. ENERGEX'S RESPONSIBILITIES

5.1 Pay Rates

Pay the employee the salary provided for in the Remuneration Schedule, as determined in accordance with the classification structure provided for in the Agreement.

The total remuneration provided for the employee includes compensation for work during ordinary hours, as well as any out-of-hours work or extended hours of work (including stand-by and emergency response activities) required to meet the specific demands of the business unless otherwise specified in this SSA. In addition, the total remuneration includes all allowances and penalties of any type provided for in the Agreement, which might otherwise apply. If the employee participates in a standby roster the employee will be entitled to the Day off in Lieu provisions for standby on a Public Holiday in accordance with the Agreement.

The employee, if engaged in a position covered by the EDSD Network Recovery Allowance in the Agreement will be entitled to the EDSD Network Recovery Allowance, in accordance with the Agreement in addition to the employee's loading detailed in their individual Remuneration Schedule.

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The employee, if engaged in a position covered by the EDSD Network Recovery Payment in the Agreement will be entitled to the EDSD Network Recovery Payment, in accordance with the provisions of the Agreement in addition to the employee's loading detailed in their individual Remuneration Schedule.

5.1.1 Additional Loading

Pay an additional loading (contained in the Remuneration Schedule) appropriate to positions in recognition of flexible working hours/arrangements and in place of all allowances/penalties of any type, including overtime, normally provided for in the Agreement which might otherwise apply.

Loadings will be determined in accordance with the following guidelines:

15%	Work flexible hours as determined in SSA Clause 4.2 Ordinary Hours, including work related travel and in place of allowances/penalties of any type, including occasional overtime, but not including standby. May be required to be on storm standby.
19%	Work flexible hours as required, including work related travel, participate in a standby roster, and in place of allowances/penalties of any type where frequent overtime is normally worked and occasional out of hours contact is required
22%	Work flexible hours as required, including work related travel, participate in a standby roster, and in place of allowances/penalties of any type where more frequent overtime is worked and frequent out of hours contact or requirement to respond
24%	Work flexible hours as required, including work related travel outside normal business hours, participation in a standby roster, significant involvement in emergency response and other work related activities outside normal business hours, and where significant levels of overtime are worked and extensive out of hours contact or requirement to respond

In the event of the employee changing roles, as a result of the employee successfully obtaining an alternative position, and that position is covered by this SSA, the salary loading will be reviewed and adjusted as determined appropriate by ENERGEX in accordance with the guidelines above.

5.1.2 Overtime Payments

In lieu of the provisions of the overtime clause of the Agreement the following overtime payments will apply to the employee. It is recognised that the employee is required to respond to emergency events. Where an emergency event is deemed an "orange alert" or higher by ENERGEX, the employee will be entitled to payment for all hours worked outside of the employee's ordinary hours in response to such an emergency event.

Such time worked will be paid at 1.5 times the employees combined rate, i.e. the employee's applicable base rate plus the loading as detailed in the Remuneration Schedule.

In addition, overtime payments may be made in recognition of hours worked over and above the normal requirements, including participation in special projects or breakdowns of significant duration. The determination of such overtime payments will be at the discretion the employee's Group Manager.

5.1.3 Higher Duties

Higher duties under this SSA will be in accord with the payments under Clause 6.5 Higher Duties of the Agreement, provided that, in addition to the base salary determined under Clause 6.5 of the Agreement, the employee will receive a loading applicable to the higher position in accordance with the guidelines set out in Clause 5.1.1 of this SSA.

5.1.4 Pay Increases

The employee's base salary levels will be adjusted in accordance with the Agreement.

5.2 Motor Vehicles

Where ENERGEX determines that a vehicle is required to enable the employee to carry out the duties and accountabilities of the position, ENERGEX will provide the most economically suitable vehicle. These vehicles may at times be recycled from the ENERGEX fleet pool. Where a vehicle is provided, the employee will be expected to:

- keep the vehicle available for ENERGEX use;

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- keep the vehicle clean and tidy; and
- arrange maintenance, as required (at ENERGEX expense).

Where a vehicle is supplied, ENERGEX may agree to full private use of the vehicle. A financial contribution of 20% of the lease cost of vehicle will be required for private use. A limited range of accessories, other than for work purposes, may be fitted to the vehicle at the employee's cost, subject to approval by management. External business use of the vehicle is expressly prohibited.

Where a vehicle is supplied the employee may elect either the vehicle nominated by ENERGEX or another vehicle from the ENERGEX vehicle list provided that:

- ENERGEX will determine the nominal operational vehicle;
- the vehicle elected by the employee will meet the operational requirement of the vehicle required for the position as determined by ENERGEX;
- The employee will pay, in addition to the 20% contribution of the lease cost for the ENERGEX nominated vehicle, the monetary difference between the total lease cost of the ENERGEX nominated vehicle and the vehicle selected by the employee; and
- The employee may only exercise this option at the time of being provided a vehicle or at the expiry of the lease of their current vehicle.

The nominal operational vehicle models which currently apply are:

- Hilux 2WD, or
- Hilux 4WD for a role where an operational requirement for a 4WD has been demonstrated.

Where ENERGEX determines that an employee requires a 4WD to perform their operational duties, the employee will pay 20% of the 2WD vehicle price and ENERGEX will provide the nominated operational 4WD vehicle. If the employee chooses to upgrade from the nominal operational 4WD, they will pay 100% of the difference between the nominal operational 2WD and their chosen 4WD vehicle.

Should the need arise to replace the existing nominal operational vehicle models during the life of the Agreement, ENERGEX commits to consulting with the parties regarding the changes and will aim to maintain a nominal operational vehicle of a like standard.

ENERGEX may review the provision of the option of alternative vehicles should the provision of alternative vehicles to employees on this agreement results in an overall increase in the lease cost vehicles.

In accordance with ENERGEX practices, employees may also choose to lease a vehicle for private purposes, with lease payments salary sacrificed.

Other conditions governing use of motor vehicles are contained in the ENERGEX Motor Vehicle Policy.

5.3 Mobile Telephones

ENERGEX will supply a mobile phone where it has been determined that it is necessary to efficiently and effectively perform the duties of the position. In addition, the employee is entitled to reasonable personal use in accordance with the ENERGEX policy. Where the employee has their own private business(s) or conduct/participate in private commercial operations, use of the phone for such purposes is strictly prohibited.

5.4 Computers

ENERGEX will provide an appropriate computer and related equipment, along with dial-in access to the ENERGEX computer network, as determined necessary by the requirements of the position in accordance with ENERGEX policy. Internet access will also be available in approved cases.

5.5 Sick Leave

The employee will be entitled to unlimited sick leave in the event of personal illness or injury, subject to the provision of supporting evidence as required in accordance with the sick leave provisions of the Agreement. Where medical evidence confirms that an employee is unable to return to work due to total and permanent disability, unlimited sick leave entitlements will cease to apply and the calculation of sick leave entitlements will be undertaken in accordance with the process set out in the paragraph below. In

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addition where an employee is unable to return to work as outlined earlier the disability management process set out in the Agreement will apply.

If the employee reverts to the Agreement from this SSA, a calculation of notional accrual offset by the employee's actual usage whilst engaged under this SSA will be made, and the employee's pre Senior Staff Agreement sick leave balance would be adjusted accordingly. On reversion to the Agreement the employee will not have a negative sick leave balance.

5.6 Travel and Accommodation

Travel and accommodation arrangements when required to work/live away from home will be in accordance with the Working Away From Home clause of the Agreement.

6. OTHER MATTERS

6.1 Preservation of Existing Entitlements

Employees will retain their entitlement to any accrued leave to which they were entitled at commencement of this SSA, as if such leave were accrued in accordance with the SSA.

6.2 Change of Position and/or Position Title

Where employees cease to be engaged in positions covered by this SSA either, by accepting a position outside the coverage clause detailed in the SSA, or a position that ENERGEX determines will not be offered under this SSA then the employee will no longer be entitled to the benefits and entitlements of this SSA and will revert to the Agreement.

6.3 Reversion

In addition to the provisions of the reversion provisions of Clause 4.1.9 of the Agreement (Alternative Employment Arrangements) the following will apply:

6.3.1 Employees who accept a Senior Staff Agreement may elect to revert to the Agreement by providing ENERGEX with one (1) month's written notice.

6.3.2 Where ENERGEX requires an individual to revert to the Agreement it will provide the employee three (3) months notice in writing of the employee's reversion.

SALARY SCHEDULE

To be finalised to reflect vehicle option.

NAME			
EMPLOYEE NO		Dept/Group	
POSITION			
Commencement Date			
REMUNERATION			
Base Salary	\$	(SSA Clause 5.1.1)	
Loading %	\$		
TOTAL REMUNERATION	\$.....	*includes Electricity Rebate	
MOTOR VEHICLE (IF APPLICABLE)			
Type	(allocated to position)		
Private Use Options (appropriate box to be marked X)	<i>Nil</i> <input type="checkbox"/>		<i>Full Private Use</i> <input type="checkbox"/>
Contribution	N/A		\$ per fortnight sal sac
Effective Date			
<p>Acceptance of terms and conditions</p> <p>I acknowledge and accept that the Senior Staff Agreement – Schedule thereto covers the terms and conditions of my employment with ENERGEX in the position listed in the Schedule.</p> <p>Signature: _____</p> <p>Date: _____</p>			

Schedule C – Network Operations Control Room Shift Work Arrangements

1. APPLICATION

This Schedule is applicable to specified Network Operations Officers and Network Operations Shift Managers in the Network Control team at ENERGEX Control Rooms. These positions are classified as System Operators engaged on a three shift arrangement, seven days per week (Brisbane) and two shift arrangement, seven days per week (Nambour).

2. DEFINITIONS

“Aggregated loading” is a specific loading which is paid as a percentage of the “Agreement Wage Rate”. Details of the loading are included in clause 4 below.

“Agreement” refers to the ENERGEX Union Collective Agreement, 2011.

“Agreement Wage Rate” is the salary for the employee’s substantive classification under the Agreement’s Salary and Wages Schedule (refer Schedule A).

“Technical Employee”, for the purpose of this Schedule, is an employee engaged to perform shift work (as described above and identified in the Core Career Path Document for System Operators) in the Brisbane and Nambour Control Rooms.

3. RELATIONSHIP TO AGREEMENT

This Schedule is based on the provisions of the Agreement. This Schedule shall be read and interpreted wholly in conjunction with the provisions of this Agreement, and where there is any inconsistency, this Schedule shall take precedence. Where the Schedule is silent the provisions of the Agreement shall apply. This Schedule supersedes all previous conditions and agreements.

4. AGGREGATED SALARY

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “Agreement wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
 - Shift penalty hours;
 - Shift changeover time; and
 - Work performed on Statutory Holidays.
- c. The aggregated loadings to compensate for the above-mentioned components are as follows:

• Shift Manager:	47.29% above ordinary time
• Network Operations Officer (Brisbane):	45.96% above ordinary time
• Network Operations Officer (Nambour):	37.90% above ordinary time
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation contributions.

Note: The calculation sheets are detailed in Attachment CR 3.

5. SHIFT INCIDENCE

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 2.1 of the Agreement.

At this stage, shifts are as follows:

- a. Network Operation Officers and Shift Managers Brisbane

ENERGEX Union Collective Agreement 2011

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

b. Network Operations Officers Nambour

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00

5.1 SHIFT ARRANGEMENTS

The parties will commence discussions to jointly develop a trial shift rotation, including a combination of 8 and 12 hour shifts and shift families, within the first 6 months of this agreement.

6. FLEXIBILITY ARRANGEMENTS

This Schedule may, in accordance with clause 2.1 of the Agreement be amended during its life to reflect any agreed alterations.

The parties will continue to work towards increased flexibility in the operation of the Control Rooms.

The provisions in Attachment CR 1 relating to Brisbane Network Operations Officers have previously been agreed by the Roster Committee.

The provisions in Attachment CR 2 are for the Nambour Control Room arrangements.

6.1 Shift Managers

The Shift Manager roster is based on 6 people, however the intention is to normally have 7 positions filled. The 7th person will work Day Work for a set period during each year, to undertake specific project or other duties as determined by the Network Control Manager. This time will be rostered in advance, and applied as equally as reasonably practical to all Shift Managers. When undertaking this Day Work, Shift Managers will work a 40 hr week, 10 day fortnight (this work will be done during the ordinary hours as prescribed in the Agreement).

Employees may also be required to spend periods of time in other parts of the business in order to maintain their skill development / technical competency, improve their understanding of developments in the network and the views / requirements of their customers.

During these times employees will continue to maintain their aggregated salary.

6.2 Network Operations Officers

In order to maintain their skill development / technical competency, improve their understanding of developments in the network and the views / requirements of their customers, employees may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

7. OVERTIME

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the Agreement wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant overtime penalty (for example, salary x [145.96% x2 plus the applicable shift penalty (e.g. Afternoon and/or Night Shift Penalty rate)]).

8. ADDITIONAL PROVISIONS

- a. All time worked during an ordinary shift between midnight on Friday and midnight on Saturday shall be paid for at 1.75 times the ordinary rate plus the applicable shift penalty (e.g. Afternoon and/or Night Shift Penalty rate).
- b. Annual leave entitlements shall be recorded as 23 shifts of eight hours, i.e. 184 hours.

ENERGEX Union Collective Agreement 2011

- c. Employees who, at the time of Agreement, hold a role provided for in this Agreement will choose one of the following provisions:
- i. Existing employees at the time of agreement will receive a once-off payment of equal to 50% of their sick leave balance at the time of agreement (up to a maximum of 26 weeks), paid at the Agreement Wage Rate, and have the corresponding reduction of that amount from their sick leave balance.

The payment will be made in cash or the employee may choose to have the amount salary sacrificed into their Queensland Electricity Industry Employees' Superannuation Scheme account.
 - ii. Alternatively, existing employees, at the time of agreement, who retire in accordance with the rules of the Queensland Electricity Industry Employees' Superannuation Scheme, or who die during employment, shall be entitled to a payout of sick leave. The entitlement shall be fifty percent of Sick Leave accrued in terms of the Agreement and standing to the employee's credit at the time, to a maximum of 26 weeks at the rate of the standard weekly hours in force at the time; and paid for at the employee's Agreement Wage Rate.

9. NO FLOW-ON EFFECT

This Schedule shall not be used to progress any claims in respect of other ENERGEX employees.

Roster Committee Recommendations

Emergency Rostering / Not Previously Notified Rostering

The Shift Manager shall have the option when a Network Officer is absent not to cover his designated shift. To ensure the safe and effective management of the Electricity Network the Shift Manager must adhere to the following key criteria:

- Pre-controls completed;
- The volume of existing work on the Network Officers desks;
- The volume of additional work for the effected Network Officers and Weather conditions;
- Any requirement of Writing/Authorising of “Planned Switching Sheets”.

If these issues can not be addressed the Network Officer shall have the option of overtime to fulfil the resources required.

If this option is not utilised the Shift Manager will take on the additional workload or call in Standby Staff.

Use of SPARES

SPARES shall be used to cover All Types of Leave under the following conditions/guidelines:

- At all times, 3 people are guaranteed Annual Leave (A/L) at any one time. A 4th person may be granted A/L under certain conditions that meet management approval.
- Where possible, SPARES are to be used to fill in for people on LSL on the proviso that 3 people are still guaranteed Annual Leave (A/L) at any one time. If a person is on LSL, 3 people are still able to taken A/L with the 4th position being backed filled by Day Staff where there is a clash/shortfall. A 5th person may be granted short-term A/L under certain conditions that meet management approval. Any more than 1 person on LSL, then the shortfall is to be filled via the Day Staff.
- Short term Sick Leave is to be filled by SPARES or managed by the Shift Manager in relation to workloads, weather, etc. For short notice shift changes, “adequate notice” or by “mutual consent” shall be applied.
- Long Term Sick Leave is to be filled where possible using SPARES on the proviso that the above conditions in relation to “3 people on A/L at any one point in time” are adhered to. Where this is not possible, the shortfall is to be filled via the Day Staff.

In relation to using SPARES for “LSL” and “Long Term Sick Leave”, no person shall be financially disadvantaged over a 12mth period.

Nambour Control Room

- At all times, one employee is guaranteed annual leave or long service leave. A second employee may be granted annual leave under certain circumstances and with management approval;
- As far as possible, all types of leave will be filled by an employee rostered on Day Shift. Additional work will be performed by approved overtime and/or Victoria Park Control; and

In relation to using Day Shifts. No employee will be financially disadvantaged over 12 months.

Calculation Sheets

(45.96%) Shift Controllers

PENALTIES FOR NEW 14 WEEK ROSTER WITH NO SPARES - with STATUTORY HOLIDAYS + 1 spare week of Mid-Afternoons
(This 18man Roster is effectively an 14 week roster with no spares)

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	14 wks
Total Normal Hours for Period	507.15 hrs
Number of Shifts in a 14wk Roster:	63.0 shifts
Annual Penalty Percentage (18man / 18week cycle):	45.96%

Penalty Hours		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	6.0375	175.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Mon-Fri			Saturday			Sunday			0.85%	
D	A	N	D	A	N	D	A	N	Penalty Hours per Weekly Shift	4
3			1			1			3 Week Day/2 Weekend Afternoon	17.106 hrs wk-1
1	2		1			1			2 Week Afternoon/1 Week Day/2 Weekend Day	17.106 hrs wk-2
1	3								1 Week Day/3 Week Night	5.434 hrs wk-3
2		1				1			2 Week Day/2 Weekend Day	14.088 hrs wk-4
4									4 Week Afternoon	6.038 hrs wk-5
									5 Week Day (Spare) - (Projects/Teams/Shift fill-in)	0.000 hrs wk-6
3			1			1			3 Week Day/2 Weekend Night	17.710 hrs wk-7
	2	1				1			2 Week Night/2 Weekend Afternoon	20.729 hrs wk-8
4									4 Week Afternoon	6.038 hrs wk-9
5									5 Week Day (Spare) -- Mid Afternoon Spare	7.547 hrs wk-10
3			1			1			3 Week Day/ 2 Weekend Night	17.710 hrs wk-11
	2	1				1			2 Week Night/ 2 Weekend Afternoon	20.729 hrs wk-12
2	1	1				1			2 Week Day/1 Week Afternoon/2 Weekend Days	15.597 hrs wk-13
1	3								1 Week Day/3 Week Night	5.434 hrs wk-14
4									4 Week Afternoon	6.038 hrs wk-15
4									4 Week Day	0.000 hrs wk-16
									5 Week Day (Spare)	0.000 hrs wk-17
									5 Week Day (Spare)	0.000 hrs wk-18
Total number of Shifts:			63.0			Total Changeover Time for Period (63 Shifts)			15.750 hrs 0.25%	
Total No of Hrs:			507.15 hrs			Total Penalty Hours for Period			193.05 hrs	

It should be noted that this Roster is a PROPOSED ROSTER ONLY. The FINAL Roster format is to be worked out at a later stage, but the Percentage Calculated would remain the same when the SAME number of Shifts are done over the 18 week cycle. Also, Should Penalty Rates change, so should the Calculated Percentage.

Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.075 hrs	
Afternoon:	14.339 hrs	No of Public Holidays
Night:	14.792 hrs	11 Days
Average of:	13.735 hrs	148.8 hrs
	151.1 hrs	

% of 4 'D' shifts	40.00%	4.83 hrs
% of 4 'A' shifts	40.00%	5.74 hrs
% of 2 'N' shifts	20.00%	2.96 hrs
Total 10 shifts	100.00%	13.52 hrs
		148.8 hrs

Penalty Percentage for Period 38.07%

Annualised Calculation based on 18man / 14week Roster	
Annual Multiplication Factor (52.0357 wks/ yr)	3.71684 cycles
Total Normal Hours/Annum	1884.993 hrs
Total Rostered Penalty Hours/Annum	717.540 hrs

Number of Statutory Holidays Worked/Annum	11 Days	Note: 11 Stat. Holidays per Annum
Statutory Holiday Penalty Hours/Annum	148.764 hrs	132.825
Number of Statutory Holidays Day in Lieu	0.000 hrs	
Days in Lieu Hours/Annum	0.000 hrs	
Total Statutory Holiday Hours/Annum	148.764 hrs	

Total Penalty Hours/Annum 866.304 hrs

Annual Penalty Percentage (18man / 18week cycle):	45.96%
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\$	-
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(37.90%) NCC Controllers

(This 4man Roster is effectively an 4 week roster with no spares)

Penalty Hours		
Week Day	0	0%
Afternoon	1.5000	18.75%
Night	1.8000	22.50%
Sat	6.0000	175.00%
Sun	8.0000	200.00%
Holiday	12.0000	250.00%

Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.000 hrs	No of Public Holidays
Afternoon:	14.250 hrs	
Night:		
<u>Average of:</u>	<u>13.125 hrs</u>	<u>11 Days</u>
144.4 hrs		144.4 hrs

% of 1 'D' shifts	50.00%	6.00 hrs
% of 1 'A' shifts	50.00%	7.13 hrs
	0.00%	0.00 hrs
Total 2 shifts	100.00%	13.13 hrs
		144.4 hrs

	\$	-
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SCHEDULE D – ENERGEX Network Operations Group - Evaluator/LV Outage Officers – Annualised Agreement 2010

1. APPLICATION

This Agreement is applicable to specified Evaluator/Low Voltage Outage Officers in the Network Operations Group located at the ENERGEX Control Room. These positions are classified as Supervisors in the Technical Stream of the ENERGEX Union Collective Agreement 2011. The employees subject to the Agreement will be engaged on a three shift roster arrangement, covering a morning, afternoon and night shift roster, seven days per week.

2. DEFINITIONS

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCA Wage Rate”. Details of the loading are included in clause 4 below.

“EUCA” refers to the ENERGEX Union Collective Agreement, 2011.

“EUCA Wage Rate” is the salary for the employee’s substantive classification under the EUCA’s Salary and Wages Schedule

“Evaluator/Low Voltage Outage Officer” for the purpose of this Agreement, is an employee engaged to perform Evaluation/Low Voltage Outage shift work (as identified in the Evaluator/ Low Voltage Outage Officer Job Profile and relevant Core Career Path Document of the EUCA) in the ENERGEX Network Operations Group.

3. RELATIONSHIP TO AGREEMENT

This Agreement is based on the provisions of the EUCA including Clause 7.4 - Shift Work and Clause 7.5 - Public Holiday. This Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCA, and where there is any inconsistency, this Agreement shall take precedence. Where the Agreement is silent the provisions of the EUCA shall apply. This Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

4. AGGREGATED SALARY

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCA wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
 - Shift penalty hours; and
 - Shift changeover time; and
 - Worked performed on Statutory Holidays.
- c. The aggregated loading to compensate for the above-mentioned components is,
 - Evaluator/ Low Voltage Outage Officer at 43.29% above ordinary time.
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

Note:

The calculation work sheets for the loading set out above are detailed in Attachment 1.

SHIFT INCIDENCE

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with clause 7.4 - Shift Work of the EUCA.

ENERGEX Union Collective Agreement 2011

At this stage, shifts are as follows:

Evaluator/Low Voltage Outage Officers

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

5. FLEXIBILITY ARRANGEMENTS

This Agreement may, in accordance with Clause 2.1- Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

6.1 Evaluator/ Low Voltage Outage Officers – Development Opportunities

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Evaluator/Low Voltage Outage Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

7. OVERTIME

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 143.29%) x2].

8. NO FLOW-ON EFFECT

This Schedule shall not be used to progress any claims in respect of other ENERGEX employees.

SCHEDULE E – Network Operations Information Officers – Annualised Agreement 2011

1. APPLICATION

This Annualised Agreement is applicable to specified Network Operations Information Officers in the Network Operations Group located at the ENERGEX Control Room. These positions are classified as Administrative Employees in the Administrative Stream of the ENERGEX Union Collective Agreement 2011. The employees subject to the Agreement will be engaged on a two shift roster arrangement, covering a day and afternoon roster, seven days per week.

2. DEFINITIONS

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCAs Wage Rate”. Details of the loading are included in Clause 4 below.

“EUCAs” refers to the ENERGEX Union Collective Agreement, 2011.

“EUCAs Wage Rate” is the salary for the employee’s substantive classification under the EUCAs Salary and Wages Schedule

“Information Officer” for the purpose of this Agreement, is an employee engaged to perform Information Officer shift work (as identified in the Network Operations Information Officer Job Profile and relevant Core Career Path Document of the EUCAs) in the ENERGEX Network Operations Group.

3. RELATIONSHIP TO AGREEMENT

This Annualised Agreement is based on the provisions of the EUCAs including Clause 7.4 - Shift Work and Clause 7.5 - Public Holiday. The Annualised Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCAs, and where there is any inconsistency, this Annualised Agreement shall take precedence. Where the Annualised Agreement is silent the provisions of the EUCAs shall apply. This Annualised Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

4. AGGREGATED SALARY

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCAs wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
 - i. Shift penalty hours; and
 - ii. Shift changeover time; and
 - iii. Worked performed on Statutory Holidays.
- c. The aggregated loading to compensate for the above-mentioned components is,
 - i. Network Operations Information Officer at 36.5% above ordinary time.
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

Note:

The calculation work sheets for the loading set out above are detailed in Attachment 1.

5. SHIFT INCIDENCE

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of ordinary shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with Clause 7.4 - Shift Work of the EUCAs.

At this stage, shifts are as follows:

ENERGEX Union Collective Agreement 2011

Information Officers

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	N/A	N/A

6. FLEXIBILITY ARRANGEMENTS

This Annualised Agreement may, in accordance with Clause 2.1 - Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

6.1 Information Officers – Development Opportunities

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Information Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

7. OVERTIME

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 136.5%) x2].

8. NO FLOW-ON EFFECT

This Schedule shall not be used to progress any claims in respect of other ENERGEX employees.

Calculation Sheet – Network Operations Information Officers Loading – 36.5%

PENALTIES for 3 Week Roster with NO SPARES - with STATUTORY HOLIDAYS + 0 Spare week of Mid-Afternoons

(This 4 man Roster is effectively a 3 week roster with no spares)

Enter HRS per Day to be worked

Just fill in the CELLS that are MARKED YELLOW

Standard Hours worked per Day	8.05 hrs
Hours per week	36.23 hrs
Number of Weeks	3.4 wks
Total Normal Hours for Period	124.78 hrs

Number of Shifts in a 3wk Roster: 16.0 shifts

Annualised Penalty Percentage: 36.49%

offered Percentage: 36.50%

-0.01%

Penalty Hours - 8 hrs		
Week Day	0	0%
Afternoon	1.5094	18.75%
Night	1.8113	22.50%
Sat	4.0250	150.00%
Sun	8.0500	200.00%
Holiday	12.0750	250.00%

Enter # of SPARE Weeks in Roster used to cover leave

Enter # of People on Roster: 4 People

5	5	0	1	1	0	1	1	0
Mon-Fri	Saturday	Sunday						

D	A	N	D	A	N	D	A	N
---	---	---	---	---	---	---	---	---

5	5	0	1	1	0	1	1	0
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Penalty Hours per Weekly Shift

Enter # of SPARES: 0.56

<< No of Shifts over the cycle of the Roster

34.716 hrs

5 Day Week (Spare)

0.000 hrs

0.000 hrs

0.000 hrs

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Public Holiday AVG Penalty Hours (D-A-N)		
Day:	12.075 hrs	No of Public Holidays 11 Days
Afternoon:	14.339 hrs	
Night:	14.792 hrs	
Average of:	13.735 hrs	
151.1 hrs		145.3 hrs

% of 1 'D' shifts	50.00%	6.04 hrs
% of 1 'A' shifts	50.00%	7.17 hrs
% of 0 'N' shifts	0.00%	0.00 hrs
Total 2 shifts	100.00%	13.21 hrs
		145.3 hrs

Penalty Percentage for Period 28.78%

Annualised Calculation based on 4 man / 3wk Roster

Annual Multiplication Factor (52.0357 wks/ yr) 15.11 cycles

Total Normal Hours/Annum 1884.99 hrs

Total Rostered Penalty Hours/Annum 542.58 hrs

Number of Statutory Holidays Worked/Annum 11 Days

Statutory Holiday Penalty Hours/Annum 145.3 hrs

Days in Leiu Hours/Annum 88.55 hrs

Total Statutory Holiday Hours/Annum 145.28 hrs

Number of Planned O/T Shifts Included/Annum 0.0000

Planned O/T Inclusion Hours/Annum 0.00

Total Penalty Hours/Annum 687.86 hrs

Annual Penalty Percentage for a 4 week cycle: 36.49%

It should be noted that this Roster is a PROPOSED

ROSTER ONLY.

The FINAL Roster format is to be worked out at a later stage, but the Percentage Calculated would remain the same when the SAME number of Shifts are done over the Quoted cycle. Also, Should Penalty Rates change, so should the Calculated Percentage.

Note: 11 Stat. Holidays per Annum

132.825

Enter Number of Public Holidays per Calendar Year

(If Req'd) Enter Extra % for incorporating Monthly Team Briefs or Prepaid O/T into Annualised Rate

SCHEDULE F –Network Operations Trouble Call Officers – Annualised Agreement 2011

1. APPLICATION

This Annualised Agreement is applicable to specified Network Trouble Call Officers in the Network Operations Group located at the ENERGEX Control Room. These positions are classified as Administrative Employees in the Administrative Stream of the ENERGEX Union Collective Agreement 2011. The employees subject to the Agreement will be engaged on a three shift roster arrangement, covering a morning, afternoon and night shift roster, seven days per week.

2. DEFINITIONS

“Aggregated loading” is the specific loading which is paid as a percentage of the “EUCA Wage Rate”. Details of the loading are included in clause 4 below.

“EUCA” refers to the ENERGEX Union Collective Agreement, 2011.

“EUCA Wage Rate” is the salary for the employee's substantive classification under the EUCA's Salary and Wages Schedule

“Network Operations Trouble Officer” for the purpose of this Agreement, is an employee engaged to perform trouble call shift work (as identified in the Network Operations Trouble Call Officer Job Profile and relevant Core Career Path Document of the EUCA) in the ENERGEX Network Operations Group.

3. RELATIONSHIP TO AGREEMENT

This Annualised Agreement is based on the provisions of the EUCA including Clause 7.4 - Shift Work and Clause 7.5 - Public Holiday. The Annualised Agreement shall be read and interpreted wholly in conjunction with the provisions of the EUCA and where there is any inconsistency, this Agreement shall take precedence. Where the Annualised Agreement is silent the provisions of the EUCA shall apply. The Annualised Agreement supersedes any previous conditions and agreements or arrangements which deal with the subject matter of this Agreement.

4. AGGREGATED SALARY

- a. This arrangement provides for the payment of an additional percentage loading (“aggregated loading”) calculated as a percentage of the “EUCA wage rate” for the position.
- b. The aggregated loading compensates employees for the following items:
 - i. Shift penalty hours;
 - ii. Shift changeover time; and
 - iii. Worked performed on Statutory Holidays.
- c. The aggregated loading to compensate for the above-mentioned components is,
 - i. Network Trouble Call Officer at 42.3% above ordinary time.
- d. The aggregated loading applies to periods of annual, personal and long service leave, as well as overtime and superannuation purposes.

Note:

The calculation work sheets for the loading set out above are detailed in Attachment 1.

5. SHIFT INCIDENCE

Shift rosters will be based on a rotating working pattern basis with an average of 72.5 hours per fortnight. As far as is possible to achieve, whilst also taking into account personal preferences, the rotations of work attendance will seek to ensure equity in the numbers of night shifts and weekends worked per year.

Shift starting and ending times may need to vary depending on the needs of both the internal and external environment and to best meet the needs of customers. These may be varied in accordance with Clause 7.4 - Shift Work of the EUCA.

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At this stage, shifts are as follows:

Trouble Call Officers

Shift	Commence	Finish
Day	06:00	14:00
Afternoon	14:00	22:00
Night	22:00	06:00

6. FLEXIBILITY ARRANGEMENTS

This Annualised Agreement may, in accordance with Clause 2.1 - Workplace Change and Flexibility of the EUCA be amended during its life to reflect any agreed alterations not related to shift roster arrangements.

The parties will continue to work towards increased flexibility in the operation of the Network Operations Group.

6.1 Trouble Call Officer – Development Opportunities

In order to maintain skill development / technical competency, improve understanding of developments in the network and the views / requirements of their customers, Trouble Call Officers may be required to spend periods of time in other parts of the business. During this time employees will continue to maintain their aggregated salary.

7. OVERTIME

Where approved overtime is worked such additional overtime will be able to be claimed. This additional overtime will be based on the EUCA wage rates relevant to the classification of the employee's position, the aggregated loading and the relevant EUCA overtime penalty [for example, (salary x 142.3%) x2].

8. NO FLOW-ON EFFECT

This Schedule shall not be used to progress any claims in respect of other ENERGEX employees.

Calculation Sheet – Network Operations Trouble Call Officers Loading – 42.3%

PENALTIES for 10 Week Roster with NO SPARES - with STATUTORY HOLIDAYS + 0 Spare week of Mid-Afternoons

(This 12 man Roster is effectively a 10 week roster with no spares)

Enter HRS per Day to be worked

Just fill in the CELLS that are MARKED YELLOW

Standard Hours worked per Day		8.05 hrs
Hours per week		36.23 hrs
Number of Weeks		10.3 wks
Total Normal Hours for Period		371.91 hrs
Number of Shifts in a 10wk Roster:		47.0 shifts
Annualised Penalty Percentage:		42.30%
offered Percentage:		42.30%

Penalty Hours - 8 hrs	
Week Day	0 0%
Afternoon	1.5094 18.75%
Night	1.8113 22.50%
Sat	4.0250 150.00%
Sun	8.0500 200.00%
Holiday	12.0750 250.00%

Penalty Hours per Weekly Shift		Enter # of SPARES: 1.7
<< No of Shifts over the cycle of the Roster		128.90 hrs
5 Day Week (Spare)		0.000 hrs
5 Day Week (Spare)		0.000 hrs
5 Day Week (Spare)		0.000 hrs
5 Day Week (Spare)		0.000 hrs
		0.000 hrs
		0.000 hrs
		0.000 hrs
		0.000 hrs
Total number of Shifts:		47.0
Total No of Hrs:		378.35 hrs
Total Changeover Time for Period (47 Shifts)		0.000 hrs
Total Penalty Hours for Period		128.90 hrs
Penalty Percentage for Period		34.66%

Annualised Calculation based on 12 man / 10wk Roster	
Annual Multiplication Factor (52.0357 wks/ yr)	5.07 cycles
Total Normal Hours/Annum	1884.99 hrs
Total Rostered Penalty Hours/Annum excluding PH	649.51 hrs

Number of Statutory Holidays Worked/Annum	11 Days	Note: 11 Stat. Holidays per Annum
Satutory Holiday Penalty Hours/Annum	147.8 hrs	132.825
Days in Leiu Hours/Annum	88.55 hrs	
Total Statutory Holiday Hours/Annum	147.77 hrs	
Number of Planned O/T Shifts Included/Annum		(If Req'd) Enter Extra % for incorporating Monthly Team Briefs or Prepaid O/T into Annualised Rate
Planned O/T Inclusion Hours/Annum	0.00	
Total Penalty Hours/Annum		797.28 hrs
percentage per 12 week cycle excluding public holidays		42.30%

Public Holiday AVG Penalty Hours (D-A-N)		
Day: 12.075 hrs	No of Public Holidays	
Afternoon: 14.339 hrs		
Night: 14.792 hrs		
Average of: 13.735 hrs		
151.1 hrs	11 Days	
% of 3 'D' shifts	42.86%	5.18 hrs
% of 3 'A' shifts	42.86%	6.15 hrs
% of 1 'N' shifts	14.29%	2.11 hrs
Total 7 shifts	100.00%	13.43 hrs
		147.8 hrs

It should be noted that this Roster is a **PROPOSED ROSTER ONLY**. The FINAL Roster format is to be worked out at a later stage, but the Percentage Calculated would remain the same when the SAME number of Shifts are done over the Quoted cycle. Also, Should Penalty Rates change, so should the Calculated Percentage.

Schedule G – Classification Structure

1. Classifications – transmission and supply The classification definitions in this Agreement recognise the following 3 broad streams:

1.1 Administrative stream

The Administrative stream will include employees engaged in clerical and administrative tasks.

Definitions contained in this stream recognise that Administrative employees will be engaged in broad disciplines including Personnel, Industrial Relations, Computing, Administration, Logistics (Materials Supply), Finance, Sales and Marketing.

In the Administrative stream, adult employees, not employed in formal traineeships will be given the opportunity to train to minimum Salary Level 5.1 on the basis of skills acquired and required to be used which are assessed annually.

1.2 Technical stream

- a. The Technical stream incorporates 2 broad vocational fields; Power workers and technical employees.
 - i. The Power worker field will include but not be restricted to employees primarily engaged in work assisting tradespersons, store work, general labouring and cleaning duties, plant vehicle and/or equipment operation and rigging or scaffolding.
 - ii. The Technical employee field will include:
 - a. employees who possess as a minimum qualification, a trades certificate or certificate of competency (as defined in the *Electricity Act 1994*) and are engaged in the broad trade disciplines as defined;
 - b. employees primarily engaged on, but not restricted to, work in Engineering/ Science/ Other Technical and Supervisory functions.
- b. Power workers – Each new employee engaged at Power worker Level 1 will be given the opportunity to train to a minimum skill Level of Power worker level 2 (Salary Level 2.0). An employee will be given the opportunity to complete such training within 3 years of appointment. Approved Training Plans may be developed to Power worker Level 5.
- c. Technical employees
 - i. Each tradesperson in this stream will be given the opportunity to train to a minimum skill level of Technical employee Level 2 (Salary Point 5.1). The tradesperson will be given the opportunity to complete such training within 3 years of appointment.

Apprentices and trainee linespersons/jointers will be given the opportunity to complete such training within 2 years of appointment.
 - ii. Each employee engaged in the Engineering/Science/Other Technical discipline will be given the opportunity to train to a minimum skill level of Technical employee Level 3 (Salary Point 8.0).
- d. Trade disciplines - The definitions recognise that tradespersons will be engaged in the following 5 broad disciplines:
 - i. Electrical/Electronic: Including the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of all electrical and electronic devices, systems equipment and controls, e.g. electric wiring, motors, generators, programmable logic controllers and other electronic controls, instruments, refrigeration, telecommunications, radio and television, communication and information processing equipment, and automotive electrics;
 - ii. Power Distribution: Including the design, construction, installation, modification, testing, fault-finding, commissioning, maintenance and service of underground and overhead power distribution/transmission systems, equipment and controls;
 - iii. Mechanical: Including the design, assembly, manufacture, installation modification, testing, fault finding, commissioning, maintenance and service of all mechanical equipment, machinery, fluid

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power systems, automotive mechanics, instruments, refrigeration and the use of related computer controlled equipment, e.g. computer numeric controlled machine tools;

- iv. Fabrication/vehicle building: Including fabrication, forging, founding, structural steel erection, electroplating, metal spinning, metal polishing, sheet metal work, and the use of related computer controlled equipment. This includes fabrication in all metals, plastic, carbon fibre, composite materials, ceramics and other material;
- v. Building Services: Includes carpentry, plumbing, painting, and other related fields.
- e. Tasks which an employee may perform are subject to the employee having the appropriate Trade and Post Trade Training to enable the employee to perform the particular tasks.
- f. The Post Trade and Advanced Certificates referred to in these definitions, are not directly comparable with existing post-trade qualifications and the possession of such qualifications does not itself justify classification of a tradesperson to a particular classification level.
- g. Engineering/Science/System Control Operator/Other Technical and Supervisory - The definitions also recognise 3 additional broad disciplines within the Technical stream.
 - i. Engineering/Science/Other Technical will include employees who possess as a minimum qualification, an appropriate Advanced Diploma or equivalent and who are:
 - a. responsible for using their Engineering/Science/Other Technical skills and judgement in a range of engineering, scientific, occupational health or engineering surveying functions including design, drafting, graphics, planning, research, quality process, cost estimating, construction, survey, property assessment, laboratory research and testing, manufacture, diagnostics, communications, computers, operation of complex equipment, maintenance, standards, testing, inspection, supervision, budgeting, scheduling, data recording, data analysis, reporting, calculations, project co-ordination, administrative functions, and technical management;
 - b. Responsible for the provision of technical advice and services to domestic, commercial, rural and industrial consumers on effective utilisation of electricity.
 - ii. Supervisory will include employees primarily involved in supervising, co-ordination and training activities, including employees who are:
 - a. responsible for the work of other employees and/or provision of on-the-job training and/or technical guidance;
 - b. responsible for the supervision and/or training of other supervisors or trainers;
 - c. responsible for the supervision and/or inspection of work projects and construction.
 - iii. System Control Operators - System Control Operators are employees directly engaged in the control and operation of electricity transmission and or electricity distribution systems from designated Control Centres:
 - a. These employees will be engaged in tasks including but not limited to monitoring, operating and non-technical maintenance of plant and equipment, and training, supervising and co-ordinating for the above.
 - b. Each employee in this field may progress through the acquisition of skills in accordance with an Approved Training Plan.
 - c. The parties agree to recognise internal training provided by ENERGEX leading to an essential competency until such time as agreed Specific Accredited Training is available.

1.3 Professional/Managerial stream

- a. Positions within the Professional/Managerial stream will require a degree qualification or equivalent, in a relevant field and/or may require registration by a Professional Board.
- b. Professional/managerial employees will be required to provide professional advice, services and support in specialist fields of competence, and/or undertake management or supervision of part of the organisation.

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Progression will depend upon the acquisition and use of additional skills/competencies. The rate of progression will depend upon the individual acquiring and applying skills/competencies in accordance with relevant Career Path criteria.

Definitions contained in this Stream recognise that Professional/Managerial employees will be engaged in broad disciplines including Legal, Accounting, Architecture, Engineering, Computing, Chemistry, Economics, Metallurgy, Psychology, Science, Surveying, Valuing, Managerial, Marketing and Employee/Industrial Relations.

1.4 Training standards

The parties to this Agreement acknowledge the need for, and are committed to, the development and implementation of ElectroComms and Energy Utilities Industry Skills Council Ltd Trading as EE-Oz (as reconstituted from time to time) endorsed Training Standards which are applicable to ENERGEX's.

2. General definitions

Modules - For the purposes of these definitions, a "module" will mean either:

- a. 40 hours nominal duration of training at TAFE, University or equivalent; or
- b. that amount of structured training (which may comprise either on and/or off the job components) which is recognised as equivalent by the parties.

Progression rules - Progression within the classification and/or salary structure may occur on one of the following bases:

- a. the acquisition of skills in accordance with an Approved Training Plan;
- b. reclassification on the basis of the demonstration of skills acquired and required to be used;
- c. Appointment to a position with a higher Agreement classification.

Approved training plans - An approved training plan will be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of ENERGEX and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.

The plan will identify the training to be completed, the agreed time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes.

The plan will be developed and agreed by the employee and the employee's supervisor.

Approved Training Plans are to be developed in accordance with guidelines set out in the agreed Implementation Guide for Award Restructuring in the Queensland Electricity Supply Industry.

Recognition of employees' skills/qualifications - An employee may have prior work experience and/or current knowledge recognised as being equivalent to a qualification outlined in the classification structure. Such recognition may occur by the employee requesting assessment through the Competency Recognition Procedure. This procedure forms part of the agreed Implementation Guide.

Recognition of an employee's skills may occur on one of the following bases:

- a. where Training Standards exist, the assessment will be carried out by testing against the Training Standards using a formal Recognition of Prior Learning process;
- b. where Training Standards do not exist, Recognition of Prior Learning assessment will be carried out by testing against Competency Levels or Learning Outcomes from training programs/ modules recognised for Agreement purposes.

Recognition of other factors - For the purposes of this Agreement, other relevant factors may be deemed to have a monetary value, in addition to that provided through training.

Career paths - Career paths applicable to definitions in the Administrative, Technical and Professional and Managerial streams have been agreed by the parties and are set out in the Career Path documents (Schedule F).

Career paths relate to a nominated stream and outline how the Classification Structure and Definitions are to be implemented. The Career Paths are to be used in conjunction with the Agreement

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Classification definitions to resolve any dispute regarding an employee's classification. Career Paths set out in Schedule E, are as follows:

- Administrative
- Technical
- Professional and Managerial

Employees with trade or equivalent certificate, plus an Advanced Diploma - An employee who is required to possess a Trade Certificate or equivalent, plus an Advanced Diploma will, as a minimum, be classified at Salary Point 7.0.

Employees without relevant work experience - An employee who is required as a condition of employment to possess a particular level of academic qualification, but who is without relevant work experience, will as a minimum enter the classification structure at the following Salary Points:

QUALIFICATION	MINIMUM ENTRY POINT
Advanced Certificate	SALARY POINT 4.0
Advanced Diploma	SALARY POINT 5.0
3 Year Degree	SALARY POINT 6.2
4 Year Degree	SALARY POINT 8.0

Note: A Paraprofessional, trained within a Paraprofessional Traineeship, will have a minimum entry Salary Point of 5.2.

Definition of "or equivalent" - For the purposes of this Agreement the term "or equivalent" means and includes, but is not limited to the following:

equivalent accredited training, competencies, skills, certification, or experience and such other training or other factors as may be agreed between the parties from time to time.

3. Classification definitions - Administrative stream.

Administrative Stream Classification Structure Outline

Salary Point	Classification Level	Training Requirements
16.0		
15.0	↑	↑
14.0	Administrative employee Level 11	Advanced Diploma + additional training or equivalent
13.0	Administrative employee Level 10	Advanced Diploma + additional training or equivalent
12.0	Administrative employee Level 9	Advanced Diploma + additional training or equivalent
11.0	Administrative employee Level 8	Advanced Diploma or equivalent
10.0	*	22 modules or equivalent
9.0	Administrative employee Level 7	Advanced Certificate or equivalent
8.0	*	12 modules or equivalent
7.0	Administrative employee Level 6	9 modules or equivalent
6.0	*	6 modules or equivalent
5.0	Administrative employee Level 5	3 modules or equivalent
4.0	Administrative employee Level 4	AQF Certificate III or equivalent
3.0	Administrative employee Level 3	AQF Certificate II or equivalent
2.0	Administrative employee Level 2	AQF Certificate I or equivalent

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1.0	Administrative employee Level 1 (b)	Undertaking structured training towards a AQF Certificate I
0.0	Administrative employee Level 1 (a)	Induction Training

* Reference to Salary Points 6, 8, 10 are for explanation purposes only and are not to be treated as classifications for Agreement Purposes.

↑ Progression and training beyond these Classification Levels are subject to relevant career path criteria.

Note: AQF – Australian Qualification Framework.

3.1 Administrative employee - Level 1(a) (Salary Point 0.0)

An Administrative employee - Level 1(a) will mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with clerical functions.

Such structured training will be completed within 3 months of appointment to this level.

An employee at this level works under direct supervision, and performs routine duties.

Note: An Administrative employee - Level 1(a) falls within the Australian Training Quality Framework at Level 1.

3.2 Administrative employee - Level 1(b) (Salary Point 1.0)

An Administrative employee - Level 1(b) will mean an employee who is undertaking structured training towards an AQF Certificate I or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- f. perform routine, predictable, repetitive and proceduralised tasks;
- g. exercise judgement within the employee's level of skill and training;
- h. work under direct supervision;
- i. understand basic quality control/assurance procedures; and
- j. understand and utilise basic literacy and numeracy skills,

commensurate with the employee's training, experience and responsibilities.

Note: An Administrative employee - Level 1(b) falls within the Australian Training Quality Framework at Level 1.

3.3 Administrative employee - Level 2 (Salary Point 2.0)

An Administrative employee - Level 2 will mean an employee who has completed an AQF Certificate I or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- (a) provide clerical support within Sections/Departments;
- (b) be responsible for the quality of the employee's own work;
- (c) work under routine supervision either individually or in a team environment;
- (d) exercise judgement within the employee's level of skills and training;
- (e) assist new staff and trainers by providing guidance and advice;
- (f) work in conformity with established rules and/or guidelines; and
- (g) use writing, numeracy and equipment skills,

commensurate with the employee's training, experience and responsibilities.

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Note: An Administrative employee - Level 2 falls within the Australian Training Quality Framework at Level 2.

3.4 Administrative employee - Level 3 (Salary Point 3.0)

An Administrative employee - Level 3 will mean an employee who has completed an AQF Certificate II, or equivalent so as to enable the employee to perform work within the scope of this level.

An employee at this level possesses competencies which enables the employee to:

- a. fulfil a general support function within the workplace;
- b. understand relevant organisational structure, procedure and policy and exercise discretion although knowledge required to perform work is usually relative to precedents, guidelines, procedures, regulations and instructions;
- c. assist in the provision of on-the-job training to a limited degree;
- d. work under general supervision;
- e. exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2; and
- f. be responsible for ensuring the quality of the employee's own work,

commensurate with the employee's training, experience and responsibilities.

Note: An Administrative employee - Level 3 falls within the Australian Training Quality Framework at Level 2.

3.5 Administrative employee - Level 4 (Salary Point 4.0)

An Administrative employee - Level 4 will mean an employee who applies the skills acquired through the successful completion of a trade equivalent Certificate level qualification, an AQF Certificate III or equivalent and is able to exercise the skills and knowledge of such certification and experience.

An employee at this level possesses competencies which enables the employee to:

- a. understand and apply quality systems and is able to inspect products and/or materials for conformity with established operational standards;
- b. exercise good interpersonal communications skills;
- c. exercise discretion within the scope of this level;
- d. provide training and guidance as required;
- e. perform work under general direction, either individually or in a team environment;
- f. undertake a range of duties requiring judgement, liaison and communication within the organisation and other interested parties; and
- g. perform planning and co-ordination of tasks as required,

commensurate with the employees training, experience and responsibilities.

Note: An Administrative employee - Level 4 falls within the Australian Training Quality Framework at Level 3.

3.6 Administrative employee - Level 5 (Salary Point 5.0)

An Administrative employee - Level 5 will mean an employee who:

- a. In addition to the requirements of an Administrative employee Level 4 has completed:
 - i. 3 appropriate modules or equivalent; or
 - ii. an equivalent standard of structured industry specific training;

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- b. Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Advanced Diploma but is without relevant work experience).

An employee at this level possesses competencies which enables the employee to:

- i. exercise discretion within the scope of this level;
- ii. work under general supervision, either individually or in a team environment;
- iii. understand and implement quality systems;
- iv. perform supervisory functions within the scope of this level and assist subordinate staff with on-the-job training; and
- v. exercise initiative in the application of established work procedures

commensurate with the employee's training, experience and responsibilities

Note: An Administrative employee Level 5 falls within the Australian Training Quality Framework at Level 4.

3.7 Administrative employee - Level 6 (Salary Point 7.0)

An Administrative employee - Level 6 will mean an employee who:

- a. In addition to the requirements of Administrative employee Level 4 has completed:
- i. 9 appropriate modules of training or equivalent; or
 - ii. an equivalent standard of structured Industry specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Advanced Diploma and has relevant skills and experience appropriate to this level).

An employee at this level possesses competencies which enables the employee to:

- i. provide guidance and assistance and undertake supervisory responsibilities as part of the function;
- ii. assist in the provision of training, in conjunction with supervisors and trainers;
- iii. understand and implement quality systems;
- iv. work under limited supervision; and
- v. exercise discretion within the scope of this level,

commensurate with the employee's training, experience and responsibilities

Note: An Administrative employee - Level 6 falls within the Australian Training Quality Framework at Level 4.

3.8 Administrative Employee - Level 7 (Salary Point 9.0)

An Administrative employee - Level 7 will mean an employee who:

- a. In addition to the requirements of an Administrative employee - Level 4 has completed:
- i. an Advanced Certificate or equivalent; or
 - ii. an equivalent standard of structured Industry specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Advanced Diploma and has relevant skills and experience appropriate to this level).

An employee at this level possesses competencies which enables the employee to:

- i. undertake work in relation to established priorities and work practices;

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- ii. research and prepare papers, reports, and draft complex correspondence;
- iii. undertake activities of a technical/specialist or detailed nature;
- iv. assist in the preparation of procedural guidelines;
- v. interpret and analyse information;
- vi. oversee and co-ordinate the work of subordinate staff;
- vii. has an overall knowledge and understanding of the operating principle of the systems and equipment on which the employee is required to carry out their tasks; and
- viii. assist in the provision of training to employees in conjunction with supervisors/trainers,

commensurate with the employee's training, experience and responsibilities.

Note: Administrative employee - Level 7 falls within the Australian Training Quality Framework at Level 5.

3.9 Administrative employee - Level 8 (Salary Point 11.0)

An Administrative employee - Level 8 will mean an employee who:

- a. In addition to the requirements of Administrative employee Level 4 has completed:
 - i. an Advanced Diploma or equivalent; or
 - ii. an equivalent standard of structured specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience.

An employee at this level possesses competencies which enables the employee to:

- i. operate under limited direction in relation to priorities;
- ii. prepare detailed reports and carry out investigations on complex equipment as directed or within the scope of discretion at this level;
- iii. apply advanced knowledge and understanding of the principles of the range of systems and/or equipment on which the employee may be involved;
- iv. assist in the provision of training to employees in conjunction with supervisors/trainers;
- v. prepare documentation for policy decision, complex correspondence and the like;
- vi. set priorities and achieve objectives, monitor work flow and manage staff resources to meet objectives; and
- vii. perform maintenance planning and predictive maintenance work for systems and equipment,

commensurate with the employee's training, experience and responsibilities.

Note: Administrative employee - Level 8 falls within the Australian Training Quality Framework at Level 6.

3.10 Administrative employee - Level 9 (Salary Point 12.0)

- a. An Administrative employee - Level 9 will mean an employee who in addition to the requirements of Administrative employee Level 4 has completed:
 - i. an Advanced Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
 - ii. an equivalent standard of structured specific training;
- b. An employee at this level possesses competencies which enables the employee to:
 - i. perform work within broad guidelines and under general direction;
 - ii. accept responsibility for technical expertise, planning, administration or co-ordination work;

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- iii. have substantial accountability and responsibility for output;
- iv. assist in the provision of training at the level required;
- v. initiate investigations and produce technical reports;
- vi. work independently as a specialist or in a team;
- vii. provide specialist support in a range of programs/activities;
- viii. control and co-ordinate the works program within budgetary constraints;
- ix. set project priorities, plan and organise own work and that of subordinate staff; and
- x. undertake a range of functions requiring application and development of knowledge and skills appropriate to departmental and/or enterprise goals,

commensurate with the employee's training, experience and responsibilities.

Note: Administrative employee - Level 9 falls within the Australian Training Quality Framework at Level 6.

3.11 Administrative employee - Level 10 (Salary Point 13.0)

- a. An Administrative employee - Level 10 will mean an employee who in addition to the requirements of Administrative employee Level 4 has completed:
 - i. an Advanced Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
 - ii. an equivalent standard of structured specific training.
- b. An employee at this level possesses competencies which enables the employee to:
 - i. accept a high degree of responsibility for technical expertise, planning, administration or co-ordination of work;
 - ii. have significant accountability and responsibility for output;
 - iii. undertake high level creative planning, design or management functions;
 - iv. use a high level of theoretical, cognitive and applied knowledge;
 - v. exercise limited managerial responsibility for a work area;
 - vi. work independently as a specialist and/or a senior member of a project team;
 - vii. display a high level of interpersonal skills in the performance of the function; and
 - viii. develop and implement significant works programs,

commensurate with the employee's training, experience and responsibilities.

3.12 Administrative employee - Level 11 (Salary Point 14.0)

- a. An Administrative employee - Level 11 will mean an employee who in addition to the requirements of Administrative employee Level 4 has completed:
 - i. an Advanced Diploma or equivalent and further, has completed additional training as specified in the appropriate Career Path; or
 - ii. an equivalent standard of structured specific training;
- b. An employee at this level possesses competencies which enables the employee to:
 - i. be responsible as a technical expert or senior administrator;
 - ii. provide a high level of creative planning, design and associated managerial functions;
 - iii. establish and review guidelines and devise new approaches to design, operation, development or investigation;
 - iv. be accountable and responsible for output;

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- v. display interpersonal skills in the performance of functions at the level required;
- vi. develop and implement significant work programs; and
- vii. exercise initiative in the production and application of Standards and Procedures,

commensurate with the employee's training, experience and responsibilities.

Note: Administrative employee - Level 11 falls within the Australian Training Quality Framework at Level 7.

4. Classification definitions - Technical stream.

Technical Stream Classification Structure Outline

Salary Point	Classification Level		Training Requirements
16.0			
15.0		↑	↑
14.0		Technical employee Level 8	Advanced Diploma + additional training or equivalent
13.0		Technical employee Level 7	Advanced Diploma + additional training or equivalent
12.0		Technical employee Level 6	Advanced Diploma + additional training or equivalent
11.0		Technical employee Level 5	Advanced Diploma or equivalent
10.0		*	22 modules or equivalent
9.0		Technical employee Level 4	Advanced Certificate or Equivalent
8.0		*	12 modules or equivalent
7.0		Technical employee Level 3	9 modules or equivalent
6.0	↑	*	6 modules or equivalent
5.0	Power worker Level 5	Technical employee Level 2	3 modules or equivalent
4.0	Power worker Level 4	Technical employee Level 1	Trade Certificate AQF Certificate III or equivalent
3.0	Power worker Level 3		AQF Certificate II or equivalent
2.0	Power worker Level 2		AQF Certificate I or equivalent
1.0	Power Worker Level 1(b)		Undertaking structured training towards a AQF Certificate I
0.0	Power worker Level 1(a)		Induction Training

* Reference to Salary Points 6, 8, 10 are for explanation purposes only and are not to be treated as classifications for Agreement Purposes.

↑ Progression and training beyond these Classification Levels are subject to relevant career path criteria.

Note: AQF – Australian Qualification Framework.

4.1 Power worker - Level 1(a) (Salary Point 0.0)

A Power worker Level 1(a) will mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with a Power worker 1(b).

Such structured training will be completed within 3 months of appointment to this level.

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An employee at this level works under direct supervision, and performs routine duties essentially of a manual nature.

Note: Power worker Level 1(a) falls within the Australian Training Quality Framework at Level 1.

4.2 Power worker - Level 1(b) (Salary Point 1.0)

A Power worker Level 1(b) will mean an employee who is undertaking structured training towards a AQF Certificate I or equivalent.

An employee at this level possesses competencies which enables the employee to:

- a. perform routine, predictable, repetitive and proceduralised tasks of a manual nature;
 - b. exercise minimal judgement;
 - c. work under direct supervision;
 - d. understand basic quality control/assurance procedures; and
 - e. understand and utilise basic literacy and numeracy skills,
- commensurate with the employee's training, experience and responsibilities.

Note: Power worker Level 1(b) falls within the Australian Training Quality Framework at Level 1.

4.3 Power worker - Level 2 (Salary Point 2.0)

A Power worker Level 2 will mean an employee who has completed a AQF Certificate I (8 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- a. perform manual functional support duties within the enterprise;
- b. be responsible for the quality of the employee's own work;
- c. work under routine supervision either individually or in a team environment;
- d. exercise discretion within the employee's level of skills and training; and
- e. perform duties as a competent assistant,

commensurate with the employee's training, experience and responsibilities.

Note: Power worker Level 2 falls within the Australian Training Quality Framework at Level 2.

4.4 Power worker - Level 3 (Salary Point 3.0)

A Power worker Level 3 will mean an employee who has completed a AQF Certificate II (16 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- a.
 - i. perform a specific support function within the enterprise, or
 - ii. undertake training as a Linesperson or Joiner;
- b. work from complex instructions and procedures;
- c. assist in the provision of on-the-job training to a limited degree;
- d. work under general supervision;
- e. exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2;
- f. be responsible for assuring the quality of the employee's own work; and
- g. perform work as a competent assistant,
- h. commensurate with the employee's training, experience and responsibilities.

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- i. Note: Power worker Level 3 falls within the Australian Training Quality Framework at Level 2.

4.5 Power worker - Level 4 (Salary Point 4.0)

A Power worker Level 4 will mean an employee, not being a tradesperson, who, while still being primarily engaged in a support function, applies the skills acquired through the successful completion of a Certificate level qualification (e.g. AQF Certificate III, 24 modules) or equivalent.

An employee at this level possesses competencies which enables the employee to:

- a. understand and apply quality systems;
- b. exercise discretion within the scope of this level; and
- c. perform work under general supervision, either individually or in a team environment, commensurate with the employee's training, experience and responsibilities.

Note: A Power worker Level 4 falls within the Australian Training Quality Framework at Level 3.

4.6 Power worker - Level 5 - (Salary Point 5.0)

A Power worker Level 5 will mean an employee who, in addition to the requirements of a Power Worker Level 4, has completed an additional 3 modules or equivalent.

An employee at this level works above and beyond a Power worker Level 4, and possess competencies which enables the employee to:

- a. exercise discretion within the scope of this level;
- b. work under general supervision, either individually or in a team environment;
- c. understand and implement quality systems; and
- d. provide guidance and assistance relevant to their skills, commensurate with the employee's training, experience and responsibilities.

Note: Power worker Level 5 falls within the Australian Training Quality Framework at Level 4.

4.7 Technical employee - Level 1 (Salary Point 4.0)

A Technical employee Level 1 will mean an employee who holds an appropriate Trade Certificate, Tradesperson's Rights Certificate or Certificate of Competency, as defined in the Electricity Act 1994, or equivalent, and is able to exercise the skills and knowledge of such certification.

An employee at this level possesses competencies which enables the employee to:

- a. perform trade work which is generally of a routine, non-complex nature;
- b. understand and implement quality systems;
- c. perform work under general supervision either individually or in a team environment; and
- d. perform work which involves the skills of the employee's trade and work which is incidental and facilitates the completion of the employee's work, commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 1 falls within the Australian Training Quality Framework at Level 3.

4.8 Technical employee - Level 2 (Salary Point 5.0)

A Technical employee Level 2 will mean an employee who:

- a. In addition to the requirements of Technical Employee - Level 1 has completed:
 - i. 3 appropriate modules of training or equivalent; or
 - ii. an equivalent standard of structured specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Advanced Diploma but is without relevant work experience):
 - i. who is engaged in routine technical duties; or
 - ii. whose function is that of Trainer/Supervisor/Co-ordinator, which is at a level higher than that of Employee-in-charge, (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees),

and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

- c. An employee at this level is an experienced employee who exercises trade and/or other skills relevant to the specific requirements of the enterprise at a higher level than a Technical Employee Level 1 and possesses competencies which enables the employee to:
 - i. exercise discretion within the scope of this level;
 - ii. work under general supervision either individually or in a team environment;
 - iii. understand and implement quality systems;
 - iv. provide technical guidance to others in their work team; and
 - v. perform incidental and peripheral work,

commensurate with the employee's training, experience and responsibilities.

Note: The minimum salary level for an employee whose principal function is that of Trainer/Supervisor/Co-ordinator is Salary Point 6.0.

Technical employee Level 2 falls within the Australian Training Quality Framework at Level 4.

4.9 Technical employee - Level 3 (Salary Point 7.0)

A Technical employee Level 3 will mean an employee who:

- a. In addition to the requirements of Technical employee - Level 1 has completed:
 - i. an appropriate Post Trades Certificate (9 modules) or equivalent; or
 - ii. an equivalent standard of structured specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience (e.g. possesses an appropriate Advanced Diploma and has relevant skills and experience appropriate to this level):
 - i. who performs technical duties; or
 - ii. exercises cross-skilling in technical fields; or
 - iii. whose principal function is that of Trainer/Supervisor/Co-ordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees),

and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

- c. An employee at this level possesses competencies which enables the employee to:

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- i. exercise discretion within the scope of this level;
- ii. work under limited supervision either individually or in a team environment;
- iii. understand and implement quality systems;
- iv. provide technical guidance to others in their work team;
- v. assist in the provision of on-the-job training to others in their work team; and
- vi. perform incidental and peripheral work,

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 3 falls within the Australian Training Quality Framework at Level 4.

4.10 Technical employee - Level 4 (Salary Point 9.0)

A Technical employee Level 4 will mean an employee who:

- a. In addition to the requirements of Technical employee - Level 1 has completed:
 - i. an appropriate Advanced Certificate (15 modules) or equivalent; or
 - ii. an equivalent standard of structured specific training;

OR

- b. Is an employee with an equivalent level of training and/or skills and experience who:
 - i. performs planning and/or technical duties; or
 - ii. exercises cross-skilling in technical fields; or
 - iii. performs system control operating duties; or
 - iv. performs the principal function of a Trainer/Supervisor/Coordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees),

and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training.

- c. An employee at this level applies technical principles, practices, techniques and human relations skills to activities which include, for example; high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities. Such an employee possesses competencies which enables the employee to:

- i. perform routine technical work on complex equipment as directed;
- ii. use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks;
- iii. prepare technical reports (as required);
- iv. exercise broad discretion within the scope of this level;
- v. work under limited supervision either individually or in a team environment;
- vi. understand and implement quality systems;
- vii. provide technical guidance or advice within the scope of this level;
- viii. assist in the provision of on-the-job training to others in their work team;
- ix. performs incidental and peripheral work; and
- x. performs system control operating duties;

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 4 falls within the Australian Training Quality Framework at Level 5.

4.11 Technical employee - Level 5 (Salary Point 11.0)

A Technical employee Level 5 will mean an employee who:

a. In addition to the requirements of Technical employee - Level 1 has completed:

- i. an appropriate Advanced Diploma or equivalent; or
- ii. an equivalent standard of structured specific training;

OR

b. Is an employee with an equivalent level of training and/or skills and experience who:

- i. performs planning and/or technical duties; or
- ii. exercises cross-skilling in technical fields; or
- iii. performs the principal function of a Trainer/Supervisor/Co-ordinator (i.e. is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees),
- iv. and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training,
- v. performs system control operating duties.

c. Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work. Such an employee may possess competencies which enables the employee to:

- ii. have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks;
- iii. prepare detailed technical reports as required;
- iv. undertake technical investigations within the scope of this level;
- v. prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results;
- vi. estimate, quote, tender and supervise electrical/electronic projects;
- vii. exercise independent judgement and initiative within the scope of this level;
- viii. work under limited supervision either individually or in a team environment;
- ix. understand and implement quality systems;
- x. provide technical guidance or advice within the scope of this level;
- xi. assist in the provision of on-the-job training to others in their work team; and
- xii. perform incidental and peripheral work,

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 5 falls within the Australian Training Quality Framework at Level 6.

4.12 Technical employee - Level 6 (Salary Point 12.0)

a. A Technical employee Level 6 will mean an employee who in addition to the requirements of Technical employee - Level 1 has completed:

- i. an appropriate Advanced Diploma or equivalent; and further, has completed additional training as specified in the appropriate Career Path; or
- ii. an equivalent standard of structured specific training;

b. An employee at this level possesses competencies which enables the employee to:

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- i. perform work within broad guidelines;
- ii. accept responsibility for technical expertise, planning, supervising or co-ordinating works;
- iii. be accountable and responsible for output;
- iv. initiate investigations and produce resultant technical reports;
- v. work independently as a specialist or in a team;
- vi. provide specialist support in a range of programs/activities;
- vii. control and co-ordinate the works program within budgetary constraints;
- viii. exercise a degree of autonomy, within budgetary constraints, in establishing works programs; and
- ix. perform duties as a Principal Trainer/Supervisor/Co-ordinator:
- x. i.e. - responsible for the supervision and/or training of Technical Employees at lower classification levels, and or
- xi. performs system control operating duties,

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 6 falls within the Australian Training Quality Framework at Level 6.

4.13 Technical employee - Level 7 (Salary Point 13.0)

- a. A Technical employee Level 7 will mean an employee who in addition to the requirements of Technical employee - Level 1 has completed:
 - i. an appropriate Advanced Diploma or equivalent; and further, has completed additional training as specified in the appropriate Career Path; or
 - ii. an equivalent standard of structured specific training;
- b. An employee at this level possesses competencies which enables the employee to:
 - i. accept a high degree of responsibility for technical expertise, planning, supervising or co-ordinating works;
 - ii. be accountable and responsible for output;
 - iii. initiate investigations and produce resultant technical reports;
 - iv. work independently as a specialist or in a team;
 - v. provide specialist support in a range of programs/activities;
 - vi. display interpersonal skills in the performance of the employee's function;
 - vii. develop and implement significant works programs; and
 - viii. perform duties as a Principal Trainer/Supervisor/Co-ordinator:
 - ix. i.e. - responsible for the supervision and/or training of Technical Employees at lower classification levels,
 - x. performs system control operating duties,

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 7 falls within the Australian Training Quality Framework at Level 6.

4.14 Technical employee - Level 8 (Salary Point 14.0)

- a. A Technical employee Level 8 will mean an employee who in addition to the requirements of Technical employee - Level 1 has completed:
 - i. an appropriate Advanced Diploma or equivalent; and further, has completed additional training as specified in the appropriate Career Path; or

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- ii. an equivalent standard of structured specific training;
- b. An employee at this level possesses competencies which enables the employee to:
 - i. undertake significant responsibility as an operational expert, supervision or co-ordination;
 - ii. provide a high level of creative planning, design and associated managerial functions;
 - iii. establish and review guidelines and devise new approaches to design, operation, development or investigation;
 - iv. be accountable and responsible for output;
 - v. work independently as a specialist, supervisor, manager within the operational workforce;
 - vi. display interpersonal skills in the performance of the employee's function;
 - vii. develop and implement significant works programs;
 - viii. exercise initiative in the production and application of standards and procedures; and
 - ix. perform duties as a Principal Trainer/Supervisor/Co-ordinator:
 - x. i.e. - responsible for the supervision and/or training of Technical employees at lower classification levels,
 - xi. performs system control operating duties,

commensurate with the employee's training, experience and responsibilities.

Note: Technical employee Level 8 falls within the Australian Training Quality Framework at Level 7.

5. Classification definitions - Professional and Managerial stream

Professional & Managerial Stream Classification Structure Outline

Salary Point	Classification Level	Training Requirements
16.0	Professional & Managerial employee Level 4	*
15.0	Professional & Managerial employee Level 3	*
14.0		
13.0	Professional & Managerial employee Level 2	*
12.0		
9.0		
8.0	Professional & Managerial employee Level 1 - Entry Point 4 year Degree	*
7.0		
6.2	Professional & Managerial employee Level 1 - Entry Point 3 year Degree	*
6.0		

* For progression purposes, training is subject to relevant career path criteria.

5.1 Professional and Managerial employee - Level 1 (3 Year Degree Entry - Salary Point 6.2; 4 Year Degree Entry - Salary Point 8.0)

- a. A Professional and/or Managerial employee - Level 1 will mean an employee who holds an appropriate degree or equivalent.
- b. An employee at this level:
 - i. operates under appropriate supervision;
 - ii. performs normal professional work and exercises individual judgement and initiative in the application of principles and methods applicable to the profession concerned;
 - iii. assists more senior professionals;

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- iv. has work reviewed by a competent professional officer for validity, adequacy, methods and procedures;
- v. assigns and checks work of support staff and others assigned to work on common projects. Work can be expected to receive less rigorous review as the employee progresses; and
- vi. exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

Note: Professional and/or Managerial employee - Level 1 spans the Australian Training Quality Framework Competency Level 6.

5.2 Professional and Managerial employee - Level 2 (Salary Point 13.0)

- a. A Professional and/or Managerial Employee - Level 2 will mean an employee who holds an appropriate degree or equivalent and who has relevant experience.
- b. An employee at this level:
 - i. performs work requiring the application of mature professional skills and knowledge;
 - ii. deals with problems for which it is necessary to modify established guidelines and devise new approaches or apply new professional skills or techniques;
 - iii. makes recommendations that are technically and commercially accurate and feasible;
 - iv. makes decisions on matters assigned including the establishment of professional work standards and procedures, and consults, recommends and advises in specialist areas;
 - v. outlines and assigns work, reviews it for technical accuracy and adequacy, and manages the work of others; and
 - vi. exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

Note: Professional and/or Managerial employee - Level 2 spans the Australian Training Quality Framework Competency Level 6.

5.3 Professional and Managerial employee - Level 3 (Salary Point 15.0)

- a. A Professional and/or Managerial employee - Level 3 will mean an employee who holds an appropriate degree or equivalent and who has relevant experience.
- b. An employee at this level:
 - i. may be a technical expert or manage a unit of the organisation. In practice most positions at this level will contain both these elements;
 - ii. may be a team leader having broad understanding spanning more than one professional field of work, or be a recognised authority within a particular specialised field of expertise, or both;
 - iii. participates in short or long range planning and translates the more general objectives and strategies of higher management into specific targets and strategies for the unit;
 - iv. takes initiatives, makes independent decisions and formulates policies and procedures within this overall framework to obtain the best performance and results from the organisational unit for which the officer is accountable;
 - v. gives expert technical advice to management and other units;
 - vi. takes responsibility for development and provision of systems, facilities and functions;
 - vii. manages groups and work programs;
 - viii. directs or advises on the use of resources;

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- ix. makes decisions not usually subject to technical review; decides courses of action necessary to expedite the successful accomplishment of assigned projects; and makes recommendations of significant impact on the organisation; and
- x. has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness.

Note: Professional and/or Managerial employee - Level 3 falls within the Australian Training Quality Framework Competency Level 8.

5.4 Professional and Managerial employee - Level 4 (Salary Point 16.0)

- a. A Professional and/or Managerial employee - Level 4 will mean an employee who holds an appropriate degree or equivalent and relevant experience.
- b. An employee at this level:
 - i. accepts responsibility for professional work, demanding a high level of expertise, independence, originality, ingenuity and mature judgement;
 - ii. manages a unit of the organisation and exhibits a high level of competence in managing people and work;
 - iii. performs work which is of primary importance to the organisation and which will have a substantial effect on the results obtained by the employing organisation;
 - iv. contributes to the organisation's short and long range planning process and to the formulation of the organisation's objectives, strategies and policies;
 - v. translates broader corporate objectives, strategies and policies into specific objectives, strategies and policies realisable by the organisation unit;
 - vi. manages large work groups; or manages a multi- discipline group engaged in interrelated work; or may be an expert leading a team of related professionals; or may be a recognised expert in a specialist field of crucial importance;
 - vii. takes overall responsibility for the provision and control of systems, resources, facilities, functions and major investigations;
 - viii. ensures that the organisation obtains maximum benefit from the application of professional expertise;
 - ix. gives expert technical advice and acts as organisation spokesperson in a particular field of expertise; and
 - x. has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness in pursuit of corporate and major organisational objectives.

Note: Professional and/or Managerial employee - Level 4 falls within the Australian Training Quality Framework Competency Level 8.

SCHEDULE H – Administrative Stream Career Path

INTRODUCTION TO THE ADMINISTRATIVE STREAM

CAREER PATH FRAMEWORK

This ENERGEX Enterprise Administrative Career Path is based on the Transmission and Supply Administrative Stream Career Path Framework dated 12 September 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI).

Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- Administrative - clerical and administrative
- Technical - power workers and technical employees
- Managerial & Professional - degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed an Administrative Stream Career Path Framework for Transmission & Supply. Typical clerical and administrative jobs were selected from each Enterprise for comparison across the Industry. Information was collated to describe current work practices and also identify opportunities for broad- banding and multi-skilling. This information also identified situations where required knowledge and skills and subsequent work value are not reflected in present pay practices.

This Career Path document has been written to generally encompass most employees likely to be covered by the Administrative Stream, and this is included in the attached document.

In developing the Career Path, Joint Workplace Consultative Committees (JWCCs) were established in each Enterprise and used the Industry Administrative Stream Framework as the foundation for the development of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. The Career Paths in the attached documents reflected ENERGEX's circumstances.

Finalised Enterprise Career Paths received endorsement from the Combined Restructuring Committee on 18 November 1994 and were subsequently lodged with the Queensland Industrial Relations Commission as a Schedule to the then Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay. Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient - workforce utilisation. Job redesign is facilitated through a more flexible classification process.

In the Administrative Stream, it is proposed that only one Career Path be developed, which encompasses employees engaged in areas including Personnel Administration, Computing Support, Branch Administration, Materials Supply, Finance, Sales and Marketing.

An Enterprise Career Path must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

ALTERATIONS TO CAREER PATH

Where job redesign identifies the need for additional grade(s) in a career path or where other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

STEPS TO TRANSLATION AND PROGRESSION

A. Translation in 1995

When employees translated to the then new Award (Electricity, Transmission & Supply Award - State) in 1995, the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realised. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

- **Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between employer and employee, provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Administrative Stream draft document proposes one Career Path covering all functional clerical and administrative groups.
- **Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components will be Award salary level and Industry Payment.
- **Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
 - i. the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched against them to accurately place the position. For Grades 1(a) to Grade 4, Grade Descriptors themselves should provide adequate distinction to enable a match. This is due to the specific, clearly defined tasks and competencies which exist at these levels and where results and responsibilities are defined largely in terms of tasks undertaken.
 - ii. a job evaluation methodology will usually be used from Grade 5 to Grade 11, as jobs become more difficult to define. This occurs where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable.

B. Recognition of Prior Learning procedure and Progression Arrangements

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will also continue to have application as part of the ongoing Award Restructuring arrangements:

- **Recognition of Prior Learning procedure:** RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry *and/or* education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL exercise will establish the most appropriate Salary Point within the Grade on the basis of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

- **Progression:** Any salary progression beyond translation will require one of the following:
 - gaining new skills in accordance with an Approved Training Plan
 - reclassification to a higher grade
 - appointment to an advertised position with a higher Agreement classification
 - Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

Training Outcomes

Not all training will qualify for pay progression purposes. Subject to the provisions of the Backfilling (Training) Agreement, the following range of training types is envisaged:

1. **Training for future performance (Career Development):** Employees may undertake training for their personal development and to better position themselves for future career opportunities. For example, an employee working as an Administrative Employee may study for a Bachelor of Business and ultimately move into a position as an Accountant. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. **Training to maintain current competencies:** Employees may be required to undertake training to keep their skill levels current with technology, work practices and safety needs; eg. new software releases, annual resuscitation training. This training may not result in pay progression.
3. **Training to meet requirements of current pay level:** Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point and thus training may not result in pay progression. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. **Training to extend competency to meet expanded job requirements:** Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile Requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

Approved Training Plan Guidelines

An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be developed and agreed by the employee and the person nominated by management as the employee's 'Supervisor' for this purpose.

As specifically agreed between the Industrial Parties with respect to nominated administrative/clerical positions, such positions may be identified as not requiring development of skills equivalent to payment

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at Salary Point 5.1, and progression through an Approved Training Plan may not be available in these cases.

The Career Path Framework is based on the following training guidelines:

1. Approved Training Plans only enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job (i.e. job size)
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then job evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in changes/redesign of the job/work performed.

EXPLANATION OF DOCUMENT FORMAT

CAREER PATH TITLE - Career Path Grade					
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GRADE 1 Salary Points	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
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ENTRY REQUIREMENTS:

An explanation of how entry into this Grade is achieved. This may be for example, through appointment to a vacant position or progression into the Grade via an Approved Training Plan.

Where an increase in work/job value is identified and reclassification of an existing occupied position(s) is approved, then selection may be made from eligible employees within a work group or work location for progression through an Approved Training Plan to the higher classification.

MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Award.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade.

MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent, that would be required for entry into this Grade.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in' developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

SKILLS DEVELOPMENT OPPORTUNITIES

ADMINISTRATIVE EMPLOYEE

<u>STREAM /AGREEMENT LEVEL</u>	<u>CAREER PATH/LEVEL</u>	<u>DESCRIPTION</u>
ADMINISTRATIVE EMPLOYEE LEVEL 11 Salary Points 14.0 - 14.3	GRADE 11	Technical expert or senior administrator who exercises responsibility, initiative & creativity in managing work.
ADMINISTRATIVE EMPLOYEE LEVEL 10 Salary Points 13.0 - 13.3	GRADE 10	High level of accountability, advanced knowledge & understanding, substantial responsibility for the output of others.
ADMINISTRATIVE EMPLOYEE LEVEL 9 Salary Points 12.0 - 12.5	GRADE 9	Accept responsibility for technical expertise, planning & supervision, & is substantially accountable for output.
ADMINISTRATIVE EMPLOYEE LEVEL 8 Salary Points 11.0 - 11.5	GRADE 8	Work with limited direction, prepare policy, set priorities & supervise staff & display advanced behavioural skills.
ADMINISTRATIVE EMPLOYEE LEVEL 7 Salary Points 9.0 - 10.3	GRADE 7	Apply tech'1 principles, prepare procedures, analyse info., oversee the work of others & display appropriate behavioural skills.
ADMINISTRATIVE EMPLOYEE LEVEL 6 Salary Points 7.0 - 8.2	GRADE 6	Work with limited supervision, exercise discretion, supervise others, plan & organise the work of a team or of self.
ADMINISTRATIVE EMPLOYEE LEVEL 5 Salary Points 6.0 - 6.2	GRADE 5	Work with general supervision, exercise discretion, supervise others & provide guidance/assistance with relevant skills.
ADMINISTRATIVE EMPLOYEE LEVELS 415 Salary Points 4.0 - 5.2	GRADE 4	Work under general direction, exercise discretion, working effectively as an individual or as a team member.
ADMINISTRATIVE EMPLOYEE LEVEL 3 Salary Points 3.0 - 3.7	GRADE 3	Provide specific support under general supervision whilst exercising some discretion.
ADMINISTRATIVE EMPLOYEE LEVEL 2 Salary Points 2.0 - 2.7	GRADE 2	Perform general clerical support under routine supervision & within established guidelines.
ADMINISTRATIVE EMPLOYEE LEVEL 1(b). Salary Points 1.0 - 1.7	GRADE 1 (b)	Perform routine, predictable, repetitive & proceduralised tasks with close supervision.
ADMINISTRATIVE EMPLOYEE LEVEL 1(a) Salary Point 0.0	GRADE 1 (a)	Complete structured induction training within 3 months of appointment.

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ADMINISTRATIVE EMPLOYEE

- Grade 1 (a)

GRADE 1 (A) Salary Point 0.0	GRADE 1 (B)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in the Enterprise and selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An Administrative Employee Level 1 (a) shall mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with clerical functions. An employee at this level works under direct supervision and performs routine duties.

The structured training may consist of on-the-job and off-the-job components. An employee at this level will be expected to have basic literacy and numeracy skills. They will have the ability to perform routine, predictable and proceduralised tasks with minimum error and within established timeframes. The employee may be expected to work as a member of a team.

MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

The employee shall undertake enterprise specific induction training. *Structured training shall be completed within 3 months of appointment to this level*, as required and agreed. and may include instruction in the following areas:

- * Corporate induction program
- * Work scheduling and time management
- * Basic computer operation
- * Keyboard techniques
- * Emergency procedures
- * Introduction to Workplace Health & Safety
- * Administration; eg. Timesheets; Conditions of work

ADMINISTRATIVE EMPLOYEE

- Grade 1 (b)

GRADE 1 (a)	GRADE 1 (b) Salary Point 1.0-1.7	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Award provides for progression from Grade 1(a) to Grade 1(b) through approved structured training, without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform routine, predictable, repetitive and proceduralised tasks and work under direct supervision. The employee will exercise judgement within the employee's level of skill and training and understand basic quality control/assurance procedures. The employee will understand and utilise basic literacy and numeracy skills; commensurate with the employee's training, experience and responsibilities.

An employee at this level must be competent in the use of simple office equipment and the application of simple work practices relevant to the work undertaken. The employee may work in a variety of roles performing basic clerical tasks, which may include routine data entry and keyboarding, mail and records processing/distribution, filing, basic accounting, photocopying and document production, introductory computing and routine purchasing. Whilst there is little scope for deviating from established routine procedures, tasks may be mixed to provide a variety of work experiences. The employee would normally become competent in individual tasks after a limited period of training, either on or off-the-job.

MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent plus enterprise specific induction training.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 1.0 to Salary Point 1.7 will require the successful completion of 8 modules via an ATP.

Structured training may include instruction in the following skill areas:

- * Work scheduling & time management
- * Basic computer operation
- * Keyboard techniques
- * Introduction to Workplace Health & Safety
- * Mail handling
- * Records handling
- * Routine office equipment use and operation
- * Office role and functions
- * Cash control
- * Workplace communications - telephone, face to face, proformas
- * Basic finance including finance source documentation
- * Work environment
- * Introduction to quality practices

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 2

GRADE 1 (a)	GRADE 1 (b)	GRADE 2 Salary Point 2.0-2.	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1(b) to Grade 2, through annually approved structured training, without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: provide clerical support within Sections/Departments. The employee is responsible for the quality of the employee's own work and works under routine supervision either individually or in a team environment. The employee will exercise judgment within the employee's level of skills and training and work in conformity with established rules, and/or guidelines. The employee may assist new staff and trainers by providing guidance and advice and use, numeracy and equipment skills: commensurate with the employee's training, experience and responsibilities.

An employee at this level will be competent in the use of a range of simple office equipment and technologies and will be able to competently apply relevant rules, regulations, guidelines and work practices. An employee at this level will be capable of adapting to a variety of clerical roles. These may include data entry and keyboarding, mail and records processing/distribution, filing, receipting, basic accounting, photocopying and document production, computing applications (database, spreadsheet, work processing), routine purchasing, property services, payments, payroll and customer services.

MINIMUM QUALIFICATIONS/TRAINING:

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative

Employee Grade 1.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade, from Salary Point 2.0 to Salary Point 2.7 will require the successful completion of 8 modules via an ATP.

- * Draft simple business correspondence
- * Reception protocol
- * Records processing
- * Workplace Health & Safety
- * Non-routine office equipment use & operation
- * Keyboard speed & accuracy
- * Basic word processing
- * Database fundamentals
- * Spreadsheet fundamentals
- * Bookkeeping - accounts receivable & accounts payable
- * Bookkeeping - general ledger
- * Team communications
- * Implementing quality practices

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 3

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3 Salary Point 3.0-3.7	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Award provides for progression from Grade 2 to Grade 3 through annually approved structured training without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: fulfil a general support function within the workplace. The employee will be responsible for ensuring the quality of the employee's own work and will work under general supervision. The employee will assist in the provision of on-the-job training to a limited degree and exercise appropriate keyboard skills (where relevant) at a level higher than an employee at Level 2. The employee understands relevant organisational structure, procedure and policy and exercises discretion although knowledge required to perform work is usually relative to precedents, guidelines, procedures, regulations and instruction; commensurate with the employee's training, experience and responsibilities.

An employee at this level will be competent in the use of a range of office equipment and technologies and will competently apply relevant work practices, with detailed instruction not always necessary. This level encompasses a range or combination of operational and administrative activities which require the application of skills and competencies in office work and a general knowledge of the work to be performed. Duties at this level may include data entry and keyboarding, mail and records processing/distribution, filing, receipting, accounting, production copying and printing, computing, applications (database, spreadsheet, work processing), basic warehousing and supply.

MINIMUM QUALIFICATIONS/TRAINING:

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative Employee Grade 2.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 3.0 to Salary Point 3.7 will require the successful completion of 8 modules via an ATP.

- * Draft simple business correspondence
- * Reception protocol
- * Records processing & maintenance
- * Non-routine office equipment use & operation
- * Keyboard speed & accuracy
- * Basic word processing
- * Database fundamentals
- * Spreadsheet fundamentals
- * Bookkeeping
- * Basic warehousing and supply

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 4

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4 Salary Point 4.0-5.2	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 3 to Grade 4, Salary Point 5.1, through annually approved structured training, without undertaking selection procedures. Progression from Salary Point 5.1 to 5.2 would be by an Approved Training Plan. Progression beyond Grade 4 will be by appointment subject to the ENERGEX selection procedures and the position's evaluated salary range.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform work under general direction, either individually or in a team environment. The employee will undertake a range of duties requiring judgement, liaison and communication within the organisation and other interested parties and perform planning and co-ordination tasks as required. The employee will provide training and guidance as required and understand and apply quality systems and be able to inspect products and/or materials for conformity with established operational standards. The employee will be required to exercise discretion within the scope of this level and exercise good interpersonal and communications skills; commensurate with the employee's training, experience and responsibilities.

As an employee develops further competencies in progression past Salary Point 4.2, more complex tasks and responsibilities would be allocated, which may be described as:

An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision, either individually or in a team environment. The employee will understand and implement quality systems and exercise initiative in the application of established work procedures. The employee will perform supervisory functions within the scope of this level and assist subordinate staff with on-the-job training; commensurate with the employee's training, experience and responsibilities.

An employee at this level will be working under general supervision with checking related to overall progress but may take the form of broad guidance and autonomy where working in teams is required. Responsibility for the work of others may be involved and team co-ordination may be required. Work at this level involves the applications of knowledge with some depth in some areas and a broad range of skills. There may be a range of tasks and roles in a variety of contexts, with some complexity in the extent and choice of actions required. Whilst tasks are normally within routines, methods and procedures, some discretion and judgement is required in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. Solutions to complex problems generally can be found in documented precedents. There is scope for exercising initiative in the application of established work practices and procedures.

As the employee develops further competencies, more complex tasks covering a broader range may be undertaken. Work is likely to be without supervision with general guidance on progress and outcomes sought.

ADMINISTRATIVE EMPLOYEE

- Grade 4

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4 Salary Point 4.0-5.2	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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MINIMUM QUALIFICATIONS/TRAINING:

8 appropriate modules of training, or equivalent, in addition to the requirements for entry into Administrative Employee Grade 3.

An employee with a relevant Certificate IV but without relevant work experience enters at Salary Point 4.0.

An employee, trained within Transmission & Supply on an Administrative Certificate traineeship (trade apprentice equivalent), shall have a minimum entry of Salary Point 4.0 (if appointed permanently after completion of their Traineeship); the employee will be given the opportunity to complete further training to Salary Point 5.1 within 2 years of appointment.

An employee, trained within another Industry on an Administrative Certificate traineeship (trade apprentice equivalent), shall have a minimum entry of Salary Point 4.0; the employee will be given the opportunity to complete further training to Salary Point 5.1 within 3 years of appointment.

An employee with a relevant Advanced Diploma but without relevant work experience may enter at Salary Point 5.0.

A para-professional employee, trained within a para-professional traineeship, shall have a minimum entry Salary Point of 5.2 (if appointed permanently after completion of the traineeship).

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 4.0 to Salary Point 5.2 will require the successful completion of 6 modules via an ATP.

- * Business correspondence preparation
- * Records and archival management
- * Client interaction
- * Negotiation skills
- * Complex office equipment
- * Working effectively with teams
- * Computerised accounts payable and receivable and general ledger
- * Spreadsheet operations
- * Database operations.
- * Desktop publishing
- * Integrated software packages
- * Computerised payroll
- * Advanced word processing
- * Warehousing and supply
- * Travel
- * Library organisation
- * Instructional skills

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 5

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 6.0-6.2	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in the Enterprise, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision, either individually or in a team environment. The employee will understand and implement quality systems and exercise initiative in the application of established work procedures. The employee will perform supervisory functions within the scope of this level and assist subordinate staff with on-the-job training; commensurate with the employee's training, experience and responsibilities.

An employee at this level usually works under general direction within clear guidelines and established work practices and priorities, in functions which require the application of knowledge, skills and techniques appropriate to the work area. Competency at this level involves the application of knowledge with depth in some areas and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.

The employee may supervise and train subordinate staff in the use of a range of office equipment, technologies and the application of relevant work practices. Areas of activity at this level may include customer relations, maintenance of office equipment maintaining a records management system, complex word processing, receipting of goods and services, accounting services, production copying and printing, computing applications (database, spreadsheet), human resource support, administer accounting schemes, project management software.

This Grade equates to a Hay evaluation within the range of 138-183 points.

MINIMUM QUALIFICATIONS/TRAINING:

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 4.

Note: The employee may be on an Approved Training Plan leading to the completion of a relevant Advanced Diploma.

ADMINISTRATIVE EMPLOYEE

- Grade 5

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 6.0-6.2	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 6.0 to Salary Point 6.2 will require the successful completion of 3 modules via an ATP.

- * Compose complex business correspondence
- * Conduct meetings and workshops
- * Client interaction
- * Office supervision
- * Basic accounting reports
- * Computer graphics
- * Advanced desktop publishing
- * Electronic office procedures
- * Financial spreadsheets
- * Complex word processing
- * Advanced warehousing and supply
- * Library organisation
- * Coaching

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 6

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6 Salary Point 7.0-8.2	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 6 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: provide guidance and assistance and undertake supervisory responsibilities as part of the function and assist in the provision of training, in conjunction with supervisors and trainers. The employee will work under limited supervision, exercise discretion within the scope of this level and understand and implement quality systems; commensurate with the employee's training, experience and responsibilities.

An employee is required to have a sound knowledge of program, activity, policy or service aspects of work performed within a functional element or a number of work areas. The work may cover a range of tasks associated with program, activity or service delivery to clients or other interested parties or administrative support to senior employees. This may include collecting and analysing data and information and preparing reports, publications, papers and submissions including findings and recommendations.

This Grade equates to a Hay evaluation within the range of 184-232 points.

MINIMUM QUALIFICATIONS/TRAINING:

3 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 5.

Note: The employee may be on an Approved Training Plan leading to the completion of a relevant Advanced Diploma.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 7.0 to Salary Point 8.2 will require the successful completion of 6 modules via an ATP.

Advanced communication

- * Marketing techniques
- * Presentation techniques
- * Team leadership
- * Interpersonal leadership
- * Advanced negotiations
- * Management principles
- * Organisation and planning
- * Problem solving and decision making

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management. etc. Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 7

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7 Salary Point 9.0-10.3	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 7 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: undertake work in relation to established priorities and work practices and undertake activities of a technical/specialist or detailed nature. The employee has an overall knowledge and understanding of the operating principle of the systems and equipment on which the employee is required to carry out their tasks and assists in the preparation of procedural guidelines, the employee can research and prepare papers, reports, and draft complex correspondence and interpret and analyse information. The employee oversees and co-ordinates the work of subordinate staff and assists in the provision of training to employees in conjunction with supervisors/trainers; commensurate with the employee's training, experience and responsibilities.

An employee at this level is an advanced skilled autonomous worker with the knowledge, skills and capacity for self-directed application using a high degree of technical competence with substantial depth in some areas. The employee will also apply a range of administrative and other skills to tasks, roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both routinely and non-routinely. Judgement is required in planning and selecting appropriate equipment, services, techniques and work organisation for self and others.

The employee will be expected to research and prepare papers, reports and other forms of complex correspondence, assist in the preparation of procedural guidelines, and interpret and analyse information relevant to the work in hand. The employee will oversee and co-ordinate the work of subordinate staff and possess overall knowledge of equipment and relevant work practices necessary to achieve their work goals. Assist in the provision of on-the-job Training of others. More complex tasks and further independence in decision making will be allocated as competency increases.

This Grade equates to a Hay evaluation within the range of 233-281 points.

MINIMUM QUALIFICATIONS/TRAINING:

6 modules of relevant training, or equivalent in addition to the requirements for entry to Administrative Employee Grade 6.

Note: The employee may be on an Approved Training Plan leading to the completion of an relevant Advanced Diploma.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN;

Progression through this Grade from Salary Point 9.0 to Salary Point 10.7 will require the successful completion of 15 modules via an ATP.

- * Project management
- * Quality assurance
- * Risk management
- * Effective management principles
- * Relevant legislation eg. Freedom Of Information; Anti-Discrimination
- * Business and strategic planning

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management. etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 8

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8 Salary Point 11.0-11.5	GRADE 9	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 8 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: operate under limited direction in relation to priorities and prepare detailed reports and carry out investigations on complex equipment as directed or within the scope of discretion at this level. The employee can apply advanced knowledge and understanding of the principles of the range of systems and/or equipment on which the employee may be involved, and perform maintenance planning and predictive maintenance work for systems and equipment. The employee will prepare documentation for policy decision, complex correspondence and the like and set priorities and achieve objectives, monitor work flow and manage staff resources to meet objectives. The employee will assist in the provision of training to employees in conjunction with supervisors/trainers, commensurate with the employee's training, experience and responsibilities.

An employee at this level is a skilled autonomous worker able to make use of a high level of theoretical and applied knowledge. The employee will undertake a range of highly responsible duties which may include: planning/design functions, analysis/solving identified problems, implementing innovative work practices, evaluating feasibility of proposals, implementing plans, programming section/department works, making technically and economically sound decisions to required standards, negotiating with clients, suppliers, consultants and contractors, and supervision of contracted services.

An employee at this level will be expected to prepare detailed reports and complex correspondence, and carry out investigations as directed. They will prepare documents for policy decision, perform maintenance planning, monitor work flow and manage staff and other resources.

The employee will possess advanced knowledge of the principles of the range of systems and/or equipment necessary to achieve their work goals. Assist in the provision of on-the-job training of others.

This Grade equates to a Hay evaluation within the range of 282-331 points.

MINIMUM QUALIFICATIONS/TRAINING:

A relevant Advanced Diploma or equivalent standard of Industry specific training qualification supported by work- based competencies.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 11.0 to Salary Point 11.5 will require the successful completion of 6 modules via an ATP.

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|--------------------------|------------------------------------|
| * Project management | * Effective management principles |
| * Strategic planning | * Integrated software applications |
| * Group or team dynamics | |

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource

Management, Financial Management, Information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 9

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9 Salary Point 12.0-12.5	GRADE 10	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 9 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to- perform work within broad guidelines and under general direction, accept responsibility for technical expertise, planning, administration or co-ordination work and have substantial accountability and responsibility for output. The employee will initiate investigations and produce technical reports and work independently as a specialist or in a team. The employee will provide specialist support in a range of programs, activities and control and co-ordinate the works program within budgetary constraints. The employee will set project priorities, plan and organise own work and that of subordinate staff and undertake a range of functions requiring application and development of knowledge and skills appropriate to departmental and/or enterprise goals; commensurate with the employee's training, experience and responsibilities.

An employee at this level is a skilled autonomous worker able to make use of a high level of theoretical and applied knowledge. The employee will significantly plan, develop and design functions and independently analyse and creatively solve problems relevant to their area of responsibility. The employee may therefore create and implement innovative work practices, evaluate proposals and implement plans, make technically and economically sound decisions, negotiate with a range of clients/suppliers, manage the supply of contracted services, manage technical and human resources, and manage and programme works to achieve set targets.

An employee at this level will be expected to initiate investigations, produce detailed technical reports and relevant complex correspondence. The employee will co-ordinate works within budgetary constraints and assist in the provision of training at the level required.

This Grade equates to a Hay evaluation within the range of 332-371 points.

MINIMUM QUALIFICATIONS/TRAINING:

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 8.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 12.0 to Salary Point 12.5 will require the successful completion of 6 modules via an ATP.

- * Training administration
- * Quality management systems
- * Financial management
- * Strategic marketing
- * Advanced selection techniques
- * Microcomputer systems applications and administration
- * Public relations
- * Operations management
- * Applied decision making

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 10

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10 Salary Point 13.0-13.3	GRADE 11
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ENTRY REQUIREMENTS:

Appointment to Grade 10 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, administration or co-ordination of work and have significant accountability and responsibility for output. The employee will undertake high level creative planning, design or management functions and use a high level of theoretical, cognitive and applied knowledge. The employee will exercise limited managerial responsibility for a work area and work independently as a specialist and/or a senior member of a project team. The employee will display a high level of interpersonal skills in the performance of the function and develop and implement significant works programs; commensurate with the employee's training, experience and responsibilities.

An employee at this level will exercise advanced theoretical, cognitive and applied knowledge. They will display advanced interpersonal skills and develop and implement significant works programs. They will be responsible for technical expertise, planning, administration or co-ordination of work of a highly advanced technical and/or administrative nature.

An employee at this level is a skilled autonomous worker able to make use of advanced knowledge and understanding across a range of areas. They will have significant accountability and responsibility for the output of others. They will also develop and implement procedures and processes to obtain required performance and output and formulate policy for approval. Work at this level requires acknowledge of operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

This Grade equates to a Hay evaluation within the range of 372-420 points.

MINIMUM QUALIFICATIONS/TRAINING:

6 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 9.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 13.0 to Salary Point 13.3 will require the successful completion of 4 modules via an ATP.

- * Performance evaluation and. work review
- * Quality management systems
- * Financial management
- * Statistical analysis
- * Business management
- * Creative leadership and coaching
- * Professional practice management
- * Commercialisation practices

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management. etc.

Selection of modules for progression within this Grade may also include other appropriate modules.

ADMINISTRATIVE EMPLOYEE

- Grade 11

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11 Salary Point 14.0-14.3
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ENTRY REQUIREMENTS:

Appointment to Grade 11 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: be responsible as a technical expert or senior administrator and be accountable and responsible for output. The employee will establish and review guidelines and devise new approaches to design, operation, development or investigation, develop and implement significant work programs and exercise initiative in the production and application of Standards and Procedures. The employee will provide a high level of creative planning, design and associated managerial functions and display interpersonal skills in the performance of functions at the level required; commensurate with the employee's training, experience and responsibilities.

An employee at this level will establish and review guidelines and new approaches to design, operation, development or investigation functions. They will display advanced interpersonal skills and develop and implement significant works programs. The employee will exercise initiative in the production and application of standards and procedures and in the formulation of policy for approval.

An employee at this level is a highly skilled worker able to make autonomous use of advanced knowledge and understanding to exercise significant managerial ability and be able to interpret and apply legislation, regulations, standards and other relevant guideline material. Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.

Employees at this level may manage the operation of an organisation element, undertake a management function or provide administrative or technical support to a particular program, activity or service encompassing a major area of operations. Employees may have independence of action including the use and allocation of resources within known constraints.

This Grade equates to a Hay evaluation of 421 points and above.

MINIMUM QUALIFICATIONS/TRAINING:

4 appropriate modules of training, or equivalent, in addition to the requirements for entry to Administrative Employee Grade 10.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

Progression through this Grade from Salary Point 14.0 to Salary Point 14.3 will require the successful completion of 4 modules via an ATP.

- * Asset management
- * Industrial relations policy
- * Facilitative processes
- * Community education and communication processes
- * Creative leadership management
- * Research development and management

Training will also include modules directly relevant to the individual's chosen career, eg. Human Resource Management, Financial Management, Information Management, Computing and Technology, Materials Management etc.

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

SCHEDULE I – Professional & Managerial Stream Career Path

INTRODUCTION TO THE PROFESSIONAL/MANAGERIAL STREAM

CAREER PATH FRAMEWORK

This ENERGEX Professional Managerial Stream Career Path is based on the Transmission and Supply Professional Managerial Stream Career Framework dated 10 October 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI). Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- * Administrative -- clerical and administrative
- * Technical -- power workers and technical employees
- * Managerial & Professional -- degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed a Professional/Managerial Stream Career Path Framework for Transmission & Supply.

This Career Path document was written to generally encompass most employees likely to be covered by the Professional/Managerial Stream, and this is included in the attached document.

In developing the Career Path, Joint Workplace Consultative Committees (JWCCs) in each Enterprise were asked to use the Industry Professional/Managerial Stream Framework as the foundation of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. Finalised Enterprise Career Paths required agreement at the Enterprise level and then submission to the Combined Restructuring Committee prior to registration with the Queensland Industrial Relations Commission as a Schedule to the Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay, Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient - workforce utilisation. Job redesign is facilitated through a more flexible classification process.

Positions described within the Professional/Managerial Stream shall require a degree qualification or equivalent (other qualifications including demonstrated management competencies may be accepted by the employer), in a relevant field and may require registration by a Professional Body or Government Authority. Membership or eligibility for membership of a Professional Association which accredits qualifications for the professional may also be required. Professional/Managerial employees will be required to provide professional advice, services and support in specialist fields of competence, and/or undertake management or supervision of part of the organisation.

This Stream encompasses work of increasing complexity with tasks becoming increasingly broad and diverse, more difficult to define and requiring greater initiative as the professional develops. Increasing classification level would be expected to correlate with increasing professional maturity, competence, independence, accountability and increasing impact on the organisation.

In the Professional/Managerial Stream, only one Career Path was developed, which encompassed employees engaged in broad disciplines including Accounting, Architecture, Chemistry, Economics, Engineering, Human Resource Management, Information Technology, Journalism, Law, Management, Marketing, Metallurgy, Nursing, Psychology, Science, Surveying, Valuing.

Salary Progression will depend on the attainment and use of additional knowledge and skills and/or demonstration of enhanced competence and the achievement of agreed performance outcomes.

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Appendix One outlines the way salary progression is achieved in this Stream. Salary progression within Grades 1 & 2 will occur when the number of modules of training or equivalent successfully completed is equal to the number required to progress a Salary Step as outlined in Appendix One. Salary progression within Grades 3 & 4 shall be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by the position requirements. This principle of salary progression embodies the concept that professionals make increasing work value contributions by nature of skills and knowledge acquisition and application. The attainment of additional knowledge and skills/competencies may occur through training courses conducted by internal or external providers. Alternatively, this may occur via specific projects, research studies or similar structured training activities where completion demonstrates the acquisition of additional competencies required in the performance of the job are required to meet job demands.

An Enterprise Career Path must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

Where agreement cannot be reached on an issue, the Problem Solving & Dispute Resolution Process is available to be used.

ALTERATIONS TO CAREER PATHS

Where job redesign identifies the need for additional grades in a career path or when other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

STEPS TO TRANSLATION & PROGRESSION

A. Translation in 1995

When employees translated to the then new Award (Electricity, Generation, Transmission & Supply Award State) in 1995 the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realized. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

- 1. Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between employer and employee, provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Professional/Managerial Stream draft document proposes one Career Path covering all functional Professional and Managerial job groups.
- 2. Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components will be an award salary level and Industry Payment. To ensure employees receiving Degree Allowance prior to translation are not disadvantaged, this Allowance will be taken into account when translation occurs.
- 3. Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
 - i. the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched to accurately place the position.
 - ii. a job evaluation methodology may be used where jobs are more difficult to define. This may occur where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable. Points methods, however, shall not be used to define job value or salary points within a grade.

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- iii. Following translation/implementation of the relevant ENERGEX career path, employees shall have a 3 month period during which they may make application for Job re-evaluation to determine the appropriateness of their translated grade compared to the Career Path Grade Descriptors.

Applications, on the appropriate form, shall be submitted via the employees supervisor, who shall normally within 2 weeks, of receipt of the form, agree or reject the application and notify the employee accordingly.

All the agreed applications will then be evaluated and all successful applications will have as their operative date for any salary increase, the date of their application.

If the supervisor rejects the application, unduly delays consideration of the application or the evaluation is unsuccessful the employee may have recourse to the Award grievance procedures.

After the conclusion of the 3 month period normal ENERGEX arrangements in relation to position evaluation/grading will apply.

B. Recognition of Prior Learning procedure and Progression Arrangements

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will continue to have application as part of the ongoing Award Restructuring arrangements.

Recognition of Prior Learning procedure: RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry and/or education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL exercise will establish the most appropriate Salary Point within the Grade on the basis of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

Progression: Any salary progression beyond translation will require one of the following:

- gaining new skills in accordance with an Approved Training Plan
- within Grades 3 & 4 only, demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by job requirements
- reclassification to a higher grade
- appointment to an advertised position with a higher Agreement classification
- Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

Training Outcomes

Not all training will qualify for pay progression purposes. Subject to the provisions of the Backfilling (Training) Agreement, the following range of training types is envisaged:

1. Training for future performance (Career Development): Employees may undertake training for their personal development, and to better position themselves for future career opportunities. For example, an employee working as a professional in a specialist field may study for a Master of Business Administration and ultimately move into a position as a Department Head. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. Training to maintain current competencies: Employees may be required to undertake training to keep their skill levels current with technology and work practices; eg. updated software releases. This training may not result in pay progression.

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3. Training to meet requirements of current pay level: Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point and thus training may not result in pay progression. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. Training to extend competency to meet expanded job requirements: Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

Approved Training Plan Guidelines

An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the Industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be developed and agreed by the employee and the person nominated by management as the employee's "Supervisor" for this purpose.

The Career Path Framework is based on the following guidelines:

1. Approved Training Plans enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job.
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then work evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in redesign of the job/work performed.
4. All Professional/Managerial Employees in Grades 1 and 2 shall be provided with the opportunity to participate in a Progress Review with their supervisor on at least an annual basis. This should include an appropriate Approved Training Plan where opportunity exists for the application of additional competencies.
5. Where a professional employee who has attained the maximum pay point within Grade One undertakes expanded duties which provide benefits from highly extended competencies, the job profile for that position shall be reviewed and the position re-evaluated. Where the position is re-evaluated as a Grade Two position, the incumbent shall be moved into Grade Two and become eligible for an Approved Training Plan to allow progression within Grade Two upon demonstration of such highly developed competencies.
6. Professional employees in Grades 3 and 4 may be provided with ATP's where the development of additional skills and knowledge is required to achieve enhanced competence.

Performance Agreement

A Performance Agreement and/or ATP should be available to Professional/Managerial Employees in Grades 3 and 4 where benefits can be obtained through the acquisition and demonstration of enhanced competencies. The Performance Agreement shall specify the results to be achieved over the period of the agreement and if appropriate the competency areas to be enhanced over this period. Indicators of achievement should be agreed in advance between the parties and progress towards achievement shall be monitored at regular intervals. The following guidelines shall apply:

1. Professional/Managerial Employees in Grades 3 and 4 should be provided with the opportunity to participate in a Progress Review with their supervisor on at least an annual basis. This should include a mutually agreed Performance Agreement which may provide the opportunity for acquisition and demonstration of enhanced competency for the purpose of salary progression.

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2. Performance Agreements enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job.
3. If a job changes over time to the extent that its total value/size warrants re-assessment then work evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
4. An alternative to a Performance Agreement as a basis for salary progression, in particular cases within Grades 3 and 4 may be the completion of an Approved Training Plan. One training module or equivalent shall be required for each progression step.
5. The progress review will include discussion and planning of mutually agreed training. This training shall include relevant learning opportunities to facilitate the gaining of enhanced competencies for the achievement of agreed performance.

Training Modules

1. Where appropriate, modular learning outcomes should meet national accreditation standards.
2. Other training may be made available to employees to enhance future career prospects and/or maintain competence and registration.

EXPLANATION OF DOCUMENT FORMAT

CAREER PATH TITLE - Career Path Grade			
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GRADE 1	GRADE 2	GRADE 3	GRADE 4
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ENTRY REQUIREMENTS:

An explanation of how entry into a Grade is achieved.

MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Agreement.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade.

MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent, that would be required for entry into this Grade.

Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade. Where an existing position is re-evaluated, the incumbent would be deemed to have the modules required for entry to the grade for pay purposes only.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

or

TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:

Within Grades 3 & 4, Salary Progression should be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes. This will be managed through a formal process of performance and development review, and the application of Performance Agreements and/or Approved Training Plans where appropriate.

APPENDIX 1

SALARY PROGRESSION FOR PROFESSIONAL / MANAGERIAL EMPLOYEES

Professional / Managerial Grade / Step	Agreement Salary Point	Progression Arrangements
		For all Grades within Professional/Managerial Career Path, Hay Points evaluation boundaries determine the Grade only of a job, not the Salary Point within the Grade. All employees in the Professional/Managerial Stream should participate in an Individual Progress Review on at least an annual basis at which time an Approved Training Plan or Performance Agreement will be considered as a basis for progression.
Grade 4 4.6	16.5	
4.5	16.4	
4.4	16.3	
4.3	16.2	
4.2	16.1	
4.1	16.0	
Grade 3 3.6	15.5	
3.5	15.4	
3.4	15.3	
3.3	15.2	
3.2	15.1	
3.1	15.0	
Grade 2 2.8	14.3	
2.7	14.2	
2.6	14.1	
2.5	14.0	
2.4	13.3	
2.3	13.2	
2.2	13.1	
2.1	13.0	
Grade 1 1.7	12.5	
1.6	12.0	
1.5	11.0	
1.4	10.2	
1.3	9.3	
1.2	8.0 4yr entry	
1.1	6.2 3yr entry	
		Progression within each of Grades 3 & 4 will be determined on the basis of the demonstration of enhanced competence through the achievement of agreed performance outcomes within the scope offered by the position requirements. This will be managed through a formal process of performance and development review, and relevant learning opportunities, and the application of approved Training Plans where appropriate.
		Progression within Grade 2 where available with an Approved Training Plan shall be based on completion of one training module or equivalent for each progression step.
		Modules of training or equivalent to be completed before progression to next Step within Grade 1 as follows: <ul style="list-style-type: none"> * 4 Modules to move from 1.1 to 1.2 * 6 Modules for each Step from 1.2 to 1.6 * 5 Modules for move from 1.6 to 1.7 For a Professional/Managerial Employee within Grade 1 who is in a training & development mode, the individual will be given the opportunity for at least annually Approved Training Plans.

For a Professional/Managerial Employee, the attainment and use of competencies may occur through a range of structured activities, such as:

- * Continuing professional education, including training courses conducted by internal or external providers, professional development seminars, etc.
- * Specific projects and research studies which expand an individual's knowledge and skills
- * Gaining additional competence via the application of theoretical knowledge and constructs in the work environment, and through on-the-job coaching.

For an employee gaining post-graduate experience in a professional role in Grade 1, it is accepted that substantial gains in competency occur through the learning associated with applying, in the work role, the theoretical skills and knowledge acquired through academic study; e.g. it may be expected that approximately 50 per cent of competency acquisition during Grade 1 would occur through work application in an environment where coaching and monitoring is available.

SKILLS DEVELOPMENT OPPORTUNITIES

PROFESSIONAL & MANAGERIAL

<u>STREAM / AGREEMENT LEVEL</u>	<u>CAREER PATH/ GRADE</u>	<u>DESCRIPTION</u>
LEVEL 4	PROFESSIONAL & MANAGERIAL EMPLOYEE GRADE 4 Salary Point 16.0-16.5	Principal Expert and/or Senior Manager
LEVEL 3	PROFESSIONAL & MANAGERIAL EMPLOYEE GRADE 3 Salary Point 15.0-15.5	Expert Professional or Manager
LEVEL 2	PROFESSIONAL & MANAGERIAL EMPLOYEE GRADE 2 Salary Point 13.0-14.3	Independent fully functional professional/managerial employee
LEVEL 1	PROFESSIONAL & MANAGERIAL EMPLOYEE GRADE 1 Salary Point 6.2-12.5	Development phase for professional/managerial employee

PROFESSIONAL & MANAGERIAL EMPLOYEE

- GRADE 1

GRADE 1			
Salary Point	GRADE 2	GRADE 3	GRADE 4
6.2-12.5			

ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level: operates under appropriate supervision and performs normal professional work and exercises individual judgements and initiative in the application of principles and methods applicable to the profession concerned. The employee assists more senior professionals and has work reviewed by a competent professional officer for validity, adequacy, methods and procedures. The employee assigns and checks work of support staff and others assigned to work on common projects. Work can be expected to receive less rigorous review as the employee progresses. The employee exercises initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

An employee at this level requires competency in a technical, scientific or specialised field based on an understanding and application of concepts and principles normally associated with a professional or academic qualification. An employee will be specifically assigned to complete complex tasks and combinations of duties, with an understanding of how the work undertaken relates to work of others in the same or related functions. An employee at this level will use interpersonal skills to interact with fellow workers, supervisors, etc.

Thinking at this level is within substantially diversified, established organisational procedures and standards and general supervision. Because of changing priorities or differing situations encountered in the work environment, the employee has latitude to consider which among diversified procedures should be followed in what sequence to achieve required job results. Decisions may be made rather rapidly based on prior knowledge or expertise.

The employee may apply standard practices and procedures of work under general work instructions or be supervised on progress and results. Responsibilities contain a variety of tasks and duties, and the employee clearly understands what results are expected by the supervisor. The employee may set their own work priorities. Practices and procedures have clear precedents or are covered by defined policies, managerial control or review of results.

As the employee develops further competencies, more complex tasks would be allocated with more independence in decision- making. The employee may perform complex tasks without supervision or engage in some supervision of the work of others. Tasks involve independent use of a high degree of technical or applied theoretical knowledge and undertake limited creative, planning, design or supervisory functions. The employee may be required to develop innovative work practices, evaluate feasibility of proposals and implement plans. The employee will be able to undertake significant planning, development and design functions and provide independent analysis and creative solutions to problems identified by the employee through their skills and knowledge.

A professional employee is expected to maintain professional ethics, both generally accepted ethical behaviour for all professionals and the specific ethical requirements of the profession(s) to which the employee belongs.

This Grade equates to a Hay evaluation up to 371 points.

**PROFESSIONAL & MANAGERIAL EMPLOYEE
- GRADE 1**

GRADE 1 Salary Point 6.2-12.5	GRADE 2	GRADE 3	GRADE 4
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MINIMUM QUALIFICATIONS/TRAINING:

- * 3 year Degree or equivalent qualification, relevant to the specialist field of the position.
- * Entry for 3 year Degree minimum Salary Point 6.2.
- * Entry for 4 year Degree minimum Salary Point 8.0.
- * Performance of the work may require registration by a Professional Body and/or membership or eligibility for membership of a Professional Association.
- * For nominated managerial positions, other qualifications and/or demonstrated management competencies satisfactory to the employer.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|--|--|
| <ul style="list-style-type: none"> * Team Leadership * Advanced Report Writing * Contract Supervision * Risk Management * Fault Management * Power System Earthing * Multiple Regression Analysis * Supply Quality * Easement Surveys * Property Negotiation * Hazardous Material Management * Enterprise Accounting Policies/ Procedures * EEO Policy and Practices * Occupational Testing * Information Technology * Interpersonal Conflict Resolution * Capital Evaluation Decision Making | <ul style="list-style-type: none"> * Time Organisations * Computer Software Applications * Power Systems Analysis * Statistics for Professionals * Protection and Meeting * Electromagnetic Transients * Circuit Breakers and Switching * Computer Technology * Geographic Information Systems & Applications * Acquisition and Disposal of Property * Industrial Negotiation * Project Management * Investigating Discrimination in the Workplace * Benchmarking & Best Practices * Interpersonal Problem Solving * Quality Management Principles |
|--|--|

The attainment of learning outcomes may be demonstrated through training courses or alternatively, via specific projects, research studies or similar structured training activities. In this development phase for a professional, it would be expected that some priority would be given to developing the ability to apply professional knowledge and skills within the work environment.

PROFESSIONAL & MANAGERIAL EMPLOYEE

- GRADE 2

GRADE 1	GRADE 2 Salary Point 13.0-14.3	GRADE 3	GRADE 4
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ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level: performs work requiring the application of mature professional skills and knowledge and makes recommendations that are technically and commercially accurate and feasible. The employee deals with problems for which it is necessary to modify established guidelines and devise new approaches or apply new professional skills or techniques. The employee makes decisions on matters assigned including the establishment of professional work standards and procedures, and consults, recommends and advises in specialist areas. The employee outlines and assigns work, reviews it for technical accuracy and adequacy, and manages the work of others. The employee exercises initiative in the application of professional practices whether as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams, or independently.

An employee at this level is a competent professional who undertakes tasks requiring proficiency in a technical, scientific or specialised field based on concepts and principles, with wide exposure to complex practices and precedents. The employee is a seasoned professional whose basic professional skills and knowledge has been acquired through undertaking specialised tasks and a range of work roles. The employee may be required to utilise management processes to advise functional managers, influence behaviour or change opinion in support of a proposal. If the employee is a supervisor, the focus will be on assignment of work, scheduling work, monitoring work as it is being done, and reviewing results for timeliness, quality and cost effectiveness.

Problem solving at this level gives the employee latitude to consider whether new procedures may have to be developed, consistent with current policies, or existing principles, in order to achieve required end results. The problem to be solved may be stated, but the processes to be used are largely determined by the employee's own judgement. When confronted with situations which require judgement or decisions, the employee is able to access appropriate information and processes to determine methods to achieve a solution.

An employee at this level functions with considerable independence, and will determine their own priorities. This may require deviating from or modifying established procedures and practices as long as the end results meet standards of acceptability for quality and timeliness. Supervision is usually indirect and review of work results usually occurs after the fact. The employee may be accountable for rendering significant advice and counsel to management in addition to information and analysis. As a professional, the employee is accountable for the quality of the advice or the directions the employee gives others or implements themselves.

The employee at this level has a highly developed capacity to make autonomous use of a high level of theoretical and applied knowledge. The employee 'may undertake significant high level creative planning, design or management functions and may have substantial accountability and responsibility for the output of others.

This Grade equates to a Hay evaluation within the range of 372 - 483 points.

MINIMUM QUALIFICATIONS/TRAINING:

- * 3 year Degree or equivalent qualification, plus 34 modules of relevant training or equivalent or
- * 4 year Degree or equivalent qualification, plus 30 modules of relevant training or equivalent or
- * Other qualifications as per Grade 1, plus 34 modules of relevant training or equivalent.

Note: Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade.

**PROFESSIONAL & MANAGERIAL EMPLOYEE
- GRADE 2**

GRADE 1	GRADE 2 Salary Point 13.0-14.3	GRADE 3	GRADE 4
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TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Selection Skills
- * Advanced Selection Skills
- * Negotiation Skills
- * Interpersonal Leadership Skills
- * Managing Quality Improvement
- * Mains Transmission System Planning
- * Transmission & Supply Environmental Impact Studies
- * Accounting Standards & Practices
- * Asset Management
- * Information Technology Project Management
- * Information Technology Specialised Support
- * Industrial Advocacy
- * Financial Management Practice Manual
- * Return On Investment Analysis
- * Managing People At Work
- * Organisational Behaviour
- * Managerial Work
- * Introduction to Strategic Management

The attainment of learning outcomes may be demonstrated through training courses or alternatively, via specific projects, research studies or similar structured training activities. As an independent, fully functional professional, it would be expected that some priority would be given to expanding the professional's ability to operate with latitude and independence in dealing with complex professional issues.

PROFESSIONAL & MANAGERIAL EMPLOYEE

- GRADE 3

GRADE 1	GRADE 2	GRADE 3 Salary Point 15.0-15.5	GRADE 4
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ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level: may be a technical expert or manage a unit of the organisation. In practice most positions at this level will contain both these elements. The employee may be a team leader having broad understanding spanning more than one professional field of work, or be a recognised authority within a particular specialised field of expertise, or both. The employee participates in short or long range planning and translates the more general objectives and strategies of higher management into specific targets and strategies for the unit. The employee takes initiatives, makes independent decisions and formulates policies and procedures within this overall framework to obtain the best performance and results from the organisational unit for which the officer is accountable. The employee gives expert technical advice to management and other units and takes responsibility for development and provision of systems, facilities and functions. The employee manages groups and work programs and directs or advises on the use of resources. The employee makes decisions not usually subject to technical review; decides courses of action necessary to expedite the successful accomplishment of assigned projects; and makes recommendations of significant impact on the organisation. The employee has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness.

An employee at this level may oversee the work of professionals whose work activities do not require day to day supervision, including assignment scheduling and monitoring and is required to focus on longer term matters, such as operational plans, budgets and other resource needs. The employee will be required to have a well developed understanding of human behaviour and those factors which influence or cause behavioural change. Jobs which require significant negotiating skills are often found at this level.

Thinking at this level will be within broad policies and objectives under limited direction. Specific objectives establish what general objectives must be accomplished within the framework of the organisation's operating policies. The employee may establish the plan, determine the priorities and prescribe the processes needed to achieve objectives. The employee is accountable for broad practice and procedure covered by functional precedents and policies or achievement of circumscribed operational activity or managerial direction. The employee may undertake complex and major high level creative planning, design or managerial functions.

This Grade equates to a Hay evaluation within the range of 484 - 617 points.

MINIMUM QUALIFICATIONS/TRAINING:

In addition to the requirements of Grade 2 entry, 8 modules of relevant training or equivalent.

Note: Where an individual is appointed to a Grade and is deemed able to accept the responsibilities of the Grade, the individual would normally be deemed to have the modules required for entry to the Grade.

**PROFESSIONAL & MANAGERIAL EMPLOYEE
- GRADE 3**

GRADE 1	GRADE 2	GRADE 3 Salary Point 15.0-15.5	GRADE 4
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TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:

Leadership

- * Persuasion
- * Judgement
- * Team building
- * Networking
- * Analysis
- * Organisation awareness
- * Creativity
- * Decisiveness
- * Delegation
- * Planning and organising
- * Productivity
- * Empowering
- * Quality assurance
- * Innovation
- * Flexibility
- * Innovation
- * Commercial Negotiation
- * Budget Management
- * Resource Allocation
- * Managing Performance
- * Financial Management
- * Marketing Management
- * Operations Management

PROFESSIONAL & MANAGERIAL EMPLOYEE

- GRADE 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 16.0-16.5
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ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in ENERGEX, advertisement and open 'selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level: accepts responsibility for professional work, demanding a high level of expertise, independence, originality, ingenuity and mature judgement. The employee manages a unit of the organisation and exhibits a high level of competence in managing people and work and performs work which is of primary importance to the organisation and which will have a substantial effect on the results obtained by the employing organisation. The employee contributes to the organisation's short and long range planning process and to the formulation of the organisation's objectives, strategies and policies. The employee translates broader corporate objectives, strategies and policies into specific objectives, strategies and policies realisable by the organisation unit. The employee manages large work groups; or manages a multi-discipline group engaged in interrelated work; or may be an expert leading a team of related professionals; or may be a recognised expert in a specialist field of crucial importance. The employee takes overall responsibility for the provision and control of systems, resources, facilities, functions and major investigations and ensures that the organisation obtains maximum benefit from the application of professional expertise. The employee gives expert technical advice and acts as organisation spokesperson in a particular field of expertise and has work assigned only in terms of broad objectives. Performance is reviewed for policy, soundness of judgement, results and general effectiveness in pursuit of corporate and major organisational objectives.

An employee at this level manages functions or sub-functions through subordinate supervisors. The employee provides for the integration of activities which have a common function, purpose or objective, and assures external co-ordination with other functional areas. At this level, the employee would be a manager of a functional area or very senior individual contributor. The employee is given the degree of independence needed to achieve operating objectives, provided that activities are consistent with operating budgets, approved operating plans and objectives and functional policies and precedents. The management direction given to the employee establishes what results are expected. The employee determines how and when the results will be achieved. The employee may have sole controlling impact on end results at a particular level in the organisation. The position may have line accountability for a key end result area, with full accountability and responsibility for the output of others.

This Grade equates to a Hay evaluation within the range of 618 - 735 points.

MINIMUM QUALIFICATIONS/TRAINING:

- * 3 year or 4 year Degree or equivalent qualification, and demonstrated competence appropriate to the position
- or
- * For nominated managerial positions, other qualifications and/or demonstrated management competencies satisfactory to the employer.

TYPICAL AREAS WHERE ENHANCED COMPETENCE MAY BE DEMONSTRATED:

- * Process Management
- * Professional Innovation
- * Leadership Management
- * Managing Competitive Strategy
- * Market Awareness and Analysis
- * Managing Strategic Change
- * Team Management
- * Business Acumen
- * Managing the External Environment
- * Entrepreneurial Vision

SCHEDULE J – Technical Stream Career Path

INTRODUCTION TO THE TECHNICAL STREAM CAREER PATH FRAMEWORK

Final Combined Restructuring Committee endorsement - 18 November 2004

This ENERGEX Technical Stream Career Path is based on the Transmission and Supply Technical Stream Career Path Framework dated 22 July 1994 which has been endorsed by Industry Management and Unions.

Award Restructuring aimed to provide a more skilled and productive workforce and create further career opportunities for employees in the Queensland Electricity Supply Industry (QESI).

Under Award Restructuring, QESI Transmission and Supply employees are classified under one of three streams:

- Administrative - clerical and administrative
- Technical - power workers and technical employees
- Managerial & Professional - degree qualification or equivalent

In 1993 the Industry Award at that time required that prior to translation, each Enterprise in the QESI develop Career Paths for each nominated stream to outline how the Classification Structure for the stream would be implemented. To ensure a co-ordinated approach within Transmission & Supply with equitable pay outcomes, an Industry Transmission & Supply Career Path Administrative Committee was established to facilitate development and implementation of Enterprise Career Paths. This committee, comprising management and union nominees developed a Career Path Framework for Transmission & Supply. Typical technical jobs were selected from each Enterprise for comparison across the Industry. Information was collated to describe current work practices and also identify opportunities for broad-banding and multi-skilling. This information also identified situations where required knowledge and skills and subsequent work value were not reflected in present pay practices.

A number of typical Career Paths have been written which encompass most employees likely to be covered by the Technical Stream, and these are included in the attached document.

In developing the Career Paths, Joint Workplace Consultative Committees (JWCCs) were established in each Enterprise and used the Industry Technical Stream Framework as the foundation for the development of Enterprise Career Paths. It was expected that Enterprises would add specific requirements to the Framework to suit local conditions whilst not departing from the spirit of the document. This would ensure that equitable pay outcomes exist across Enterprises for jobs of equivalent value. The Career Paths in the attached documents reflected the agreed ENERGEX outcomes.

Finalised Enterprise Career Paths received endorsement from the Combined Restructuring Committee on 18 November 1994 and were subsequently lodged with the Queensland Industrial Relations Commission as a Schedule to the then Award.

Career Paths identify the range of opportunities for skills development and opportunities to access higher rates of pay. Benefits from Award Restructuring largely depend on the process delivering job re-design outcomes which result in more effective and efficient workforce utilisation. Job redesign is facilitated through a more flexible classification process.

At this stage, 6 Model Career Paths have been proposed within the Technical Stream:

- **Power Worker:** eg. trades assistants, storework, labouring, plant/vehicle operation and cleaning.
- **Technical Serviceperson:** eg. linework, cable jointing, customer services, inspections, trade and advanced trade technical field and workshop roles (eg. electrical/electronic, mechanical, fabrication/vehicle building or building services).
- **Electricity System Designer/Adviser:** eg. layout/mains design work, marketing advice.
- **Supervisor:** eg. employees whose primary function is that of trainer/supervisor/co-ordinator

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- **Para-professional:** eg. technical roles requiring competencies obtained through para-professional (Advanced Diploma or equivalent) qualifications such as installation and repair of technical equipment, technical investigations and design.
- **System Operator:** eg. operators within designated control rooms within distribution/transmission, ie. ENERGEX Control Victoria Park, ENERGEX North Coast Control Nambour. This Career Path conforms with the career path developed for System Operators in the Production Stream and by agreement between the Industrial Parties has been included in the Technical Stream Enterprises' Career Paths document.

Enterprise Career Paths must also support the important objectives of maintaining pay equity in terms of work value and ensuring equal employment opportunities. Grade descriptions and boundaries should provide parameters for pay progression through skills acquisition to preserve pay equity with relative work value. These boundaries should also ensure an appropriate balance between broad-banding classifications and providing opportunities for selection on merit to higher classified positions from as wide a field of candidates as practical.

ALTERATIONS TO CAREER PATHS

Where job redesign identifies the need for additional grade(s) in a career path or where other changes are required to update a career path document, the relevant career path will be amended by agreement between the Industrial Parties.

Technical Stream – Career Governance Process (Parity)

The parties have developed, through an agreed process, a Career Governance Process for specific identified sub-streams of the Technical Stream. This process has been developed to enable the application of the Technical Stream Career Path set out in the EUCA. These application arrangements are referred to as Skills/Competency Matrixes and set out salary/training progression arrangements relating to the specific sub-streams. These matrices are held separately and are subject to addition/deletion and or change in accordance with the agreed arrangements.

STEPS TO TRANSLATION AND PROGRESSION

A. Translation in 1995

When employees translated to the then new Award (Electricity, Generation, Transmission & Supply Award State) in 1995, the following process was used in this regard:

In order to translate to the new Award, employees will need to be covered by an Agreed Career Path Document. However, employees who have an expectation of normal progression to higher salaries under the then current Award will have the choice of translating to the new Award or remaining with the then current Award until those expectations are realised. For employees who will be translating, or choose to translate, the following steps to salary translation will occur:

- **Determine appropriate Career Stream and Career Path:** The Job Profile, as agreed between the employer and employee provides a description of the responsibilities and duties of a position and the knowledge, skills and abilities required/used by an individual to competently perform the job. The Job Profile can be compared with Enterprise Career Path information to determine the most appropriate Stream for the position. The Career Path within the Stream that the position most closely aligns with in relation to work role and tasks undertaken would be selected for the position.
- **Translate to equivalent or next highest Salary Point on the new Award:** The rates in the salary scale incorporate pre-existing salary components which individuals may now be receiving. These components may be an Award salary level, an industry payment or a tradesperson's allowance.
- **Check position is in the correct Grade:** It may be necessary to evaluate whether the position has directly translated into the correct grade/level within the Career Path and adjust where appropriate. This step may take either or both of the following forms:
 - i. Primary evaluation method: the Job Profile for the position will be compared against the Grade descriptors for the appropriate Career Path and matched against them to accurately place the position. At the lower levels of the new Award, Grade Descriptors themselves should provide adequate distinction to enable a match. This is due to the

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specific, clearly defined tasks and competencies which exist at these levels and where results and responsibilities are defined largely in terms of tasks undertaken.

- ii. Secondary evaluation method: a job evaluation methodology may be used where jobs are more difficult to define. This may occur where it becomes harder to rely on generic descriptions and/or competencies (where available) to size the value of a job and a supplementary method such as a points method is more reliable. Points methods, however, shall not be used to define job value or salary points within the grade.
- iii. Following translation/implementation of the relevant ENERGEX career path, employees shall have a 3 month period during which they may make application for Job re-evaluation to determine the appropriateness of their translated grade compared to the Career Path Grade Descriptors. Applications, on the appropriate form, shall be submitted via the employee's supervisor, who shall normally within 2 weeks of receipt of the form, agree or reject the application and notify the employee accordingly. All the agreed applications will then be evaluated and all successful applications will have as their operative date for any salary increase, the date of their application, if the supervisor rejects the application, unduly delays consideration of the application or the evaluation is unsuccessful the employee may have recourse to the Award grievance procedures. After the conclusion of the 3 month period normal ENERGEX arrangements in relation to position evaluation/grading will apply.

Note: Where a position is graded lower than the level to which the employee has translated, the application of this step (step 3) is subject to the provisions of the Backfilling (Training) Agreement.

B. Recognition of Prior Learning procedure and Progression Arrangements

In addition to the translation of employees, the following Recognition of Prior Learning procedure and Progression arrangements will also continue to have application as part of the ongoing Award Restructuring arrangements:

Recognition of Prior Learning procedure:

RPL is a process for recognising current skills and knowledge, which may have been acquired through formal or informal training (in industry and/or education), work experience and/or life experience, and which can be assessed against established and formalised learning outcomes. RPL shall only be granted for progression purposes in cases where the skills and knowledge claimed are required by the employer and required by the individual to perform the duties and responsibilities of their job.

The Job Profile for each position outlines the specific tasks and responsibilities of a job and therefore the skills and knowledge required of an individual competently performing the job within the more generic Career Path grade description. The RPL exercise will establish the most appropriate Salary Point within the Grade on the basis of the individual's skills and knowledge in direct comparison with the job requirements outlined in the Job Profile.

Progression:

Any salary progression beyond translation will require one of the following:

- gaining new skills in accordance with an Approved Training Plan
- reclassification to a higher grade
- appointment to an advertised position with a higher Agreement classification.
- Recognition of Prior Learning on the basis of the demonstration of skills acquired and required to be used within the grade.

If any employee believes that the additional skills acquired and required to be used in their position has expanded the "Job" beyond that appropriate to their current grading the employee may request an evaluation of the position to determine the appropriateness of the grading, in accordance with the normal ENERGEX procedures for Job evaluation.

Training Outcomes

Not all training will qualify for pay progression purposes. Subject to the provisions of the Back filling (Training) Agreement, the following range of training types is envisaged:

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1. **Training for future performance (Career Development):** Employees may undertake training for their personal development, and to better position themselves for future career opportunities. For example, an employee working as an Electrical Fitter/Mechanic may study for an Advanced Diploma in Electrical Engineering and ultimately move into a technical design role. Such voluntary training may receive support for instance in the form of study assistance, subject to management approval, and this training may not result in immediate pay progression.
2. **Training to maintain current competencies:** Employees may be required to undertake training to keep their skill levels current with technology, work practices and safety needs; eg. new software releases, annual resuscitation training. This training may not result in pay progression.
3. **Training to meet requirements of current pay level:** Where an employee could reasonably be expected to undertake specific tasks as part of the job/salary point and is unable to do so, training may be necessary to bring the employee's skill levels up to the standard normally required of the position/salary point. Where an employee has progressed to the maximum Salary Point of the Career Path grade and requires further training which is not associated with changes to job design sufficient to warrant reclassification of the job to a higher grade, training may not result in pay progression.
4. **Training to extend competency to meet expanded job requirements:** Where job redesign has occurred in accordance with Enterprise Career Paths and Job Profile Requirements, Approved Training Plans may be developed to provide training leading to new/advanced competencies and subsequent pay progression.

Approved Training Plan Guidelines

An approved training plan shall be available to each employee who is in a classification where further progression is available through skills development. The mutual needs of the Industry and its employees will be considered in respect to the development of Approved Training Plans in order to provide the skills and competencies to meet work requirements.

An Approved Training Plan (ATP) will be available for any employee in a job where the development of additional skills and knowledge is required. Such plans will identify progression arrangements, the training to be completed, the agreed nominal time for undertaking and completing the training and any provisions or arrangements for training time or leave for training purposes. Approved Training Plans will be developed and agreed by the employee and the person nominated by management as the employee's "Supervisor" for this purpose. Where agreement cannot be reached, the Problem Solving & Dispute Resolution Process is available to be used.

Subject to the provisions of the Training Outcomes above, following translation or appointment to a position, any employee who is provided with an Approved Training Plan shall be paid accordingly for the additional skills acquired and required to be used in their position.

Training Modules

One training module or equivalent shall be required for each progression step within a Grade e.g. to progress from 5.1 to 5.2 will require 40 hours of training or equivalent which constitutes one module.

ENERGEX shall consult relevant affected staff within ENERGEX when developing module content and accreditation.

The Career Path Framework is based on the following training guidelines:

1. Approved Training Plans only enable progression within the limits imposed by the Agreement Classification and the Career Path grade of the job (i.e. job size)
2. If a job changes over time to the extent that its total value/size warrants re-assessment, then job evaluation methods would be required to determine whether reclassification of the job to a higher grade was warranted.
3. Training included in Approved Training Plans should result in changes/redesign of the job/work performed.
4. Where appropriate, modular learning outcomes should meet national accreditation standards.
5. All Technical Stream Employees shall be provided with the opportunity to participate in a review of the skills and competencies required in their Job with their supervisor on at least an annual basis.

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This should include an appropriate Approved Training Plan where opportunity exists for additional skills/competencies to be acquired and required to be used in the Job.

Selection Criteria

Where an existing employee has previously acted in a position for a minimum of 8 weeks and, that prior to restructuring the position did not require an Advanced Diploma, that employee shall for the purposes of this document be deemed to have the "or equivalent qualifications" and shall therefore be eligible to apply for that position should it become available and not be ruled out of contention for that position on the grounds of qualifications.

When an employee applies for a position it shall be clearly stated in the Position Vacancy Circular/Job Advertisement, the minimum starting salary for the position and the maximum salary. At the Job interview (so there can be no false expectations) the applicant shall *be* informed of any additional payment *above* the starting minimum salary that will be made to compensate for skills the applicant brings to the position, and if there is any scope for further advancement within the grade of the position, to the extent that this is known at that time.

EXPLANATION OF DOCUMENT FORMAT

CAREER PATH TITLE - Career Path Grade					
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GRADE 1 Salary Points	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6
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ENTRY REQUIREMENTS:

An explanation of how entry into this Grade is achieved. This may be, for example, through appointment to a vacant position or progression into the Grade via an Approved Training Plan.

Where an increase in work/job value is identified and reclassification of an existing occupied position(s) is approved, then selection may be made from eligible employees within a work group or work location for progression through an Approved Training Plan to the higher classification.

MAIN FUNCTIONS/BROAD COMPETENCIES:

Statements in *italics* are extracts from the relevant section of the Agreement.

Other statements outline the typical tasks and responsibilities an employee in this Grade may be required to undertake. This list is not exhaustive, and the employee may be expected to undertake other tasks in line with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

This describes the minimum certification/qualifications and modules of structured training, or equivalent, that would be required for entry into this Grade. Where an existing position is re-evaluated, the incumbent would be deemed to have the number of modules required for entry to the grade.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

This is a non-exhaustive list of the types of training courses from which an employee and their supervisor might select, in developing an Approved Training Plan for progression within this Grade. Selection of modules will be made where the addition and development of a skill will be applied in the job and will lead to changes in tasks performed. Module equivalent values have not been identified for all courses. A training course might also be selected from the Typical Training Menu for a lower Grade, or from another source identified as required for enhanced job performance.

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TECHNICAL STREAM CAREER PATHS

Salary Point	Training Requirements (Modules)	CAREER PATH					
		Power Worker	Technical Serviceperson	Electricity System Design/Adviser	Supervisor	Para-Professional	System Operator
16.5							
16.4							
16.3							
16.2							
16.1							
16.0							
15.5							
15.4							
15.3							
15.2							
15.1							
15.0							
14.3							
14.2							5
14.1							
14.0							
13.3							
13.2						5	4
13.1							
13.0							
12.5							
12.4					4	4	3
12.3							
12.2							
12.1							
12.0							
11.5							
11.4							
11.3					3	3	2
11.2							
11.1							
11.0							
10.3	8M						1
10.2							
10.1							
10.0					2	2	System Operator (Training)
9.3	7M		5	3			
9.2							
9.1							
9.0							
8.2	3M						
8.1							
8.0			4	2			
7.2	3M				1		
7.1							
7.0						1	
6.2							
6.1	3M		3				
6.0				1			
5.2	3M	5	2				
5.1							
5.0							
4.2		4	1				
4.1	3M						
4.0	Trainee Certificate						
3.7							
3.6							
3.5							
3.4	8M	3					
3.3							
3.2							
3.1							
3.0							
2.7							
2.6							
2.5							
2.4	8M	2	Vocational Trainee			Trainee Para-Professional	
2.3							
2.2							
2.1							
2.0							
1.7							
1.6							
1.5							
1.4	8M	1					
1.3							
1.2							
1.1							
1.0							
0.0							

**TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES**

POWER WORKER		
<u>STREAM / AGREEMENT LEVEL</u>	<u>CAREER PATH/ GRADE</u>	<u>DESCRIPTION</u>
POWER WORKER LEVEL 5 Salary Points 5.0-5.2	GRADE 5	Work under general supervision. Provide guidance and assistance relevant to skills.
POWER WORKER LEVEL 4 Salary Points 4.0-4.2	GRADE 4	Perform work under general supervision. Hold and use some plant licences. On-the-job training to others and supervise work.
POWER WORKER LEVEL 3 Salary Points 3.0-3.7	GRADE 3	Perform specific support function. May hold and use various plant licences. Work from complex instructions and procedures under general supervision.
POWER WORKER LEVEL 2 Salary Points 2.0-2.7	GRADE 2	Perform manual functional support duties such as competent assistant and work under routine supervision.
POWER WORKER LEVEL 1(b) Salary Points 1.0-1.7	GRADE 1 (b)	Perform routine, predictable, repetitive and proceduralised tasks of a manual nature under direct supervision.
POWER WORKER LEVEL 1(a) Salary Point 0.0	GRADE 1 (a)	Undertake structured induction training within 3 months of appointment

POWER WORKER

- Grade 1(a)

GRADE 1 (a)	GRADE 1 (b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5
Salary Points					
0.0					

ENTRY REQUIREMENTS:

ENTRY LEVEL. Appointment will be subject to availability of positions in the Enterprise and selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

A Power Worker Level 1(a) shall mean an employee not elsewhere defined, who is undertaking structured training so as to enable the employee to perform duties associated with a Power Worker Level 1(b). An employee at this level works under direct supervision, and performs routine duties essentially of a manual nature.

The structured training for an employee may consist of on-the-job and off-the-job training. Depending on the type of work to be undertaken, the employee may need the ability to work at heights and in confined spaces, have manual dexterity and mechanical aptitude. The employee is expected to be able to work as a member of a team.

MINIMUM QUALIFICATIONS/TRAINING:

Grade 10 level of education or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

The employee shall undertake enterprise specific induction training. *Such structured training shall be completed within 3 months of appointment to this level, as required, which may include:*

- * Division, Group, Department and Team induction training
- * Corporate induction programme
- * Introduction to Workplace Health and Safety requirements
- * Emergency procedures
- * Personal protective equipment issue and use
- * Manual handling
- * Vehicle familiarisation/checks
- * Administration eg. Timesheets; Conditions of work

POWER WORKER

- Grade 1 (b)

GRADE 1 (a)	GRADE 1 (b) Salary Points 1.0 – 1.7	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1(a) to Grade 1(b) through approved training, without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform routine, predictable, repetitive and proceduralised tasks of a manual nature under direct supervision. Exercise minimal judgement and understand basic quality control/assurance procedures. Understand and utilise basic literacy and numeracy skills; commensurate with the employee's training, experience and responsibilities.

The employee at this level must be competent in the use of appropriate hand tools and basic load shifting equipment relevant to the work undertaken. An employee at this level may work in one of a range of work roles, including labouring, stores, cleaning and assisting tradespersons, commensurate with the employee's training, experience and responsibilities. The employee may be undertaking structured training to enable the employee to operate as a Powerworker Grade 2 and such training may include training for specialisation within one area of operation or a mix of competencies which may be used across several areas.

MINIMUM QUALIFICATIONS/TRAINING:

- * Grade 10 level of education or equivalent plus enterprise specific induction training.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---|---|
| <ul style="list-style-type: none"> * First aid techniques * Rigging Introduction EPC 152 (1m) * Chainsaw operation * Roadway warning signs * Cable and conductor identification * Tree trimming * Work practices for cranes, hoists and winches * Mobile plant safety * Pole inspection A, B, C * Safety induction for trades assistants * Ladders, hauling lines and pole platforms * Power winch usage * Wood pole treatment * Tree growth regulator * Restricted shot firer * Basic Computer Literacy * Basic keyboard skills * Construction site induction * Hazard Management * "C" class licence * Rescue from an EPV * Use and care of lifting equipment EPC 18 (1m) * Workplace communication NCS 02 | <ul style="list-style-type: none"> * Communicate orally * Communicate in writing * Read and comprehend texts * Provide customer service * Report workplace hazards * Apply principles of OH&S in the work environment * Comply with quality systems and practices * Apply quality systems to work * Apply quality procedures * Comply with ENERGEX Environmental * Operate machine <ul style="list-style-type: none"> - operate pallet wrapping machine - operate heat shrinking machine * Operate hand and power tools <ul style="list-style-type: none"> - use electric tools - use hand tools * Operate a computer terminal for routine <ul style="list-style-type: none"> - operate relevant subsystems * Use warehouse techniques e.g. receipting, despatching, security |
|---|---|

Selection of modules for progression within this Grade may also include other appropriate modules.

POWER WORKER

- Grade 2

GRADE 1(a)	GRADE 1(b)	GRADE 2 Salary Point 2.0 – 2.7	GRADE 3	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Agreement provides for progression from *Grade 1(b) to Grade 2, Salary Point 2.0, through approved training, within 3 years of initial appointment* without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An *employee* at this level possesses competencies which enables the *employee* to: *perform manual functional support duties within the enterprise and perform work such as competent assistant. The employee will be responsible for the quality of the employee's own work, and work under routine supervision either individually or in a team environment. Exercise discretion within the employee's level of skills and training; commensurate with the employee's training, experience and responsibilities.*

An employee at this level must be competent with appropriate hand tools and the safe handling of equipment and chemicals, safe operation of mobile and other equipment, load shifting equipment, vehicles, the operation of machinery or be undertaking training for certification as a scaffolder, dogman, crane or hoist operator, pressure equipment operator, load shifting equipment operator or welder. The competencies required to perform the tasks may include those which offer specialisation in a specific area or a mix which will offer broad competencies which may be used in several fields. The employee may be expected to work within a team environment under general guidance and with some autonomy. The employee may assist tradespersons, perform stores functions, field functions, workshop functions and have basic keyboard skills, or undertake civil work. The employee must have an understanding of quality techniques. Duties will be undertaken which are commensurate with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- * Grade 10 level of education or equivalent plus 8 *modules* of relevant training, or equivalent

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Welding and Thermal Cutting NBB09 (1m) • Graphics Communication NCS08 • Map reading • Stores techniques • Fell/recover a pole • Fit cross-arms to a pole • Use of portable generators • Pole safety • Systems and system voltages • Basic electrical principles • Cable and conductor current rating Methods of line clearing and regrowth control • Erect poles with mobile crane/"A" frame | <ul style="list-style-type: none"> • Quality Concepts NBB05 (1/2m) • Computing in Engineering NBB04 (1m) • Forklift - Safety & Operation EPC88 (1m) • Electrical Fundamentals NBB08 (1m) • Equipment Maintenance EPC71 (1/2m) • Tool Sharpening - Off Hand NNM19 (1/2hm) • Pendant Overhead Crane EPC83 (1m) • Scaffolding (Limited Height) EPC15 (1m) • Communication & IR NBB01 (1m) • Engineering Calculations NNM05 (1m) • Hand & Power Tools NBB07 (1m) • Mechanical Components NBB11 (1m) • Lubrication EPC73 (1/2hm) |
|---|--|

POWER WORKER

- Grade 2

GRADE 1(a)	GRADE 1(b)	GRADE 2 Salary Point 2.0 – 2.7	GRADE 3	GRADE 4	GRADE 5
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TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN: (Continued)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Fit a transformer • EPV operation • Vehicle loading crane • Trenching and excavation • Identify personal contribution to team • Process customer enquiries • Work safely with industrial chemicals/materials • Safely handle waste • Apply quality techniques to teams • Comply with ENERGEX Environmental Policy • Identify solutions • Manage own time • Operate a computer terminal for routine tasks • Use warehouse techniques <ul style="list-style-type: none"> - inspecting procedures - stocktaking procedures | <ul style="list-style-type: none"> • Operate PC applications • Engineering Science NBB13 (1m) • Overhead gantry crane • Scaffolding • Work with others in a team • Communicate effectively at work • Identify safety hazards • Safely handle materials • Understand Quality Improvement Process • Define problems • Resolve problems • Operate load shifting equipment <ul style="list-style-type: none"> - operate fuel forklift - operate electric reach truck - operate order picking forklift - operate electric pallet jack |
|---|---|

Selection of modules for progression within this Grade may also include other appropriate modules.

POWER WORKER

- Grade 3

GRADE 1(a)	GRADE 1(b)	GRADE 2	GRADE 3 Salary Points 3.0 – 3.7	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Progression to Grade 3 will be subject to availability of positions in ENERGEX. Progression may occur without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enable the employee to either: perform a specific support function within the enterprise, or undertake training as a Linesperson or Joiner. Work from complex instructions and procedures and work under general supervision. Responsible for assuring the quality of the employee's own work. Perform work as a competent assistant and assist in the provision of on-the-job training to a limited degree; commensurate with the employee's training, experience and responsibilities.

An employee at this level may have attained various licences and/or have certification as a scaffolder, dogman, forklift, crane or hoist operator, pressure equipment operator, load shifting equipment operator or may be undertaking training leading to certification as a welder, linesperson, joiner or printing machine operator. The employee may exercise appropriate keyboard skills (where relevant). The employee can handle all tools required and may undertake labouring and other manual tasks in a team environment under general guidance and considerable autonomy. The employee may be required to maintain accurate recording of such details as stock control. Duties performed shall be commensurate with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- * Grade 10 level of education or equivalent, plus 16 modules of relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---|--|
| * Requirements for connecting and operating a single phase mobile generator | |
| * Workshop skills | * Moving and stabilising a load |
| * Inventory and stock control | * Use of relevant computer packages |
| * Leading self managed work teams | * Working effectively with people |
| * Spoken communication | * Test Equipment NNE20 (i/a M) |
| * Machining NBB06 (1M) | * Materials Handling NBB03 (2 M) |
| * Work Team Communication NCS10 | * Fabrication Techniques NBB10 (1M) |
| * Engineering Materials NNMO8 (1 M) | * Substations NNE47 (1 M) |
| * Cells and Batteries NNE139 (1/2 M) | * Engineering Drawing Interpretation NBB12 |
| * Comprehensive teamwork | * Safely handle and stack material |
| * Process written information | * Dispose of waste |
| * Carry out interactive workplace communication | * Interpret Quality Manuals |
| * Identify personal contribution to enterprise goals and objectives | * Apply ENERGEX systems |
| * Apply quality techniques to team activities | * Plan to undertake a routine task |
| | * Plan and organise own work |

Selection of modules for progression within this Grade may also include other appropriate modules.

POWER WORKER

- Grade 4

GRADE 1(a)	GRADE 1(b)	GRADE 2	GRADE 3	GRADE 4 Salary Point 4.0 – 4.2	GRADE 5
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ENTRY REQUIREMENTS:

Progression to Grade 4 will be subject to availability of positions in ENERGEX. Progression may occur without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform work under general supervision, either individually or in a team environment. The employee would understand and apply quality techniques. Exercise discretion within the scope of this level; commensurate with the employee's training, experience and responsibilities.

An employee at this level should have attained various certifications and some plant licences and use these in the performance of stores functions, manual tasks, field work, workshop functions or printing room functions. The employee will exercise appropriate keyboard skills as required to perform a relevant task and may be required to supervise and assist in on-the-job training to other workers in a range of tasks within the area of expertise of this employee. The employee may work under broad guidance and autonomy and may accept responsibility for the work of others or team co-ordination when working in a team environment.

MINIMUM QUALIFICATIONS/TRAINING:

- Grade 10 level of education or equivalent, plus 24 modules of relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- Team leadership
- Time organisation
- Writing Workplace Documents NCS02
- Meetings NCS 12
- Dealing with Conflict NCS05

Selection of modules for progression within this Grade may also include other appropriate modules.

POWER WORKER

- Grade 5

GRADE 1(a)	GRADE 1(b)	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 5.0 – 5.2
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ENTRY REQUIREMENTS:

Progression to Grade 5 will be subject to availability of positions in ENERGEX. Progression may occur without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level works above and beyond a Power Worker Level 4, and possesses competencies which enables the employee to: work under general supervision, either individually or in a team environment and exercise discretion within the scope of this level. Provide guidance and assistance relevant to their skills; commensurate with the employee's training, experience and responsibilities.

An employee at this level may have an extensive range of plant/vehicle certification and licences and may provide on-the-job training in relevant areas. The employee may provide leadership to work teams and may act as team leader within a team environment. The employee may be required to have input into the selection of equipment, planning for work organisation, services, actions, and achieving outcomes within time constraints. The employee should display customer relation skills; the ability to identify training needs; instructional skills and have a sound knowledge of Workplace Health and Safety issues. The employee may provide on-the-job training and supervision to work teams. Duties undertaken would be in line with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- * Grade 10 level of education or equivalent plus 27 modules of relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Customer relation skills
- * Instruction skills - Group TND04 (1 M)
- * Occupational Health and Safety NBB02 (1/2M)
- * Computer Aided Drafting
- * Client Interaction NCS 12
- * Identifying Training Needs TND01 (1/2 M)
- * On-the-job training
- * Desk Top Publishing

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES**

TECHNICAL SERVICEPERSON

<u>STREAM / AGREEMENT LEVEL</u>	<u>CAREER PATH/ GRADE</u>	<u>DESCRIPTION</u>
TECHNICAL EMPLOYEE LEVEL 4 Salary Points 9.0-9.3	GRADE 5	Highly skilled specialist independent worker in one of the following: possesses necessary training, skills and experience and is authorised to inspect and test specialist installations, including HV high rise building installations; multi-skilled overhead and underground line construction accountable for operational unit; skilled-on variety of complex tasks and applies maintenance standards and quality control. Including mobile plant and manufacturing services.
TECHNICAL EMPLOYEE LEVEL 3 Salary Points 7.0-8.2	GRADE 4	Extensive range of competencies in 1 or more of :multi-skilled overhead and underground construction and maintenance including switching, inspections and routine design; Live line, including Glove and Barrier; 110/132kV cable jointing and terminating; authorised to test and inspect complex installations; generalist worker on wide range of complex equipment types. Including mobile plant and manufacturing services.
TECHNICAL EMPLOYEE LEVEL 2 Salary Points 6.0-6.2	GRADE 3	Highly skilled worker with demonstrated competence in all aspects of 1 or more of: multi-skilled overhead and underground construction and maintenance; Live line; Jointing and terminating cables; Electrical installations and maintenance including testing; generalist worker on complex equipment types or specialist worker on limited range of equipment types. Including mobile plant and manufacturing services.
TECHNICAL EMPLOYEE LEVEL 2 Salary Points 5.0-5.2	GRADE 2	Skilled worker with demonstrated competence in a range of aspects. May be multi-skilled in a variety of tasks.
TECHNICAL EMPLOYEE LEVEL 1 Salary Points 4.0- 4.2	GRADE 1 Entry Point	Employee holds appropriate Trade Certificate or Certificate of Competency. Performs trade work of routine, non-complex nature under general supervision.

TECHNICAL SERVICEPERSON

- Grade 1

GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5
Salary Point				
4.0 – 4.2				

ENTRY REQUIREMENTS:

Entry level with appropriate certificate of competency or trade certificate. Appointment will be subject to availability of positions in ENERGEX, and selection procedures **or** completion of an Approved Training Plan, i.e. from Power Worker Grade 3.

MAIN FUNCTIONS/BROAD COMPETENCIES:

A Technical Employee Level 1 shall mean an employee who holds an appropriate Trade Certificate, Tradesperson's Rights Certificate or Certificate of Competency, as defined in the Electricity Act, or equivalent, and who is able to exercise the skills and knowledge of such certification. An employee at this level possesses competencies which enables the employee to: perform trade work which is generally of a routine, non-complex nature. The employee performs work under general supervision either individually or in a team environment and understands and implements quality systems. The employee performs work which involves the skills of the employee's trade and work which is incidental and facilitates the completion of the employee's work; commensurate with the employee's training, experience and responsibilities.

An employee at this level shall be a Technical Serviceperson, who has completed the training required for minimum entry, who has competence in one of the following areas:

- * Overhead line construction and maintenance and basic streetlighting and control systems
- * Underground low voltage polymeric installation and maintenance
- * Customer service activities including reconnects/disconnects work.
- * An employee at this level would undertake a range of tasks using trade and other skills gained through trade certification. The employee would have gained certification in a broad discipline such as: Electrical/Electronic, Mechanical, Fabrication/Vehicle Building or Building Services. Using appropriate trade skills, the employee would assist to manufacture, modify, install, test, repair, maintain and service various equipment and plant. Such electrical/electronic equipment and plant might include electric motors, generators, electronic controls, instruments, telecommunications and automotive electrics. Mechanical plant and equipment may include machinery, fluid power systems and automotive mechanics. Other tasks in manufacturing and maintenance services may include fabrication, forging, boilermaking, welding, fitting and turning, metal polishing, sheet metal work, carpentry, painting and other building services.

TECHNICAL SERVICEPERSON

- Grade 1

GRADE 1 Salary Point 4.0 – 4.2	GRADE 2	GRADE 3	GRADE 4	GRADE 5
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MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate, as appropriate to the work undertaken.

This Grade would apply to either:

- * tradespersons recently trained within the Electricity Supply industry who are commencing further training to allow progression to Salary Point 5.1 within 2 years of appointment or
- * tradesperson trained in another Industry without the relevant competencies required by the Electricity Supply Industry who are commencing training to allow progression to Salary Point 5.1 within 3 years of appointment.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

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|--|--|
| <ul style="list-style-type: none"> * Wood pole treatment * High voltage ABC installation, jointing and termination * Shot firer's Certificate (restricted to Supply Industry) * Pole inspection level 1.5 (hand held computer) * Restricted LV polymeric cable joints and terminations * Install and connect domestic installations * Tree growth regulator * PST service polarity for Enterprise * Lifter borer operator * Overhead Management Systems P.C. program * Switching authorisation – LV Operator * Switching authorisation – Recipient * EPV Basket operation * Cable and pipe location/Cable Testing – 11kV * Work organization * Maintenance policies and procedures * Field practices * Customer related skills * Statutory Training * Workshop Practices (Fabrication) EA 740 (1 M) * Basic Statistics EA00 (1/2 M) * Safety * Quality Systems * Machinery Repair and Installation NNM22 (1 M) * Fault finding and Diagnostic Skills EA90 (1/2 M) | <ul style="list-style-type: none"> * Overhead switching operator * GP truck operator * Tension stringing of conductor * Steel tower erection and * Heavy Rigid (HR) Licence * Explosive power tool operation * Substation Operators Level 1 * Rescue from a pit * Construction Standard Drawings * Record keeping and data updating * Customer relations skills * Quality awareness * Tension stringing of conductor * Distribution Plant Repair * Protection * EPV Basket Operation * High voltage isolation and access * High tension conductors |
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TECHNICAL SERVICEPERSON

- Grade 2

GRADE 1	GRADE 2 Salary Point 5.0 – 5.2	GRADE 3	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Agreement provides for progression from Grade 1 to Grade 2 through approved training, without undertaking selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level is an experienced employee who exercises trade and/or other skills who is engaged in routine technical duties and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and works under general supervision either individually or in a team environment. The employee provides technical guidance to others in their work team, understands and implements quality systems and performs incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

An employee at this level shall be a skilled Technical Serviceperson with demonstrated competence in a range of aspects and shall be authorised in all necessary statutory requirements. This worker may be multi-skilled in a variety of tasks to enable more efficient completion of the whole job. Depending on qualifications and training, these may include such tasks from one of the following:

- * Overhead line construction and maintenance. This may include the maintenance and repair of distribution substation plant and equipment, and/or installation and repair of low voltage polymeric underground cables. Perform switching.
- * Joint and terminate paper/lead cables up to 33kV and polymeric cables. Joint and terminate polymeric and paper/lead pilot cables. Perform LV switching. Assist in testing and commissioning LV URD installations by installing cables and pillars and terminating, testing and phasing cables. Understand LV schematics.
- * Basic voltage complaints and supply problem investigations. Reconnects, disconnects and other associated revenue work. Repair streetlight control circuits. Undertake meter queries. Maintain and repair distribution substation plant and associated equipment.

An employee at this level is a competent skilled autonomous worker who performs a variety of tasks under general supervision using trade and other skills gained through trade certification and enterprise training. Using established procedures, manufacture, modify, test, repair and maintain various equipment in a workshop or field environment. Such electrical/electronic equipment and plant might include electric motors, generators, electronic controls, instruments, telecommunications and automotive electrics. Mechanical plant and equipment may include machinery, lithographic offset press, mobile plant, and ancillary equipment, industry specific hydraulic equipment and components, fluid power systems and automotive mechanics. Other tasks in manufacturing and maintenance services may include fabrication, forging, boilermaking, welding, fitting and turning, metal polishing, sheet metal work, carpentry, painting and other building services.

TECHNICAL SERVICEPERSON

- Grade 2

GRADE 1	GRADE 2 Salary Point 5.0 – 5.2	GRADE 3	GRADE 4	GRADE 5
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Such an employee is a generalist tradesperson working safely under general supervision. As the employee develops and broadens their skills and knowledge base, the employee would work on a wider range of complex equipment types.

MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate as appropriate to the work undertaken, plus 3 *modules* of relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---|---|
| <ul style="list-style-type: none"> * Ring main unit operation * Branch trainer activities (e.g. resus, pole top, etc.) * Work place assessor * Substation operator authorization * Individual Enterprise/Authority requirements for * Customer service, team leader, Staff Consultative * Committee Chairperson * Mapping * Basic layout * Customer Switching – HV * Job planning * Substation Operator – Level 1 * Working effectively with people * Workshop administration * Workshop safety * Team work * Distribution plant repair and testing * Hydraulics * Engraving * Advanced welding and metal work * Material estimating * Current transformer metering * Demand metering * Meter queries 1 – Technical * Programmable Controllers NNE130 (1/2 M) * Planning, Estimating and Costing EA71 (1/2 M) * Basic protection/control/communication systems * Advanced Test Equipment NNE105 (1/2 M) * Microprocessing Applications NNE103 (1 M) * Rotor Winding NNE157 (1 M) * Stator Winding NNE150 (1 M) | <ul style="list-style-type: none"> * Overhaul transformers and switchgear * Substation Orientation * Overhead mains design * Switching preparation * Switching authorization – HV Operator * Equipment safety testing * Spoken communication * Access and switching procedures * Maintenance Management EA761 (1 M) * Licences – vehicle, plant, equipment * Machining * Pneumatics * Coil winding * Workshop machine maintenance * Safety equipment and ladder manufacture * Supply and Storage Management EA72 (1M) * Engineering Mathematics EA01 (1 M) * Engineering Graphics EA61 (1 M) * Industrial Control NNE123 (1 1/2 M) |
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Selection of modules for progression within this Grade may also include other appropriate modules.

Footnote: A number of these modules are common to other Career Paths.

ENERGEX Union Collective Agreement 2011

TECHNICAL SERVICEPERSON

- Grade 3

GRADE 1	GRADE 2	GRADE 3 Salary Points 6.0 – 6.2	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures or through an Approved Training Plan where the work to be performed has been assessed as meeting the requirements of this grade.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level is an experienced employee who exercises trade and/or other skills who is engaged in routine technical duties and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under general supervision either individually or in a team environment. The employee provides technical guidance to others in their work team, understands and implements quality systems and performs incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

An employee at this level shall be a highly skilled Technical Serviceperson with demonstrated competence in all aspects of one or more of the following areas:

- * An employee at this level will be competent in a selection of skills (but not necessarily all of the skills) from a "basket of skills" appropriate to the work to be performed at the particular work location. The employee will be able to perform a substantial range of activities in overhead and underground construction and maintenance, as well as streetlighting and control systems and shall be multi-skilled in a variety of tasks to enable more efficient completion of the whole job. These may include such tasks as switching, maintaining and repairing distribution substation plant and equipment, installing and repairing low and high voltage underground cables, connecting new installations (ie. non-complex commercial, domestic & rural installations) including installing and maintaining energy meters and associated equipment.
- * An employee at this level shall be a skilled serviceperson with competence in all aspects of overhead live line construction and maintenance, and work on overhead lines at all voltages. Work will be conducted on wood, steel and concrete poles using live line techniques and principles.
- * An employee at this level is a skilled Electrical Jointer who joints/terminates polymeric cables up to 132kV and pressure cable up to 66kV. Investigates, locates and rectifies leaks in oil and gas filled pressure type cables. Cable route identification under general direction. Repairs and maintains standard plant, tools and equipment. As required, develop skills associated with emerging jointing technologies and maintain knowledge and skills associated with older technologies.

or

- * An employee at this level may be competent in a selection of skills (but not necessarily all of the skills) from a "basket of skills" appropriate to the work to be performed at a particular work location. The employee will be able to perform a substantial range of activities as a multi-skilled tradesperson working on a range of complex equipment types. Work undertaken would be within a workshop or substation environment.
- * An employee at this level may be a highly skilled tradesperson competent in working on all aspects of a limited range of equipment types. This equipment will be complex and involve non-routine repair, testing, modification and maintenance.

TECHNICAL SERVICEPERSON

- Grade 3

GRADE 1	GRADE 2	GRADE 3 Salary Points 6.0 – 6.2	GRADE 4	GRADE 5
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Depending on skills attained, the employee may manufacture and/or modify specialised plant and equipment in accordance with design specifications with reference to documented quality standards and work practices. Fabricate, repair, modify, test and maintain electrical/mechanical equipment and mobile plant, install overhaul and maintain industry specific hydraulic and pneumatic controls and systems. Perform advanced welding to Certificate levels. Perform installation, testing and repair to component level of substation equipment and plant, e.g. radios, instruments, protection equipment. Undertake high voltage plant testing. Test items of plant and equipment to Australian Standard and Workplace Health and Safety Act. Assist in providing on-the-job training. The employee may also be required to exercise a range of clerical skills in the provision of technical services.

MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate as appropriate to the work undertaken, plus *6 modules* of relevant training, or equivalent.
 - If working in live line operations:
 - * Appropriate statutory authorization to perform high voltage live line work.
 - If working in installation inspections:
 - * Authorisation to perform inspection work.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVE TRAINING PLAN:

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|--|--|
| * Inspection courses, including AS 3000, Electricity Act and Regulations, Conditions of Supply, Tariff Manual. | |
| * Installation and connect domestic installations | |
| * Restricted Low voltage polymeric cable joints and terminations | |
| * 11kV/XLPE polymeric cable joints & terminations | |
| * Switching sheet writing | * Supervision of work groups |
| * Interpretation of works plans | * Keyboard skills |
| * Works programming | * Mig welding |
| * Cable testing and commissioning | * Gas/oil pressure charging |
| * Oil degasification of cables | * Cable location |
| * Overhead crane operation | * Hydraulic equipment operation |
| * Roles of the supervisor | * Basic metering |
| * URD and Streetlight inspections/audits | * 11kV operator |
| * Cardio-Pulmonary Resuscitation (Advanced) | * Statutory trainer – polarity, resus, WH&S |
| * Contract supervision | * Marketing |
| * CNC Machines | * Advanced hydraulics, pneumatics |
| * LV and HV test equipment | * Alternator maintenance and repair |
| * High reliability soldering | * Specialist workshop machines |
| * Team leader training | * Quality Management EB31 (1 M) |
| * Advanced Quality Concepts EB30 (1/2 M) | * Role of the supervisor |
| * One-to-one instruction | * Report writing |
| * Operator 3 phase mobile generator sets | * Overhaul SF6 switchgear |
| * Plant specific | * Computing Packages |
| * Digital Fault Finding EA789 (1/2 M) | * Power Systems Analysis |
| * Advanced PLC EA160 (1 M) | * Evaluate Training TND05 (1/2 M) |
| * Develop & Organise Training Plan TND02 | * Electronic Soldering Technology NNE29 (1M) |
| * Basic calibration | |

Selection of modules for progression within this Grade may also include other appropriate modules.

TECHNICAL SERVICEPERSON

- Grade 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 7.0 – 8.2	GRADE 5
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ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level may perform technical duties or exercise cross-skilling in technical fields, and who, subject to statutory licensing requirements, exercises the skills and knowledge of such training. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

An employee at this level has an extensive range of competencies in one or more of the following:

- * An employee at this level shall be a specialist Serviceperson with demonstrated competence in all aspects of overhead and underground line construction and maintenance at all voltages and be competent in a selection of skills appropriate to the work performed at the particular work location. The employee shall be multi-skilled in a variety of tasks such as switching, maintaining and repairing substation plant and equipment, conducting installation inspections, consumer liaison and performing routine distribution design and layout work.
- * An employee at this level shall be a specialist Serviceperson with demonstrated competence in all aspects of overhead live line construction and maintenance, and works on overhead lines at all voltages. Work will be conducted on wood, steel and concrete poles and steel towers using live line techniques and principles. This worker will be a specialist who performs comprehensive live line work up to 132kV for distribution and 275kV for transmission. Techniques such as Glove and Barrier for up to 33kV would be utilised, and the worker performs other multi-skilled functions as required.
- * An employee at this level is a specialist Cable Jointer who installs and maintains a wide range of cable accessories and auxiliary equipment including gas charging equipment and joints/terminates cables up to 110/132kV. Repairs and maintains specialist plant, tools and equipment such as oil degasifier, residual gas pressure test equipment, vacuum pumps, and oil pressure pumps. Investigates, locates and rectifies as appropriate leaks in oil and gas filled pressure cable systems using test equipment. Cable route identification. Completion of accurate construction details during progress of work. Mig welding. Lead team training and co-ordinate Specialist Cable Jointers and Power Workers. As required, develop skills associated with emerging joining technologies and maintain knowledge and skills associated with older technologies.
- * An employee at this level is a generalist worker on a wide range of equipment types, or a specialist on a limited range of complex equipment types and who works under limited supervision. Basic design, manufacture, modify, maintain, test, repair and calibrate complex plant, equipment, mobile plant and industry specific hydraulic and pneumatic controls and systems. Working knowledge of appropriate Australian standards, Quality Assurance techniques and relevant legislation. Provide on-the-job training and supervision to employees engaged at a similar or lower classification level. An employee at this level will be a skilled self-directed worker performing a variety of complex tasks. Able to select techniques used for repair and calibration and can apply maintenance standards and quality control. The employee may have an understanding of applied electrical, electronic or mechanical theory relating to an area of substation or communication plant or equipment of equivalent complexity used in ENERGEX. The employee will be able to apply existing skills and knowledge to non-routine situations. An employee at this level may also be required to exercise cross-skilling of technical and clerical skills in the provision of technical services.
- * The employee may be expected to work in a team environment and may be employed in a Mechanical Engineering environment associated with design, specification, procurement, and the provision of technical advice on mechanical equipment.

TECHNICAL SERVICEPERSON

- Grade 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 7.0 – 8.2	GRADE 5
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MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic, Electrical Jointer or other trade certificate as appropriate to the work undertaken, plus *9 modules of* relevant training, or equivalent.
 - If working in live line operations:
 - * Appropriate statutory authorisation to perform high voltage live line work.
 - If working in installation inspections:
 - * Authorisation to perform inspection work.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---|--|
| * Glove and Barrier live line techniques for wood pole and steel tower | * Substation operations – 110/132 kV |
| * One-to-one instruction | * Team leadership |
| * Time organization | * Major customer/consultant liaison |
| * Coaching | * Report writing |
| * Marketing | * Working effectively with people |
| * Switching sheet preparation | * Domestic/rural auditing |
| * Check complaints | * Shock complaints |
| * Advanced tariff knowledge | * High voltage inspections/audits |
| * Complex metering | * Theft of electricity |
| * Hazardous locations | * Team leadership |
| * Supervision | * Writing reports |
| * Computer applications | * Protection Relay Testing |
| * Resource management EB74 (1 M) | * Austel cabling |
| * Mobile Radio repair | * Industrial Electronics Fault Finding NNE35 (1 M) |
| * HV testing | * Self Management EA44 (1 M) |
| * Circuit Development NNE32 (1 M) | * Writing Technical Reports NCS17 |
| * Industrial Software NNE69 (1 M) | * Switching Power Supplies NNE78 (1 1/2 M) |
| * Thyristor Applications NNE75 (1 M) | * PLC and Electronics Theory |
| * AC Motor Control NNE76 (1 1/2 M) | * Advanced calibration |
| * Check inspections | |
| * Managing & Implementation Change EB77 (1 M) | |
| * Advanced metering including – demand, high voltage, complex | |
| * Electrical accident investigation (fatal and non-fatal) | |
| * Initial connection of commercial, industrial, multi-domestic, etc. | |
| * Distribution equipment maintenance, testing and fault finding | |
| * Analysis and modification of electronic circuits | |
| * Fault finding, testing, analysis and modification of complex hydraulics | |
- Selection of modules for progression within this Grade may also include other appropriate modules.

TECHNICAL SERVICEPERSON

- Grade 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 9.0 – 9.3
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ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.

Such an employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Perform routine technical work on complex equipment as directed and prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team: commensurate with the employee's training, experience and responsibilities.

An employee at this level shall be a highly skilled specialist Technical Serviceperson with demonstrated competence in all aspects of one of the following areas:

- * An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in all aspects of inspection and testing of specialist/complex installations, including high voltage high rise building installations, and hazardous areas. Complex metering, investigation of electrical accidents. Major customer/consultant liaison, voltage complaint and quality of supply investigations.
- * An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in all aspects of overhead and underground line construction at all voltages and may be responsible and accountable for the performance of an area/district operational unit and in support of management and administration. The employee will be multi-skilled in a variety of tasks which may include switching authorisation, maintaining and repairing substation plant and equipment, conducting installation inspections, consumer liaisons, works programming and plant scheduling, auditing of contract services and performing routine distribution design work, CAD and computer data entry, use of computer applications and layout work and in leading and/or supervising a team.
- * An employee at this level shall be a highly skilled specialist serviceperson with demonstrated competence in performing installation, repair (to component level), precision calibration and fault diagnosis of complex equipment, plant or systems, e.g. instrument repairs, complex protection systems, complex communication systems, HV plant testing, hydraulics and mechanical systems. Multi-skilled independent worker performing a variety of complex tasks. A specialist able to select and use techniques for repair and non routine testing of equipment and can apply maintenance standards and quality control. Understanding of applied engineering theory and design relating to a specific area of ENERGEX activity e.g. manufacturing, installation or servicing. May be required to produce service manuals for equipment being repaired.

TECHNICAL SERVICEPERSON

- Grade 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Point 9.0 – 9.3
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MINIMUM QUALIFICATIONS/ TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Electrical Fitter Mechanic, Electrical Linesperson, Electrical Jointer or other trade certificate as appropriate to the work undertaken, *plus 15 modules* of relevant training, or equivalent
- * Authorisation to perform inspection work if performing installation inspections.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|--|---|
| * Team leadership | * Time Management |
| * Coaching | * Report Writing |
| * Works Programming and Scheduling | * Branch Trainer |
| * Design and Construction Manuals | * Supervision |
| * Computer Application and Keyboard Skills | * Preparation of material schedules |
| * Computer Aided Drafting | * Industrial Computer Interface EA911 (1 M) |
| * Fault diagnosis | * PLC theory and practice |
| * Programmable controller operation | * Microwave application |
| * Project management EB71 (1M) | * Control Computer Systems EA903 (1 M) |
| * Roles of the supervisor | * Turbo PLC Control EB 160 (2 M) |
| * Selection skills | * Project Planning EB73 (1/2 M) |
| * Time organisation | * Data Link Fundamentals EA309 (1 1/2 M) |
| * Control Interfacing EA906 (1 M) | * Precision Calibration |

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES**

ELECTRICITY SYSTEM DESIGNER/ADVISER		
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<u>STREAM/ AGREEMENT LEVEL</u>	<u>CAREER PATH/ GRADE</u>	<u>DESCRIPTION</u>
TECHNICAL EMPLOYEE LEVEL 4 Salary Points 10.0-10.3	GRADE 4	Technical decisions on complex design work; technical advise; advanced knowledge and understanding of distribution design negotiation supply arrangements. Supervise work activities and training. Assist in preparation of training plans.
TECHNICAL EMPLOYEE LEVEL 4 Salary Points 9.0-9.3	GRADE 3	Technical decisions on complex layout work; technical reports; advanced knowledge of distribution systems; supervise and train staff or detailed investigations of appropriate equipment, alternative processes and various energy efficiency techniques for commercial and industrial consumers.
TECHNICAL EMPLOYEE LEVEL 3 Salary Points 7.0-8.2	GRADE 2	Multi-functional layout work on underground, overhead, and streetlighting reticulation; indoor and padmount substation; routine technical work or detailed investigations of appropriate electrical equipment, commercial and industrial energy utilisation.
TECHNICAL EMPLOYEE LEVEL 2 Salary Points 5.0 – 6.2	GRADE 1	Entry level. Work under general supervision. Routine layout work on underground and overhead systems or advice to customers on utilisation of appliances and tariffs.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
GRADE 1			
GRADE 1 Salary Point 5.0 – 6.2	GRADE 2	GRADE 3	GRADE 4

ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment to Grade I will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level is an experienced employee who exercises trade and/or other skills relevant to the specific requirements of the enterprise. The employee possesses competencies which enables the employee to exercise discretion within the scope of this level and work under general supervision either individually or in a team environment. Understand and implement quality systems, provide technical guidance to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

It is anticipated an employee entering this Career Path would have knowledge and skills of overhead, underground, streetlighting and/or substation construction procedures and standards. It is expected the employee would bring to the position skills gained through work undertaken in another Career Path (normally achieved with at least 3 years on the job experience or equivalent).

An employee at this level would be able to perform competently in one of the following areas:

- * An employee would have basic knowledge of routine distribution design and perform layout work of a routine nature. Pole replacement work plans for LV and 11kV mains. Overhead extensions for existing transformer networks and design of underground service from overhead networks requiring no voltage drop or detailed structural calculations. Service checks for other utility assets. Estimation and preparation of approval documentation of works plans. Use of survey tools such as clinometers, theodolites and other surveying equipment. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.
- * An employee would have a basic knowledge of electricity systems and consumer appliances and be able to give advice to consumers on the utilisation of appliances, applicable tariffs and electrical safety. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 3 modules of industry/enterprise specific training, or equivalent.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
GRADE 1			
GRADE 1 Salary Point 5.0 – 6.2	GRADE 2	GRADE 3	GRADE 4

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN

APPROVED TRAINING PLAN:

- * Map reading
- * Enterprise Construction Manuals
- * Electricity Act and Regulations
- * Basic computing and keyboard skills
- * Preparing points of entry
- * Basic surveying theory
- * Enterprise clearing and environmental requirements
- * Estimating
- * CAD
- * Conditions of supply and tariffs
- * Prepare routine LV and 11kV drawings
- * Basic field surveys and pole position pegging
- * Stores procedures
- * LV schematics and HV phasing and schematics
- * Mapping
- * Basic Layout
- * Drawing and lettering
- * Mains design theory and practice
- * information sources for mains design
- * Overhead mains design
- * Theodolite Usage
- * AS 3000 wiring.

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grade.

ELECTRICITY SYSTEM DESIGNER/ADVISER

GRADE 2

GRADE 1	GRADE 2 Salary Point 7.0 – 8.2	GRADE 3	GRADE 4
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ENTRY REQUIREMENTS:

Appointment to Grade 2 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs technical duties or exercises cross-skilling in technical fields. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

An employee at this level is able to perform competently in one of the following areas:

- * An employee at this level is a skilled Electricity Designer with a wide knowledge of multi-functional layout work, or who undertakes specialist work in one field. Investigate ENERGEX and customer requirements and produce working drawings, cost estimates and construction schedules to facilitate construction up to 66kV overhead reticulation, 11kV and LV underground reticulation, padmount substation construction, indoor substation construction and streetlighting reticulation.
- * LV voltage complaints investigations and voltage drop calculations. Reconductoring LV and 11kV overhead mains. Electrical design of streetlights both underground and overhead in accordance with streetlight design parameters. Design of underground LV extension from existing transformer network. Design of overhead extensions and transformer siting without voltage drop or detailed structural calculations. Augment existing transformer sites. Survey and peg constructions using survey instruments. Establish clearing needs and costs associated with overhead and underground construction work. Consult with Authorities to ensure statutory requirements for new designs are met. Perform routine technical work and routine reports under direction. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

or

- * An employee at this level is an adviser with a wide knowledge of consumer appliances and commercial and industrial energy utilisation matters. Would be able to provide investigations of the appropriate electrical equipment and best methods of installation and use for a wide range of applications. An employee would have a knowledge of electricity systems, consumer appliances, commercial and industrial energy utilisation and be able to give advice to consumers on the utilisation of appliances and electrical equipment, applicable tariffs and electrical safety. Duties undertaken would be commensurate with the employees training, experience and training.

MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 9 modules of relevant training, or equivalent.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
GRADE 2			
GRADE 1	GRADE 2 Salary Point 7.0 – 8.2	GRADE 3	GRADE 4

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Advanced survey practices
- * Prepare job layout drawings
- * Prepare material schedules
- * Prepare way leaves
- * Cable locations enquiries and equipment
- * Interviewing customers
- * Report writing
- * Time organisation
- * Spoken communication
- * Working effectively with people

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
GRADE 3			
GRADE 1	GRADE 2	GRADE 3 Salary Point 9.0 – 9.3	GRADE 4

ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities. The employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.

An employee at this level is able to perform competently in one of the following areas:

- * The employee is a highly skilled specialist who is able to make technical decisions on complex layout work. The employee prepares technical reports and has advanced knowledge and understanding of distribution system design. Negotiate supply arrangements with consulting engineers and developers for commercial and industrial customers including HV and LV extensions, and siting of pole mounted, padmount or indoor transformers using standard substation drawings. Negotiate guarantee extensions and prepare Guarantee Agreements. Maintain a variety of systems and records to a high degree of accuracy. Supervise and train other staff, including the submission of works for approval. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

or

- * An employee at this level is a skilled adviser with a wide knowledge of consumer appliances and commercial and industrial energy utilisation matters. Would be able to investigate and report on the appropriate electrical equipment, alternative processes and equipment for commercial and industrial applications and best methods of installation and tariffs. Would also be able to investigate the latest developments in products, plant and equipment for consumer applications. An employee would have a knowledge of electricity systems, consumer appliances, commercial and industrial energy utilisation and be able to give advice to consumers on the utilisation of appliances and electrical equipment, applicable tariffs and electrical safety. Would be able to investigate alternative processes and development in application of electrical plant and appropriate energy efficiency techniques for commercial and industrial consumers. Duties undertaken would be commensurate with the employees training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- * An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer plus 15 modules of relevant training, or equivalent.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
GRADE 3			
GRADE 1	GRADE 2	GRADE 3 Salary Point 9.0 – 9.3	GRAGE 4

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Future planning requirements
- * Investigation of supply problems and voltage complaints
- * Writing reports
- * One-to-one instruction
- * Coaching

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
- Grade 4			
GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 10.0-10.3

ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs supervision of work activities. The employee applies technical principles, practices, techniques and human relations skills to activities. The employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Exercise broad discretion within the scope of this level and work under minimal supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical training and advise within the scope of this level. Assists the co-ordinator in the preparation and monitoring of Training Plans. Provide on-the-job training to others in their wok team; commensurate with the employee's training, experience and responsibilities.

An employee at this level is able to perform competency in the following area:

- The employee is a highly skilled specialist who is able to make technical decisions on complex design work and basic concept plans. The employee provides technical advice and has advanced knowledge and understanding of distribution system design. Negotiate supply arrangements with consulting engineers and developers for commercial and industrial customers including HV and LV extensions, and siting of pole mounted, padmounted or outdoor transformers using standard substation drawings. Negotiate electricity supply extensions and prepare Agreements. Maintain a variety of systems and records to a high degree of accuracy. Supervise work activities and train other staff, including the submission of works for approval. Assist in the preparation of training plans. Duties undertaken would be commensurate with the employee's training, experience and responsibilities.

MINIMUM QUALIFICATIONS/TRAINING:

- Certificate IV ESI Power Systems or equivalent competency and experience.
- An appropriate electrical work licence issued in accordance with the Electrical Safety Regulation 2002 viz Linesperson, Electrical Fitter Mechanic or Electrical Jointer.

ELECTRICITY SYSTEM DESIGNER/ADVISER			
- Grade 4			
GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Point 10.0 – 10.3

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- Project management fundamentals
- Effective Decision Making
- Performance Planning – reviewing progress
- Managing performance problems
- Performance Planning – setting goals and expectations
- Negotiation skills for professionals
- The IPR & Performance Management
- Workplace Health & Safety rehabilitation

Selection of modules for progression within Grade may also include appropriate modules not yet achieved from previous Grades.

TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES

SUPERVISOR		
<u>STREAM/</u> <u>AGREEMENT LEVEL</u>	<u>CAREER PATH/</u>	<u>DESCRIPTION</u>
TECHNICAL EMPLOYEE LEVEL 6 Salary Points 12.0-12.5	GRADE 4	Accepts responsibility for technical expertise, planning, supervising or co-ordinating works and is accountable and responsible for output.
TECHNICAL EMPLOYEE LEVEL 5 Salary Points 11.0-11.5	GRADE 3	Applies practical techniques of analysis and technical principles, standards and practices and human relations, to new and existing technologies and supervises and manages such work.
TECHNICAL EMPLOYEE LEVEL 4 Salary Points 9.0-10.3	GRADE 2	Applies technical principles, practices, techniques and human relations skills to such activities as high level manual skills and fault diagnosis and supervises such activities.
TECHNICAL EMPLOYEE LEVEL 2/3 Salary Points 6.0-8.2	GRADE 1	Plans and organises the work of a team to meet schedules and completion times.

SUPERVISOR			
GRADE 1			
GRADE 1 Salary Points 6.0 – 8.2	GRADE 2	GRADE 3	GRADE 4

ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment to Grade 1 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level whose principal function is that of Trainer/Supervisor/Co-ordinator, is responsible for the work of other employees engaged at a similar or lower classification level and/or for the provision of structured on-the-job training to such employees. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. Assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

The employee plans and organises the work of a team to meet schedules and completion times. May have expertise in overhead, underground and mains construction and maintenance.

The employee, where principally engaged as a trainer, may be involved in developing, delivering and administering structured technical training. May also deliver safety and first aid training. May supervise learners in learning environment. May have expertise in Electrical, Mechanical and Fabrication roles.

MINIMUM QUALIFICATIONS/TRAINING:

Appropriate trade qualification or equivalent, *plus 6 modules* of industry/enterprise specific training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Roles of the supervisor
- * Team leadership
- * Leading self managed work teams
- * Time organisation
- * Risk assessment and control techniques
- * Manual handling (for supervisors)
- * Accident investigation
- * Safety auditing
- * Control of hazardous substances
- * Workplace ergonomics
- * Selection skills
- * Works schedular training

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SUPERVISOR			
GRADE 2			
GRADE 1	GRADE 2 Salary Points 9.0-10.3	GRADE 3	GRADE 4

ENTRY REQUIREMENTS:

Appointment to Grade 2 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs the principal function of a Trainer/Supervisor/Co-ordinator, that is, is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees.

An employee at this level applies technical principles, practices, techniques and human relations skills to activities which may include, for example, high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities. An employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks and exercises broad discretion within the scope of this level. Work under limited supervision. Provide technical guidance or advice within the scope of the level; commensurate with the employee's training, experience and responsibilities.

The employee may be required to organise and control the duties of staff relating to power system construction and maintenance. Alternatively, the employee may be responsible for such tasks as supervising contracts and auditing contract services within a local environment, including programming of contractors workload, field supervision of internal and external staff and the auditing of contract services. The employee may monitor and control material issued and returned to stock.

An employee at this level would be required to supervise more complex projects than a Supervisor Grade 1, and limit wastage by adequate supervision, programming and investigation and implementation of new and more efficient methods and procedures and attend promptly to customer problems.

Alternatively, the employee may be responsible for such tasks as supervising contracts and auditing contract services within a local environment, including programming of contractors workload, field supervision of internal and external staff and the auditing of contract services. The employee may monitor and control material issued and returned to stock. The employee may manage the provision of installation inspection services within the area of responsibility.

SUPERVISOR			
GRADE 2			
GRADE 1	GRADE 2 Salary Points 9.0-10.3	GRADE 3	GRADE 4

MAIN FUNCTIONS/BROAD COMPETENCIES: (continued)

The employee, where principally engaged as a trainer, may be required to analyse and determine technical training requirements and develop and implement training systems in addition to those requirements listed for Supervisor Grade 1.

MINIMUM QUALIFICATIONS/TRAINING:

- * Appropriate trade qualification or equivalent plus *15 modules of* relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Works co-ordinator training
- * Contract requirements
- * Interpersonal leadership skills
- * Quality assurance
- * Construction manuals requirements
- * Electricity Act and Regulations
- * CNL 88 First Line Management modules

Selection of modules for progression within this Grade may also include other appropriate modules.

SUPERVISOR			
GRADE 3			
GRADE 1	GRADE 2	GRADE 3 Salary Points 11.0 - 11.5	GRADE 4

ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs the principal function of Trainer/Supervisor/Co-ordinator, and is responsible for the work of other employees engaged at a similar or lower classification level and/or the provision of structured on-the-job training to such employees. Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.

Such an employee may possess competencies which enable the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Prepare detailed technical reports as required and undertake technical investigations. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. Work under limited supervision. Provide technical guidance or advice; commensurate with the employee's training, experience and responsibilities.

The employee at this level may be responsible for monitoring and controlling the operation of the electrical network during normal and emergency conditions in accordance with established operating procedures. Construction and commissioning of, and the maintenance to, substation plant and associated equipment and the repair to substation buildings to the required standard by both internal and external resources in an efficient, effective and timely manner. Responsible for supervising the construction, maintenance and repair of overhead or underground electrical network including associated plant and equipment.

The employee may also be required to use interviewing skills and selection skills in staff selection and in the recognition of prior learning process, develop and implement quality systems and work instructions, research and develop in-house manuals for equipment operations and maintenance and training and recommend variation to current policies.

The employee may also be responsible for managing system contingencies and evaluation of the condition of equipment to be returned to service.

The employee, where principally engaged as a trainer, may be responsible for the establishment and co-ordination of broad training projects in addition to those requirements listed for Supervisor Grade 2. Maintaining training management system. Interpreting and recommending training policy and procedures. Investigating and recommending innovative training systems. May provide training consultation service.

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SUPERVISOR			
GRADE 3			
GRADE 1	GRADE 2	GRADE 3 Salary Points 11.0 – 11.5	GRADE 4

MINIMUM QUALIFICATIONS/TRAINING:

- * Relevant trade qualification or equivalent plus an Advanced Diploma, or equivalent qualification.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Advanced selection skills
- * Award and manage a contract

Selection of modules for progression within this Grade may also include other appropriate modules.

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SUPERVISOR			
GRADE 4			
GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Points 12.0-12.5

ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs duties as a Principal Trainer/Supervisor/Co-ordinator, that is, is responsible for the supervision and/or training of Technical Employees at lower classification levels. The employee possesses competencies which enables the employee to: perform work within broad guidelines, accept responsibility for technical expertise, planning, supervising or co-ordinating works and be accountable and responsible for output. Initiate investigations and produce resultant technical reports and provide specialist support in a range of programmed/activities. Control and co-ordinate the works programmed within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmed; commensurate with the employee's training, experience and responsibilities.

The employee may be required to maintain and monitor a Works Scheduling System, provide budget input, and be responsible for controlling expenditure. The employee also may be responsible for the application of policies and establishment of administrative procedures.

The employee may prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. Provide technical guidance or advice. Assist in the provision of on-the-job training to others in the work group. The employee is responsible for controlling expenditure.

The employee may be responsible for the effective planning, design, construction, operation and maintenance of the distribution system within a defined area by providing technical direction within time and budget constraints. The employee may provide accurate information on conditions of supply and assist in co-ordinating and negotiating supply agreements.

SUPERVISOR			
GRADE 4			
GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Points 12.0-12.5

MAIN FUNCTIONS/BROAD COMPETENCIES: (Continued)

In addition the employee may be responsible for the monitoring and control of system operation procedures, investigation into system security, load control and contingency plans for major and/or priority customers.

The employee may be responsible for the supervision and training of clerical and non - technical employees. The employee should also possess competencies which enable the employee to accept responsibility for administration and specialist support in all areas of customer service and customer accounts including billing, field services, meter reading, tariff application, cash receipting, credit control, installation inspections, simple and complex metering and quality of supply. The provision of this specialist support may be to staff and the wider "field of consultants, architects, contractors, community leaders and the general public.

The employee may also provide a lecturing service or advise to customers, staff and community groups in an area of expertise. The employee may be responsible for the regulatory investigation of both fatal and non-fatal electrical accidents.

The employee may be responsible for the administration, supervision, control and audit of non-routine contracts in sensitive areas of credit control. The employee may also be responsible for ensuring adequate systems are in place to maintain public safety.

MINIMUM QUALIFICATIONS/TRAINING:

- * Relevant trade qualification or equivalent plus an Advanced Diploma, or equivalent qualification, plus 6 modules of relevant training, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Curriculum development
- * Financial management
- * Managing quality improvement

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES**

PARA-PROFESSIONALS		
<u>STREAM / AGREEMENT LEVEL</u>	<u>CAREER PATH/</u>	<u>DESCRIPTION</u>
TECHNICAL EMPLOYEE LEVEL 7 Salary Points 13.0-13.3	GRADE 5	Highly developed capacity to make autonomous use of advanced knowledge and understanding. Substantial accountability and responsibility for the output of others.
TECHNICAL EMPLOYEE LEVEL 6 Salary Points 12.0-12.5	GRADE 4	Accepts responsibility for technical expertise, planning, supervising or coordinating works and is accountable and responsible for output.
TECHNICAL EMPLOYEE LEVEL 5 Salary Points 11.0-11.5	GRADE 3	Skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. Provides technical advice and guidance.
TECHNICAL EMPLOYEE LEVEL 4 Salary Points 9.0-10.3	GRADE 2	Advanced skilled autonomous worker under limited supervision. Performs tasks involving use of high degree of technical or applied theoretical knowledge.
TECHNICAL EMPLOYEE LEVEL 2/3 Salary Points 5.0-8.2	GRADE 1	Performs routine technical work on complex equipment. Assist in or undertake technical investigations under limited supervision.

This career path currently includes the disciplines of: electrical, electronic, computing, civil, mechanical, surveying, marketing and training design. It does not prevent the inclusion of other para-professional disciplines in the future.

PARA-PROFESSIONALS				
GRADE 1				
GRADE 1 Salary Points 5.0-8.2	GRADE 2	GRADE 3	GRADE 4	GRADE 5

ENTRY REQUIREMENTS:

Entry level with appropriate Advanced Diploma or equivalent qualification, or trade certificate and an Approved Training Plan leading to the completion of a relevant Advanced Diploma. Appointment will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs technical duties or exercises cross-skilling in technical fields. An employee at this level possesses competencies which enables the employee to: exercise discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee would understand and implement quality systems and provide technical guidance to others in their work team. The employee may assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

The employee at this level performs routine technical work which requires limited application of hands on trade, technical or marketing competencies. Contributes to, or undertakes technical investigations and prepares technical reports under limited supervision. Contributes to or undertakes detailed distribution network design and estimating. More complex tasks are allocated as the employee gains the necessary knowledge, skills and competencies.

The employee may perform installation, replacement, testing and repair (to component level) of substation, communications or computer based equipment and plant, e.g. radios, instrument repairs, relays, meters, printed circuit boards where such work is incidental to the employee's core function. High voltage plant testing. Skilled self-directed worker performing a variety of tasks including "hands-on" work under limited supervision. Able to select techniques used for repair, and understands maintenance standards and quality control. An employee at this level progresses towards a detailed understanding of distribution network design or applied electrical, electronic, computing, mechanical, civil or surveying theory relating to an area of ENERGEX activity. The employee may perform inspection work of incoming stores items. Carry out measurements using precision measuring equipment. Provide user support for groups using ENERGEX computer network and customised standard software packages. May be required to apply para-professional skills to the production of photographs. The employee may be required to have an understanding and provide advice on applied mechanical theory relating to component and equipment design.

An employee at this level may be required to provide technical advice on a wide range of topics, and may prepare and present designs and proposals for energy utilisation, promoting the wise and efficient use of electrical energy.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification (Entry point with no on-the-job experience minimum Salary

Point 5.0)

or

- * An appropriate trade certificate plus 3 modules of relevant training.

or

- * Grade 10 level of education or equivalent, plus 27 modules of appropriate training.

Trade Certificate plus Advanced Diploma or equivalent qualification minimum Salary Point 7.0.

PARA-PROFESSIONALS				
GRADE 1				
GRADE 1 Salary Points 5.0-8.2	GRADE 2	GRADE 3	GRADE 4	GRADE 5

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

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|--|--|
| <ul style="list-style-type: none"> * Basic protection theory * Substation design * Mains design theory and practices * Information Sources for mains design * Voltage regulation * Power system analysis * Oil analysis * Earthing theory * Protection testing * Circuitry design * Civil design * Workplace Communication NMETB 54.1 * Purchasing materials NMETB 16.12 * Drafting standards
 * Estimating
 * Metallurgy * Substation design * Instrumental analysis
 * Precision mechanical/electronic equipment for measuring, calibration & comparisons NMETB 13.1, 13.2, 13.6, 13.7, 23.1 * Planning, Estimating and Costing EA71 (1/2 M) * Overhead mains design * Underground mains design * Basic layout * PC hardware / care replacement * CAD Updates * Computer communications * Cooking * Customer service * Communication skills * Customer information systems * Basic electrical safety * AS3000 (as appropriate) | <ul style="list-style-type: none"> * Mobile radio repair * Austel cabling * Basic control/communication systems * Current transformer metering * Demand metering principles * Metering queries 1 – technical * Writing Technical Reports NSC17 * HV testing
 * QESI HV isolation and access procedures * Drafting circuitry * Drafting civil * Mechanical Drafting NMETB 75.5 * Workplace Health & Safety NMETB 55.1, 55.3, QESI WHS 101, 201, 202 * Planning NMETB 67.3, QESI PLO 101, 201, 301, 402, TEM 401 * Computing NMETB 63.1, QESI OFF 101, 201 * Customer Service and Advice QESI CUS 101/201/301/401 * Provide tariffs advice * Metering queries – technical 101/201/301/401
 * Domestic air conditioning principles * Domestic water heating * Domestic heating and cooling * Basic space heating technology * Basic energy auditing
 * Domestic appliance utilisation * Presentation skills * PC skills * Alternative energy sources – domestic * Sales techniques – 1 * Basic marketing techniques * Energy auditing - 1 |
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PARA-PROFESSIONALS

GRADE 2

GRADE 1	GRADE 2 Salary Points 9.0-10.3	GRADE 3	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Entry into this Grade with appropriate Advanced Diploma or equivalent qualification, or trade certificate and an Approved Training Plan leading to the completion of a relevant Advanced Diploma. Appointment to Grade 2 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.

Such an employee possesses competencies which enables the employee to: use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Perform routine technical work on complex equipment as directed and prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.

An employee at this level is a skilled independent worker performing complex tasks under limited direction, who has the knowledge and skills and demonstrated capacity for self directed application required to perform tasks involving use of a high degree of technical or applied theoretical knowledge. An employee entering this Grade may be expected to undertake tasks such as preparation and/or review of complex detailed distribution network design, assisting with coordination of capital and maintenance projects, preparing estimates and undertaking technical and / or marketing investigations.

The employee may be responsible for a range of duties, for example, analyse system outage reports, review condition monitoring programmes, calculate and issue relay setting requirements, establish effective load and network information systems, engage contract resources and develop standard field service specifications, and design detailed circuit wiring diagrams. The employee may operate plant and equipment, purchase plant and materials and design and draft mechanical components and assemblies. The employee may be responsible for the investigation and resolution of routine customer supply complaints. The employee may provide customer information and advice. Customise standard software packages, perform hardware/software performance analysis and produce support documentation.

The employee may perform installation, testing, servicing/calibration, maintenance, repair (to component level) and fault diagnosis of complex equipment, plant or systems in a specialised area, e.g. complex protection systems, microwave systems, multi-processor control systems, high voltage plant, computer systems and networks, hydraulics and mechanical equipment. Can provide high level technical solutions to identified problems under initial direction. May modify/write programs for computer operated equipment & programmable control logic. The employee will be able to select techniques used for repair and can apply maintenance standards and quality control. The employee may design and draw layouts, specifying all required components. The employee may be required to have a high level of knowledge of relevant regulations and components. Could be expected to able to modify and improve performance of plant and equipment.

The employee may provide technical advice on a wide range of topics. The employee may prepare, present and accept responsibility for designs and proposals for applications in electrical energy utilisation. Develop and maintain customer relationships and coordinate other staff in relation to customer requirements. Present marketing programs to promote the wise and efficient use of electricity.

Duties undertaken would be commensurate with the employee's training, experience and responsibilities. As the employee develops further competencies, more complex tasks would be allocated with more independence in decision making.

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PARA-PROFESSIONALS

GRADE 2

GRADE 1	GRADE 2 Salary Points 9.0-10.3	GRADE 3	GRADE 4	GRADE 5
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The employee may be required to have a detailed understanding of applied engineering theory in their own area of expertise and a general understanding of other ENERGEX functions.

MINIMUM QUALIFICATIONS:

- * A relevant Advanced Diploma, or equivalent qualification plus 12 modules of relevant training or equivalent.
- or
- * An appropriate trade certificate plus 15 modules of relevant training, or equivalent.
- or
- * Entry to Grade 1 plus 12 modules of relevant training

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

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| <ul style="list-style-type: none"> * Advanced substation design * Insulation co-ordination * Load flow analysis * Contract administration * Project management EB71 (1 M) * Risk management * Applied Chemistry EA670 (1 M) * Roles of the supervisor * Alternate energy systems and solutions * Time organization * Digital Fault Finding EA789 (1/2 M) * PLC theory and practice * Programmable controller operation * Microwave application * Power system concepts * Power transmission systems * Distance protection * Protection signaling * Secondary systems isolation * Data Communication System EA300 (1 M) * Computer hardware technology and troubleshooting * Computer network diagnosis and fault finding * Computer operation systems * PC software application support * Advanced PC hardware * Communication network management * Data network theory * ISDN networks * 802.3 Ethernet Standard * LSP * PC software evaluation * Quality Management EB31 (1 M) * Network Layer Planning EB306 (1 M) * Transmission Media Operations EA304 (1 ½ M) * Commercial and industrial space heating | <ul style="list-style-type: none"> * Theodolite usage * Surveying * LV network analysis * Advanced concepts of Autocad * Personal and interpersonal effectiveness * Flowchart a process * Industrial & commercial microwave application * Basic heating and drying applications
 * Industrial electric motors/drives applications * Energy auditing 1 * Energy management 1 * Heat pumps * Thermal storage applications * Steam production methods * Pools and Spars * Commercial and industrial lighting applications * Marketing techniques 2 * Customer relations * Commercial and industrial water heating * Pumping
 * Alternate fuel analysis * Sales techniques – 2 * Investigation & resolving customer enquiries * Advanced marketing principles * Commercial, industrial and rural tariff application * Facilitation skills * Financial principles * Electro-technology applications * Irrigation pumping principles * Basic control systems * Air Conditioning design * Commercial catering principles * Space heating |
|--|--|

Selection of modules for progression within this Grade may also include other appropriate modules.

PARA-PROFESSIONALS

GRADE 3

GRADE 1	GRADE 2	GRADE 3 Salary Points 11.0-11.5	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Appointment to Grade 3 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.

Such an employee may possess competencies which enables the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. The employee would prepare detailed technical reports as required and undertake technical investigations within the scope of this level. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. The employee works under limited supervision either individually or in a team environment. Understand and implement quality systems. Provide technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.

An employee at this level is a skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. A range of significant duties, such as the following may be undertaken. May undertake planning/design functions and provide analysis and solutions to identified problems. Develop innovative work practices, evaluate feasibility of proposals and implement plans. Programme branch/department works. The employee may estimate, quote, tender and supervise electrical, electronic, computer or mechanical projects. Preparation and review of technically and economically sound designs to the required standards for either the extension to and repair and augmentation of the electrical network, or of mechanical plant and components. Effective and efficient utilisation of electrical network or computer network assets. Negotiate with customers, developers and consultants on technical and administrative matters relating to the provision of electricity supply, electro-technology applications, or the supply of specialist equipment. Supervision of construction by contractors. Development and preparation of software packages including user documentation. Give specialist/expert technical advice to customers.

The employee may perform or co-ordinate the evaluation, installation, testing and commissioning, servicing/calibration, maintenance, performance auditing, modification, repair (to component level) and fault diagnosis of complex substation equipment, plant or systems in a specialised area, eg. complex protection systems, microwave systems, multi-processor control systems, computer systems and networks, HV plant, hydraulics and mechanical systems. The employee is able to perform a high level of investigation and problem solving in these specialised areas. The employee may be required to have a detailed understanding of applied electrical, electronic, computing, mechanical, civil or surveying theory relating to an area of substation, control, computing or communications equipment, including interfaces with and effects upon other substation systems and may apply this understanding to the design of control and secondary systems or an understanding of applied mechanical theory relating to design of mechanical equipment. Ability to develop maintenance standards, calculate parameters, produce standard project designs and works orders, and customise/debug complex software packages under limited direction. Able to write simple computer applications in high or low level languages.

The employee may develop, implement and monitor marketing programs based on products, services or electro-technologies. This could include high level of investigation of both technical and customer aspects and preparing, presenting and accepting responsibility for detailed designs and proposals for special and unique applications of energy utilisation. May prepare and present training on various technologies.

PARA-PROFESSIONALS				
GRADE 3				
GRADE 1	GRADE 2	GRADE 3 Salary Points 11.0-11.5	GRADE 4	GRADE 5

The employee is a skilled autonomous worker performing a wide variety of complex tasks, able to select and develop techniques used for repair and fault diagnosis and can apply and develop maintenance standards and quality control. Detailed understanding of applied electrical or electronic theory relating to an area of substation or communications equipment apart from their own specialised area. Understanding of the requirements and development process for maintenance standards.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification plus 15 modules of relevant training in addition to the requirements of Grade 2 entry, or equivalent.

or

- * An appropriate trade certificate plus relevant Advanced Diploma or equivalent qualification.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

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| * Advanced protection schemes | * TCPIP implementation and theory |
| * Sequential components theory | * Computer operating system administration |
| * Dissolved gas analysis | * Computer network management |
| * Insulation testing and ageing | * Coaching skills |
| * Marketing skills | * Network applications support |
| * Presenting Reports NCS15 | * Computer applications support |
| * Introduction to Environment Management EB76 (11/2 M) | |
| * Team leadership | * Asset control |
| * Leading self managed work teams | * Selection skills |
| * Negotiation skills NCS09 | * One to One coaching |
| * Interpersonal leadership skills | * Project management |
| * Advanced maintenance procedures | * Advanced commercial & industrial heating |
| * System plan interfaces | * Advanced drying techniques & equipment |
| * Circuit design (electronic) | * Electric vehicles performance & application |
| * Digital radio | * Fruit ripening techniques |
| * Microwave systems design | * Climate control systems & applications |
| * Maximising windows | * Advanced C & I lighting applications |
| * Distribution control system | * Customer negotiation skills |
| * Micro-processor systems and tools | * Advanced air conditioning |
| * Debug / fault finding techniques for microprocessors | |
| * Software testing techniques | * Advanced lighting design and application |
| * Analogue audit/calibration procedures | * Complex C & I and rural end use applications |
| * Quality Control and Computing EB40 (1/2 M) | * Advanced heat pump applications |
| * Advanced Protel Schematic | * Demand analysis |
| * Advanced Protel Autotrax | * Statistical interpretation |
| * Intermediate Autocad | * Market research |
| * Specification writing and analysis | * Electro-technology design |
| * Presentation skills | * Electro-technology development |
| * Public speaking | * Advanced heat transfer and recovery |
| * Advanced commercial catering applications | * Advanced marketing techniques |
| * Advanced energy auditing and analysis | |

Selection of modules for progression within this Grade may also include other appropriate modules.

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PARA-PROFESSIONALS

GRADE 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Points 12.0-12.5	GRADE 5
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ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform work within broad guidelines. The employee accepts responsibility for technical expertise, planning, supervising or co-ordinating works and is accountable and responsible for output. Initiate investigations and produce resultant technical reports. Work independently as a specialist or in a team. Provide specialist support in a range of programmes/activities and control and co-ordinate the works programme within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmes. The employee will perform duties as a Principal Trainer/Supervisor/Coordinator, that is, be responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.

The employee is a skilled autonomous worker able to make independent use of a high level of theoretical and applied knowledge. Able to undertake significant planning, development, design, specification and procurement functions and provide independent analysis, advice and creative solutions to problems identified by the worker through their skills and knowledge. Responsibilities may include the following: Co-ordinate and supervise the design and drafting activities required for construction of zone substations, maintenance of the power distribution system or mechanical projects to meet various regulations and safety requirements. Manage a design team producing distribution network, circuitry or component designs and works orders or complex mechanical projects. Develop and maintain uniform design practices. Manage technical and human resources to meet project targets. Program branch/department capital and maintenance works. Contributes to or undertakes staff selection. Develop, implement and manage major/complex marketing projects.

The employee may perform remote diagnostics/modification and backup systems to restore facilities and manage the safe and efficient restoration/repair of complex equipment and systems following breakdowns. This may require giving instructions and technical advice to operators and/or support personnel at remote sites to ensure integrity and operability of the systems is maximised under contingencies. This work requires substantial knowledge of systems and failure/recovery characteristics and the ability to investigate and solve complex systems problems including debugging of software applications. Able to write significant computer applications in high or low level languages.

The employee may evaluate new equipment/techniques for performing functions and may be responsible for specifying new materials equipment and services. The employee may be responsible for testing and/or calibrating complex electrical/electronic equipment and systems including software. The employee may be responsible for authorising controlled documents (those which control a process) in a quality system. Ability to write computer programs to automate work processes.

The employee may be expected to work in a team environment and may be employed in a Mechanical Engineering environment associated with design, specification, procurement, and the provision of technical advice on mechanical equipment.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification plus 6 modules of relevant training in addition to the requirements for Grade 3, or equivalent.

PARA-PROFESSIONALS

GRADE 4

GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Points 12.0-12.5	GRADE 5
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TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Instruction skills
- * Creative thinking
- * Advanced electronic systems
- * Financial management
- * Strategic marketing
- * Advanced selection skills
- * Total Quality Management
- * Diagnostic techniques
- * Computer system platforms
- * Advanced control techniques (distribution automation sequences)
- * Programming in assembler/macro-assembler language
- * Database techniques
- * Network analysis tools and techniques
- * UNIX system programming
- * Real time operating systems
- * Commissioning application software in network environments
- * Software quality control techniques
- * Communication skills
- * Computer network design
- * Network Security
- * Train the trainer
- * TQM team leader
- * Managing quality improvement
- * Leading for quality and customer focus
- * Employee coaching and counselling
- * Market segmentation
- * Advanced electro-technology
- * Market analysis
- * Marketing program development
- * Demand side management
- * Tariff analysis and selection
- * Advanced negotiating skills
- * Customise computer packages
- * Training course development
- * Promotional strategy
- * Advanced heat pump design
- * Advanced PC applications e.g. finite element analysis

Selection of modules for progression within this Grade may also include other appropriate modules.

PARA-PROFESSIONALS

GRADE 5

GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Points 13.0-13.3
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ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, supervising or co-ordinating works. The employee is accountable and responsible for output. Initiate investigations and produce resultant technical reports. The employee may work independently as a specialist or in a team and provide specialist support in a range of programmes/activities. Display interpersonal skills in the performance of the function and develop and implement significant work programmes. The employee will perform duties as a Principal Trainer/ Supervisor/ Co-ordinator and is responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.

A skilled worker with a highly developed capacity to make autonomous use of advanced knowledge and understanding. May undertake significant high level creative planning design, and/or management functions and may have a substantial accountability and responsibility for the output of others. A high level of supervision of others may be involved and the development and implementation of procedures and processes to obtain the required performance and productivity may form part of the functions at this level.

The employee may be responsible for various elements of systems including integrity of system functions and information provided. The employee will have comprehensive knowledge of systems for which he/she is responsible and may be required to optimise performance to achieve desired outcomes. The employee may be responsible for developing and implementing special testing procedures and for developing/maintaining quality systems and standards.

The employee may have an in-depth knowledge of marketing and may be responsible for commercial decisions relating to the pricing, purchasing, and selling of electricity.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification plus 6 modules of relevant training in addition to the requirements for Grade 4, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|--|---|
| * Financial management | * Advanced risk management |
| * Accounting practices | * Client / server architecture concepts |
| * Performance evaluation | * Information technology contract management |
| * Statistical analysis | * Computer systems analysis and design |
| * Harmonic analysis | * Train the trainer |
| * Transient analysis | * Specialised electro-technology design & application |
| * Managing staff | * Economic evaluation |
| * Programme in high level languages (eg C++, autolisp) | * Electricity trading |
| * Systems Analysis | * Business management |
| * Curriculum development | * New product development |
| * Communications for business | * Marketing channel |
| * Business law | * Marketing project |
| * Course development | * |

Selection of modules for progression within this Grade may also include other appropriate modules.

**TECHNICAL STREAM
SKILLS DEVELOPMENT OPPORTUNITIES**

SYSTEM OPERATOR		
<u>STREAM/ AGREEMENT LEVEL</u>	<u>CAREER PATH/ GRADE</u>	<u>DESCRIPTION</u>
TECHNICAL EMPLOYEE LEVEL 8 Salary Points 14.0-14.3	GRADE 5	Manages multiple emergencies & system security/economics. Supervises staff & system operation. Scheduling of generation plant, load forecasting, approves predicted outages & prepares contingency plans.
TECHNICAL EMPLOYEE LEVEL 7 Salary Points 13.0-13.3	GRADE 4	Generation plant co-ordination, economic control, generation & transmission security control, frequency control, & demand management. Short term load forecasting & generation plant scheduling. Transmission plant outages research & approval.
TECHNICAL EMPLOYEE LEVEL 6 Salary Points 12.0-12.5	GRADE 3	Manages operational constraints of control system & conducts load flow studies. Hydro control where relevant.
TECHNICAL EMPLOYEE LEVEL 5 Salary Points 11.0-11.5	GRADE 2	Responsible for system control, including system security control, load shifts performed & storm start up. Manages emergency situations & implements counter disaster plans.
TECHNICAL EMPLOYEE LEVEL 4 Salary Point 10.3	GRADE 1 Entry Point.	Responsible for system control & monitoring, risk/contingency/alarm analysis, weather monitoring, load shifting & switching control. Updates operational records & performs system restoration.
TECHNICAL EMPLOYEE LEVEL 4 Salary Point 9.0-10.2	SYSTEM OPERATOR TRAINING	Undertakes extensive training which will lead to knowledge and competency required for appointment to System Operator Grade 1

SYSTEM OPERATOR (TRAINING)					
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SYSTEM OPERATOR (TRAINING) 9.0-10.2	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5

ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment as System Operator (Training) will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS / BOARD COMPETENCEIS:

An employee at this level undertakes an extensive training program, which will include gaining knowledge and competency, in all aspects of and leading to subsequent appointment as System Operator Grade 1. This also includes performing planning and/or technical duties or exercises cross-skilling in technical fields.

The employee will develop skills in system control operations including volt, load and SCADA control, system monitoring, switching sheet writing and authorization, updating operational records, risk and contingency and alarm analysis, weather monitoring and load shifting and switching control. Communication occurs with field staff, management, customers and other system control staff during normal, reduced security and emergency situations.

MINIMUM QUALIFICAITONS/TRAINING

- * Completion of an appropriate trade certificate, plus 15 *modules* of relevant training, or equivalent, which would include the following knowledge:
 - System protection philosophy and system configuration
 - Plant capabilities and communication systems
 - High voltage isolation and access procedures
 - Accepted industry operating practices
 - Control room support facilities
 - Foundation knowledge of electrical theory at advanced certificate level or equivalent
 - Organizational structures

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Switchgear
- * Substations
- * System Security
- * Emergency Operations
- * Monitoring Skills
- * Customer Service
- * System Configuration
- * Interpersonal Skills
- * Switching / Access Procedures

SYSTEM OPERATOR					
GRADE 1					
SYSTEM OPERATOR (TRAINING)	GRADE 1 Salary Points 10.3	GRADE 2	GRADE 3	GRADE 4	GRADE 5

ENTRY REQUIREMENTS:

ENTRY LEVEL: Appointment to Grade 1 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level performs planning and/or technical duties or exercises cross-skilling in technical fields. The employee applies technical principles, practices, techniques and human relations skills to activities which include, for example: high level manual skills, fault diagnosis and related tasks in a workshop, laboratory, office, field or operations function and with further information, supervises such activities.

Such an employee possesses competencies which enables the employee to: perform routine technical work on complex equipment as directed and use an overall knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. Prepare technical reports as required. Exercise broad discretion within the scope of this level and work under limited supervision either individually or in a team environment. The employee understands and implements quality systems and provides technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team and perform incidental and peripheral work; commensurate with the employee's training, experience and responsibilities.

An employee at this level is responsible for the minute to minute supervision and control of a high voltage distribution system within a designated control centre. Control functions normally follow established practices, principles and standards. However control during abnormal and emergency situations require the System Operator to be competent to make quick decisions with a high degree of autonomy. The employee is responsible for system control including volt, load and SCADA control, system monitoring, risk and contingency and alarm analysis, weather monitoring and load shifting and switching control. The employee also controls access/test permits, updates operational records, performs system restoration and organises field staff for switching and repairs. The employee reports on outages, load shifts, reduced security and contingencies and performance of support facilities. The employee processes customer contacts and undertakes written and electronic system event reporting. Communication occurs with field staff, management, customers and other system control staff during normal, reduced security and emergency situations. The employee provides advice on operational matters and safe procedures and undertakes lectures and tours for visitors and operational staff.

An employee at this level supervises operational constraints of the system and undertakes switching co-ordination. The employee also undertakes various planning/research activities including plant outages research and approval, switching program production and distribution and also designs, develops and updates system control information and support facilities. The employee develops contingency plans, arranges field staff and provides input to system planning and equipment design.

SYSTEM OPERATOR					
GRADE 1					
SYSTEM OPERATOR (TRAINING)	GRADE 1 Salary Points 10.3	GRADE 2	GRADE 3	GRADE 4	GRADE 5

MINIMUM QUALIFICATIONS/TRAINING:

- * Completion of an appropriate trade certificate, or equivalent, **plus 15 modules** of relevant training, or equivalent, which would include the following knowledge:
 - System protection philosophy and system configuration
 - Plant capabilities and communication systems
 - High voltage isolation and access procedures
 - Accepted industry operating practises
 - Control room support facilities
 - Foundation knowledge of electrical theory at advanced certificate level or equivalent
 - Organisational structures

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Electrical Theory 1
- * Circuit Theory 1
- * Power Line Theory
- * Transformer Theory 1
- * Generators 1
- * Transformers & Regulators 1
- * Reactive Devices 1
- * Lines & Cables 1
- * Switchgear 1
- * Substations 1
- * System Security 1
- * Plant Capabilities I
- * System Configuration 1
- * Switching/Access Procedures 1
- * Communication Skills 1
- * Customer Service 1
- * Support Facilities 1
- * General Procedures 1
- * Emergency Operations 1
- * Monitoring Skills
- * SCADA/Control Equipment
- * Interpersonal Skills
- * Communication Equipment 1

SYSTEM OPERATOR					
GRADE 2					

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2 Salary Points 11.0-11.5	GRADE 3	GRADE 4	GRADE 5
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ENTRY REQUIREMENTS:

Appointment from Grade 1 to Grade 2 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

Subject to job requirements, an employee at this level applies practical techniques of analysis and technical principles, standards and practices, and human relations, to new and existing technologies in standard design, testing, inspection, plant operation, manufacturing, including fault diagnosis and maintenance, and with further information, supervises and manages such work.

Such an employee may possess competencies which enables the employee to: have an advanced knowledge and understanding of the operating principles of the systems and equipment on which to carry out tasks. The employee would prepare detailed technical reports as required and undertake technical investigations within the scope of this level. Prepare reports and/or recommendations on the technical suitability of equipment, procedures and test results. Estimate, quote, tender and supervise electrical/electronic projects. Exercise independent judgement and initiative within the scope of this level. The employee works under limited supervision either individually or in a team environment. Understand and implement quality systems. Provide technical guidance or advice within the scope of this level. Assist in the provision of on-the-job training to others in their work team; commensurate with the employee's training, experience and responsibilities.

In addition to the functions and responsibilities of System Operator Grade 1, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee is responsible for system control, including system security control, load shifts performed, storm start up and issuing access/test permits. The employee manages emergency situations and the training of operational staff. The employee implements counter disaster plans.

MINIMUM QUALIFICATIONS/TRAINING:

- * Completion of an appropriate trade certificate plus a relevant Advanced Diploma or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED

TRAINING PLAN:

- * Electrical Theory 2
- * Circuit Theory 2
- * Power Line Theory 2
- * Transformer Theory 2
- * Real/Reactive Power 1
- * Protection 1
- * System Security 2
- * System Configuration 2
- * Organisation 1
- * Agreements and Acts 1
- * Emergency Operations 2
- * Outage Co-ordination 1
- * Training Co-ordination
- * Communication Equipment 2

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grade.

SYSTEM OPERATOR					
GRADE 3					
SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3 Salary Points 12.0-12.5	GRADE 4	GRADE 5

ENTRY REQUIREMENTS:

Appointment will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: perform work within broad guidelines. The employee accepts responsibility for technical expertise, planning, supervising or coordinating works and is accountable and responsible for output. The employee initiates investigations and produces resultant technical reports. Work independently as a specialist or in a team. Provide specialist support in a range of programme/activities and control and co-ordinate the works programme within budgetary constraints. Exercise a degree of autonomy, within budgetary constraints, in establishing works programmes. The employee will perform duties as a Principal Trainer/Supervisor/Co-ordinator, that is, be responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.

In addition to the functions and responsibilities of System Operator Grade 2, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee manages the operational constraints of the system and conducts load flow studies. The employee is responsible for hydro control where relevant.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification, plus 6 modules of relevant training in addition to the requirements of Grade 2 entry, or equivalent.

SYSTEM OPERATOR					
GRADE 3					

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3 Salary Points 12.0-12.5	GRADE 4	GRADE 5
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TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- * Electrical Theory 3
- * Power Line Theory 3
- * Real/Reactive Power 2
- * Transients Theory
- * Short Circuit Conditions
- * Power Station Equipment 1
- * Generators 2
- * Transformers & Regulators 2
- * Reactive Devices 2
- * Lines & Cables 2
- * Switchgear 2
- * Substations 2
- * Protection 2
- * System Security 3
- * Plant Capabilities 2
- * Voltage Control 1
- * Load Flow 1
- * Organisation 2
- * Switching/Access Procedures 2
- * System Configuration 3
- * Communication Skills 2
- * Customer Service 2
- * Support Facilities 2
- * General Procedures 2
- * Agreements & Acts 2
- * Emergency Operations 3
- * SCADA/Control Equipment
- * Outage Co-ordination 2
- * Reporting & Documentation 1
- * Commissioning
- * Staff Supervision
- * Staff Administration
- * Communication Equipment 3

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

SYSTEM OPERATOR					
GRADE 4					
SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3	GRADE 4 Salary Points 13.0-13.3	GRADE 5

ENTRY REQUIREMENTS:

Appointment to Grade 4 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: accept a high degree of responsibility for technical expertise, planning, supervising or co-ordinating works. The employee will be accountable and responsible for output. Initiate investigations and produce resultant technical reports. The employee may work independently as a specialist or in a team and provide specialist support in a range of programme/activities. Display interpersonal skills in the performance of the function and develop and implement significant work programmes. The employee will perform duties as a Principal Trainer/Supervisor/Co-ordinator and is responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.

In addition to the functions and responsibilities of System Operator Grade 3, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee is responsible for various elements of system control including generation plant co-ordination, economic control, generation and transmission security control, frequency control and demand and hydro management. The employee undertakes generation outage reporting. The employee communicates with power station and other system control staff during normal and emergency situations and provides advice on generation and major transmission operation. The employee undertakes various planning and research tasks including short term load forecasting, short term generation plant scheduling and transmission plant outages research and approval. The employee will have comprehensive knowledge of Queensland's power station plant and protection and interconnected transmission system.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification, plus 6 modules of relevant training in addition to the requirements of Grade 3 entry, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|-----------------------------|-------------------------------|
| * Power Station Equipment 2 | * Load Flow 2 |
| * Generators 3 | * System Configuration 4 |
| * Excitation System/A VR | * Emergency Operations 4 |
| * System Security 4 | * Reporting & Documentation 2 |
| * Economic Operation | * Hydro Management |
| * Plant Capabilities 3 | * Frequency Control |
| * Voltage Control 2 | * Voltage Stability |
| * Transient Stability | |

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.

SYSTEM OPERATOR					
GRADE 5					

SYSTEM OPERATOR (TRAINING)	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5 Salary Points 14.0-14.3
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ENTRY REQUIREMENTS:

Appointment to Grade 5 will be subject to availability of positions in ENERGEX, advertisement and open selection procedures.

MAIN FUNCTIONS/BROAD COMPETENCIES:

An employee at this level possesses competencies which enables the employee to: undertake significant responsibility as an operational expert, supervision or co-ordination and provide a high level of creative planning, design and associated managerial functions. The employee will establish and review guidelines and devise new approaches to design, operation, development or investigation. The employee is accountable and responsible for output, and works independently as a specialist, supervisor, manager within the operational workforce. The employee displays interpersonal skills in the performance of the employee's function and develops and implements significant works programmes. Exercises initiative in the production and application of Standards and Procedures, and performs duties as a Principal Trainer/Supervisor/Coordinator, i.e. responsible for the supervision and/or training of Technical Employees at lower classification levels; commensurate with the employee's training, experience and responsibilities.

In addition to the functions and responsibilities of System Operator Grade 4, the employee at this level is responsible for the following tasks and functions within a designated control centre. The employee provides written and electronic reporting of system events during normal and emergency situations, and undertakes communication with ESI managers, staff, public relations personnel and others during normal and emergency situations. An employee at this level is responsible for a number of supervisory/management tasks. The employee manages multiple emergencies (storms, cyclones, floods), ensures operational instructions are maintained, manages system security/economics and manages emergency situations. The employee supervises control room staff and system operation and supervises on-shift training of trainee controllers. Various planning/research tasks include load forecasting, scheduling of generation plant, approving predicted generation and transmission outages and preparing contingency plans. An employee at this level is expected to have detailed knowledge of industry organisational structure, and have developed knowledge of system event reporting and management alert.

MINIMUM QUALIFICATIONS/TRAINING:

- * A relevant Advanced Diploma or equivalent qualification, plus 4 modules of relevant training in addition to the requirements of Grade 4 entry, or equivalent.

TYPICAL TRAINING MENU FOR PROGRESSION WITHIN THIS GRADE THROUGH AN APPROVED TRAINING PLAN:

- | | |
|---------------------------------|-------------------------------|
| * Scheduling & Load Forecasting | * Organisation 3 |
| * Communication Skills 3 | * Reporting & Documentation 3 |
| * Demand Management | |

Selection of modules for progression within this Grade may also include appropriate modules not yet achieved from previous Grades.



DECISION

Fair Work Act 2009

s.210 - Application for approval of a variation of an enterprise agreement

Energex Limited
(AG2014/3338)

Electrical power industry

DEPUTY PRESIDENT ASBURY

BRISBANE, 16 JANUARY 2014

Application for variation of the ENERGEX Union Collective Agreement 2011.

[1] An application has been made for approval of a variation to an enterprise agreement known as *ENERGEX Union Collective Agreement 2011* (the **Agreement**). The application was made pursuant to s.210 of the *Fair Work Act 2009* (the **Act**). It has been made by Energex Limited; the employer covered by the Agreement.

[2] The application seeks to vary the Agreement in accordance with the variation schedule. The variation schedule is Attachment A to this decision.

[3] Declarations in relation to the application have been received from the Australian Municipal, Administrative, Clerical and Services Union (the **ASU**), the Queensland Services, Industrial Union of Employees (the **QSU**), the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (the **CEPU**), the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (the **AMWU**) and The Association of Professional Engineers, Scientists and Managers, Australia (**APEMSA**), each being an employee organisation covered by the Agreement and each being entitled to represent the industrial interests of employees covered by the Agreement.

[4] I note that the CEPU did not declare that they agreed with the information provided in the employer's declaration in support of the approval of the variation. The CEPU noted however that the matters raised were not able to be substantiated to a sufficient degree such that the approval of the variation by employees was materially affected. The CEPU was notified by way of listing on 15 January 2014 that the Commission intended to deal with the application on 16 January 2014 by an e-Hearing. That notice of listing contained a notice that if no request to be heard in relation to the application was received the matter would be determined on the basis of the materials lodged. No such request was received.

[5] No other employee organisation raised a matter for consideration of the Commission in relation to the application for approval of the variation.

[6] I am satisfied that each of the requirements of ss.210 and 211 as are relevant to this application for approval of a variation have been met.

[7] The variation to the Agreement is approved and, in accordance with s.216 of the Act, will operate from the date of this decision.

[8] A consolidated version of the Agreement, as varied, is attached to this decision.



DEPUTY PRESIDENT

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DECISION

Fair Work Act 2009

s.185 - Application for approval of a single-enterprise agreement

Energex Limited

(AG2012/745)

ENERGEX UNION COLLECTIVE AGREEMENT 2011

Electrical power industry

COMMISSIONER ASBURY

BRISBANE, 15 MARCH 2012

Application for approval of the ENERGEX Union Collective Agreement 2011.

[1] An application has been made for approval of an enterprise agreement known as the *ENERGEX Union Collective Agreement 2011* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). It has been made by ENERGEX Limited. The agreement is a single-enterprise agreement.

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

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

[4] The Agreement is approved and, in accordance with s.54, will operate from 22 March 2012. The nominal expiry date of the Agreement is 21 November 2014.

COMMISSIONER

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positive energy

Corporate Office

26 Reddacliff Street

Newstead Qld 4006

GPO Box 1461

Brisbane Qld 4001

Telephone (07) 3664 4000

Facsimile (07) 3025 8301

www.energen.com.au

ENERGEN Limited

ABN 40 078 849 055

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