

# Summary of Power and Water Terms and Conditions of Employment

## Employment Contract

Employment related matters under the provisions of the *Northern Territory Public Sector Employment and Management Act*, relevant Commissioner for Public Employment Determinations and the 2007 - 2010 Power and Water Union Collective Agreement "Working Together to Meet the Challenge".

Employees are required to perform duties as directed by the Managing Director and to comply with all directions and instructions issued by the Commissioner for Public Employment, the Managing Director or their delegates.

Employment may be on a permanent, fixed term, temporary or casual basis.

Current Northern Territory Public Sector (NTPS) employees transferring to the Power and Water Corporation do so on the basis that they will be subject to specific Power and Water conditions not the standard NTPS provisions. Specific redeployment and selection processes apply.

A standard three month probationary period (with the possibility to extend for a further 3 months) applies for all employees externally recruited, to permanent positions, from outside the NTPS or Power and Water. Probation may be extended or waived by the Commissioner for Public Employment.

## Employee conduct and standards of behaviour / discipline and grievances

Employees are subject to the NTPS Principles of Conduct, Code of Conduct, Disciplinary and Inability provisions. Employees should acquaint themselves with these arrangements as well as Power and Water policies and directives.

Misuse of e-mail and other electronic communication devices or methods may result in disciplinary action.

Outside employment requires formal, prior approval by the Managing Director or delegate.

An employee, who the Managing Director or delegate considers is unfit for duty, or who constitutes a threat to his/her own well being or the well being of others or plant and equipment, may be suspended from duty.

## Equity and diversity

Equity and diversity principles are applied throughout Power and Water. Consideration is given to the needs of indigenous employees, employees with a disability, those from diverse cultural and linguistic backgrounds, and employees with carer responsibilities.

## Occupational Health and Safety (OH&S) / Workers Compensation

The Northern Territory Work Health Act applies to the Power and Water Corporation. The Corporation has a range of OH&S policies and requirements that are to be adhered to in all areas of the Corporation's operations.

The Corporation is committed to a zero harm philosophy and has achieved AS/NZ 4801 Health and Safety certification.

## Salary and performance review

Employees in the Professional, Technical and Administrative classification streams are required to participate in Power and Water's performance management system, called MyPlan.

Salary progression within the specified salary range is performance based and at the discretion of the Managing Director. Pay progression is neither automatic nor guaranteed and will be based on the annual individual performance assessment. The actual pay level within a band is person specific. No provision for increments or time-based progression exists.

Higher Duties arrangements apply only to jobs classified at a higher band level and require a minimum continuous period of 5 working days before approval can be considered. Service Worker jobs are generally not eligible for Higher Duties arrangements.

Service Worker pay progression is competency based, defined in the job model guidelines and assessment by Power and Water's contracted registered training organisation (RTO) and the relevant job model.

Salary and allowances are paid electronically on a fortnightly basis.

### Hours of duty

The minimum hours of duty within Power and Water are 37.5 hours per week or an average thereof as specified by the Managing Director.

An Extra Duty Allowance is available to certain employees in lieu of Overtime and Availability Allowance payments.

Participation in a flexible working hours arrangement may be available subject to Power and Water's requirements and discretion.

Accumulated hours are subject to agreement with the Managing Director or delegate. No more than 2 days of credits may be carried forward per settlement period (4 weeks) and no more than 5 flex days may be accumulated. Accumulated credits are to be taken at a mutually agreed time within 3 months of accumulation. If not taken within this time they are forfeited without payment.

Flexible Rostered Days Off (FRDO) arrangements are available to Service Workers and to certain other employees where specifically approved by the Managing Director.

Service Worker Rostered Days Off (RDO) are to be taken with regard to operational requirements and up to 5 days may be banked. Banked RDOs must be taken at a mutually agreed time within 3 months from the first banked RDO or paid out at single time. Where agreement on banking an RDO cannot be reached the employee may be directed to attend for work on an overtime basis and forfeit the RDO.

Any absence from duty requires approval of the Managing Director or delegate.

Part time employment is available subject to approval by the Managing Director or delegate.

### Shift work and Availability Allowance

Certain employees may be required to perform rostered shift work or to be available for recall to duty outside of the standard span of hours of Monday to Friday 6 am to 6 pm. Shift penalties are paid for rostered shift work.

Various shift arrangements including averaging of payments and different shift durations apply depending on the work location.

Availability Allowance is paid to employees who are rostered on call to return to duty after normal working hours but is not paid to employees receiving Extra Duty Allowance, or an averaged or annualised salary.

### Industry Specific Skills Allowance

Particular skills in Power and Water are recognised as being skills that are essential to the operation of supplying Power and Water to its customers and are also recognised as being difficult skills to attract, hence the following allowance has been provided for technicians, technical specialists, senior technical specialists, service coordinators, senior service coordinators, service workers, senior service workers and science and engineering professionals. These allowances are effective from the first pay period commencing on or after the 9<sup>th</sup> of August for each year of the Union Certified Agreement.

- Year 1 \$3,910 p/annum
- Year 2 \$5,870 p/annum
- Year 3 \$7,355 p/annum

The Industry Skills Allowance counts as salary for all purposes, 70% of the allowance is payable to Trade Assistants and a percentage of the Industry Specific Skills Allowance is available to Apprentices.

### Safety Bonus

Power and Water is committed to achieving its safety goals, including but not limited to, a reduction in the lost time injuries (LTI) rate to the level mandated by the Statement of Corporate Intent. A safety bonus of \$750 will be paid annually to all employees conditional on the achievement of a reduction of the previous financial year's LTIs by 33%.

### Overtime

Where approved overtime is worked (Monday to Saturday) employees may be eligible for payment at the rate of time and a half for the first two hours and then double time.

Overtime worked on Sunday is paid at the rate of double time and on Public Holidays it is paid at double time and a half.

Rostered shift workers are entitled to payment at double time for all approved overtime.

Employees in receipt of an Extra Duty Allowance or other annualised salary or paid salary that exceeds Power and Water Band 3 top of range are not eligible for payment of overtime.

### Recreation Leave

Employees appointed before 1 July 2001 are entitled to an annual recreation leave credit for a completed period of 12 months full time service of 30 days. Recreation leave is credited on 1 January of each year.

Employees appointed before 1 July 2001 have the option to make a once only election to forgo 5 or 10 days leave per year and convert to 20 days or 25 days recreation leave per year. The forgone leave may be converted to additional annual salary or superannuation contributions.

Employees appointed after 1 July 2001 are entitled to 25 days annual recreation leave credit with the option to forego 5 days leave and convert to 20 days recreation leave per year. The option to convert 1-2 weeks recreation leave to additional annual salary is available.

Employees appointed after 1 July 2001 shall have the option to offer up overtime in lieu to obtain one additional week recreation leave (available from 1 January 2006).

Any employee with more than one year's recreation leave credits ie 30 days, 25 days or 20 days as the case may be, may apply to the Managing Director to cash out that leave credit.

Annual recreation leave loading of 17.5% of salary up to a maximum amount as determined by the Commissioner for Public Employment is payable. Shift workers have special arrangements.

The maximum accumulation of recreation leave credits for most employees is 60 or 50 days although seven day shift workers and certain other employees have special arrangements.

The Corporation may direct an employee to take recreation leave.

Recreation leave is credited and debited in hours and minutes.

### **Sick Leave**

Sick leave is accumulative at the rate of 15 days at full pay per calendar year from 1 January each year. Satisfactory medical evidence may be required.

Upon appointment an employee will receive a pro rata sick leave credit up to 1 January in the next calendar year. Sick leave is credited and debited in hours and minutes.

### **Family Leave**

Sick leave may be utilised for family illness purposes, subject to medical evidence provided and sick leave credits are available.

### **Long Service and Other Leave**

Long service leave, maternity leave, adoption leave, paternity leave, compassionate leave, emergency leave, miscellaneous leave, special leave without pay and study leave are available and the 2007 – 2010 Union Collective Agreement or standard NTPS provisions may apply.

### **Public Holidays**

The following days are generally gazetted as Public Holidays, New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, May Day, Queen's Birthday, Show Day, Picnic Day, Christmas Day, Boxing Day. Other days may be observed or substituted.

### **Superannuation**

All employees commencing with the NTPS are required to join a superannuation scheme. Employees may choose any complying superannuation fund to which contributions will be paid. A superannuation fund must be elected within 28 days of commencement otherwise contributions will be paid to a default superannuation fund. The default superannuation fund is Australian Government Employees Superannuation Trust (AGEST).

Employees employed before 10 August 1999 remain members of the Commonwealth Superannuation Scheme (CSS) or the Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS).

### **Travelling Allowance – Official Travel**

Employees required to be away from base employment location overnight to perform work for Power and Water are entitled to payment of meals and/or incidentals allowance as determined by the Commissioner for Public Employment. Accommodation costs are paid directly to the commercial providers.

### **Casual Employees**

Casual employees are paid a loading of 20% in lieu all paid leave, public holidays and certain other conditions of employment. Casual employment may be for a continuous period of up to 40 consecutive working days.

### **Remote localities**

NTPS Remote Locality provisions apply to Power and Water employees posted to Tennant Creek, Yulara, and Jabiru and Batchelor.

### Other conditions

Employees who commenced employment on or before 25 October 1988 may be entitled to reimbursement of biennial leave airfares.

Any Power and Water employee with recognised dependants may be eligible for payment of Northern Territory Allowance at the dependant's rate.

### Redundancy and Termination Provisions

The provisions of the Northern Territory Public Sector Redeployment and Redundancy Provisions Award 1996 apply. This generally provides a specified period of notice, a severance benefit of 2 weeks for every year of service up to a maximum of 48 weeks and approved relocation expenses.

### Salary Rates

Salary ranges and pay points for employees are provided in a Determination approved by the Commissioner for Public Employment. A copy may be provided on request or can be accessed on the Power and Water Intranet website.

Trainee non-classified rates are available.

**Power and Water BAND 1** – Pay Point Range \$34 428 - \$53 389 per annum

**Administrative/Corporate Services Officer**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 2** - Pay Point Range \$56 056 - \$71 567 per annum

**Administrative/Corporate Services Co-ordinator**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 3** - Pay Point Range \$75 134 - \$87 003 per annum

**Administrative/Corporate Services Manager**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 4** - Pay Point Range (refer specific classifications below)

Some jobs and employees in this band may be offered an Executive Contract appointment as Executive Contract Manager.

**Senior Manager Administrative** – Pay point Range \$91 341 – \$95 915 per annum.

An additional pay point in Senior Manager Administrative will be accessible on successful completion of the next MyPlan cycle.

**Senior Manager Executive** – Pay Point \$105 749 per annum.

**Power and Water BAND 1** – Pay Point Range \$29 372 - \$45 376 per annum

**Undergraduate Science & Engineering Professional Officer**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 2** - Pay Point Range \$56 056 - \$71 567 per annum

**Science & Engineering Professional**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 3** - Pay Point Range \$75 134 - \$87 003 per annum

**Science & Engineering Professional**

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Power and Water BAND 4** – Pay Point Range \$91 341 - \$105 749 per annum

**Science & Engineering Professional**

Some jobs and employees in this band may be offered an Executive Contract appointment as Executive Contract Manager.

**Service Workers**

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|---------------------------|---|
| <b>Service Worker 1</b>   | \$43 919 per annum<br>is a utility worker position and does not require trade qualifications.   |
| <b>Service Worker 2</b>   | \$48 429 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 3</b>   | \$53 389 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 3.5</b> | \$54 717 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 4</b>   | \$57 459 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 4.5</b> | \$58 862 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 5</b>   | \$61 808 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 5.5</b> | \$63 351 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 6</b>   | \$66 532 per annum<br>requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model. |
| <b>Service Worker 6.5</b> | \$68 150 per annum  |

requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model.

**Service Worker 7** \$71 567 per annum  
requires trade qualifications and/or competency recognition by the Power and Water RTO, subject to assessment of competency and relevant job model.

**Senior Svce Worker 1** \$75 134 per annum  
specific requirements apply

**Senior Svce Worker 2** \$78 905 per annum  
specific requirements apply

## Technical

Services Coordinators, Technical Specialists and Senior Technical Specialists receive an Extra Duty Allowance in lieu of overtime and availability depending on work requirements.

Trainee Technical Specialist and Trainee Services Coordinator rates are available.

**Technician** - Minimum pay point is \$50 839 – \$68 150 per annum.

Appointment salary and progression is variable depending on qualifications, job description and performance.

**Services Coordinator** - Minimum pay point is \$58 862 – \$78 905 per annum.

Appointment salary and progression is variable depending on qualifications, job description and performance. Access to certain pay points requires specific Managing Director approval. An additional pay point will be accessible with successful completion of the next My Plan cycle.

**Senior Services Coordinator** - Minimum pay point is \$75 134 – \$87 003 per annum.

Appointment salary and progression is variable depending on qualifications, job description and performance. An additional pay point will be accessible with successful completion of the next My Plan cycle.

**Technical Specialist** - Minimum pay point is \$58 862 – \$78 905 per annum.

Appointment salary and progression is variable depending on qualifications, job description and performance. An additional pay point will be accessible with successful completion of the next My Plan cycle.

**Senior Technical Specialist** - Minimum pay point is \$75 134 – \$82 847 per annum.

Appointment salary and progression is variable depending on qualifications and performance. An additional pay point will be accessible with successful completion of the next My Plan cycle.

### Allowances

Service Workers and those in the technical stream exposed to specific work disabilities and conditions, are entitled to Consolidated Disability Allowance when approved by their General Manager. This allowance is \$118.00 per fortnight.

Employees in Power and Water Band 1 or Power and Water Band 2 may be paid a Team Leader Allowance where they are leading a team of four (4) or more employees at the same level. This allowance is \$133.00 per fortnight.

Extra Duty Allowance rates are:

#### Group 1 – Additional Hours

Category A	4% of the employee's nominal salary
Category B	8% of the employee's nominal salary
Category C	12% of the employee's nominal salary
Category D	18% of the employee's nominal salary
Category E	24% of the employee's nominal salary
Category F	30% of the employee's nominal salary

#### Group 2– Callout Ratio

1 in 4 or less or 2 <sup>nd</sup> on call	\$3700 per annum
1 in 3	\$4900 per annum
1 in 2	\$7400 per annum

Availability Allowance when applicable is \$303 per week when rostered on call. A daily rate of \$43.40 is available when employee is not rostered for call out but agrees upon request to be available.

This summary is provided as an overview of conditions of employment only and does not form part of any contractual arrangement or offer. The actual details of employment are specified in the contract of employment, the *Northern Territory Public Sector Employment and Management Act*, Employment Instructions, and Determinations thereunder as varied from time to time, the 2007 – 2010 Power and Water Union Collective Agreement Working Together to Meet the Challenge and the applicable federal Awards.