

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA09/23

**TITLE: Country Energy Technical Training Enterprise Agreement
2008**

I.R.C. NO: IRC9/857

DATE APPROVED/COMMENCEMENT: 23 June 2009 / 23 June 2009

TERM: 12

**NEW AGREEMENT OR
VARIATION:** Replaces EA04/182.

GAZETTAL REFERENCE: 31 July 2009

DATE TERMINATED:

NUMBER OF PAGES: 9

COVERAGE/DESCRIPTION OF

EMPLOYEES: The Agreement applies to all employees of Country Energy located at 8 Buller Street, Port Macquarie, NSW 2444 engaged in the classifications of Workplace Trainers performing the duties and functions designated by Country Energy who fall within the coverage of the Country Energy Enterprise Award 2007.

PARTIES: Country Energy -&- the Electrical Trades Union of Australia, New South Wales Branch

**COUNTRY ENERGY
TECHNICAL TRAINING SERVICES
ENTERPRISE AGREEMENT
2008**

Title

This Agreement shall be known as the Country Energy Technical Training Enterprise Agreement, 2008.

1. Arrangement

1. Title
2. Arrangement
3. Aim of Agreement
4. Coverage and Parties Bound
5. Date and Period of Operation
6. Relationship to Award
7. Enterprise Arrangements
8. Duties and Functions
9. Hours of Work
10. Additional Hours
11. Rates of Pay and Progression
12. Work outside Normal Duties
13. Private use of Vehicles
14. Use of Corporate Card
15. Salary Sacrifice
16. Future Negotiations
17. Duress
18. Disputes Settlement
19. Termination of Agreement
20. Signatories

3. Aim of Agreement

The aims of this Agreement are to achieve:-

- Service levels that meet business needs associated with competency based technical training delivery and the conduct of assessments
- A team culture based upon participation, trust, respect and development of team and individual skills
- A business focus on performance measures and continuous improvement strategies
- A fair outcome for management and employees that share the benefits of improved productivity and working arrangements and provides appropriate rewards.
- Acceptable levels of internal and external Customer Satisfaction

4 Coverage and Parties Bound

This Agreement shall be binding on Country Energy, the Electrical Trades Union of Australia, New South Wales Branch and the employees engaged as Workplace Trainers and Assessors performing the duties and functions as designated by Country Energy.

The parties agree that any employee engaged in permanent or seconded technical training positions in Training Services during the term of this Agreement will be bound by the Agreement.

5. Date and Period of Operation

This Agreement shall commence 23 June 2009 and remain in force until 30 June 2010.

5. Relationship to Award

This Agreement shall be read and interpreted wholly in conjunction with the Country Energy Enterprise Award, 2007 provided that where there is any inconsistency between this Agreement and the Country Energy Enterprise Award; this Agreement shall take precedence to the extent of the inconsistency. The agreement will be reviewed in the event of a new Country Energy Award

7. Enterprise Arrangements

The parties to this Agreement have agreed that the following terms and conditions shall apply to employees covered by this Agreement

8 Duties and functions

Employees under this agreement will be responsible for the programming, coordination, delivery, design and development of competency based workplace training and competency assessment for Country Energy employees, apprentices and trainees, contractors, external training customers and Registered Training Organisations. In addition they will be required to perform other duties consistent with their qualifications and experience.

9. Hours of Work

The working hours shall be 72 hours worked over a 10 day fortnight.

Employees shall devote their attention, time and skill during normal business hours to fulfil the requirements of their duties.

Note; for the purpose of this clause, normal business hours are defined as Monday to Friday.

10. Rates of Pay and Progression

The following salary ranges have been determined allowing for professional growth, competency acquisition and performance. The rates shown below will move in accordance with increases to the Country Energy Award. All employees employed under this agreement from Grades 1 to 5 inclusive who operate 'on or near the network' in accordance with the ESRA guidelines will be entitled to the full Electrical Safety Rules Allowance (ESRA) in addition to the yearly rate shown in the table below. All employees employed under this agreement from Grades 6 to 8 inclusive

will receive the ESRA in accordance with Country Energy's policy and ESRA guidelines.

Grade	Yearly Rate
Grade 1	\$76830.48
Grade 2	\$79575.30
Grade 3	\$82320.02
Grade 4	\$85063.14
Grade 5	\$87807.34
Grade 6	\$90580.82
Grade 7	\$93294.67
Grade 8	\$96038.86

Progression is available to all Workplace Trainers from Grade 1 to Grade 5. However, all progression will be dependent on the successful completion of the following criteria.

Grade 1 will be the commencing rate for all Workplace Trainers without a current Certificate IV in Training and Assessment and at least one year's full time experience in training delivery and conducting assessments. Country Energy's salary maintenance policies may over ride this provision.

Progression from Grade 1 to Grade 2 will take place after the successful completion of the following criteria

- A minimum of one year at the Grade 1 rate of pay.
- The completion of a current Certificate IV in Training and Assessment.
- Completion of two successful assessments of their training delivery performance for agreed sessions after achieving the above Certificate IV qualification. The assessment is to be based on the performance criteria set in Country Energy's Registered Training Organisation Manual CEM7084.
- Achieving an average course participant rating of 85% for 75% of all training and assessment courses delivered by the employee based on the Country Energy Training and Assessment "Customer Feedback Form" CEF6226.
- A successful annual performance review in accordance with Country Energy's performance review process.

Progression from Grade 2 to Grade 3 will take place after the successful completion of the following criteria

- A minimum of one year at the Grade 2 rate of pay.
- Completion of two successful assessments of their training delivery performance on agreed sessions. The assessment is to be based on the

performance criteria set out in Country Energy's Registered Training Organisation Manual CEM7084.

- Completion of two successful assessments of their conduct of Workplace Assessments. The assessment is to be based on the performance criteria set out in Country Energy's Registered Training Organisation Manual CEM7084.
- Maintaining an annual average course participant rating of 85% for 75% of all training and assessment courses delivered by the employee based on the Country Energy Training and Assessment "Customer Feedback Form" CEF6226.
- A successful annual performance review in accordance with Country Energy's performance review process.

Progression from Grade 3 to Grade 4 will take place after the successful completion of the following criteria

- A minimum of one year at the Grade 3 rate of pay.
- A successful annual performance review in accordance with Country Energy's performance review process.
- Completion of a Certificate IV in Frontline Management
- Maintaining an annual average course participant rating of 85% for 75% of all training and assessment courses delivered by the employee based on the Country Energy Training and Assessment "Customer Feedback Form" CEF6226. In addition the customer feedback to include that of at least two Regional Managers, two Area Managers and two Team Leaders responsible for employees that have been trained and/or assessed by the Trainer.
- The successful development, piloting or enhancement/updating, and reporting of two separate Training Sessions and two Workplace Assessments by agreement with the Manager Field Training Operations or the Manager Training Centre Operations.

Progression from Grade 4 to Grade 5 will take place after the successful completion of the following criteria.

- A minimum of one year at the Grade 4 rate of pay.
- A successful annual performance review in accordance with Country Energy's performance review process.
- Completion of a Certificate IV in OH&S or two Units of competency for a Diploma Qualification from the Training and Assessment Training Package.
- Maintaining an annual average course participant rating of 85% for 75% of all training and assessment courses delivered by the employee based on the Country Energy Training and Assessment "Customer Feedback Form"

CEF6226. In addition the customer feedback to include that of at least two Regional Managers, two Area Managers and two Team Leaders responsible for employees that have been trained and/or assessed by the Trainer.

- In addition the successful development, piloting or enhancement/updating, and reporting of two separate Training Presentation and two Workplace assessments by agreement with the Manager Field Training Operations or the Manager Training Centre Operations.

In the event of any of the applicable criteria for progression through to Grade 5 not being met a Workplace Trainer will retain their existing grade until such criteria has been met.

Grade 6 through to Grade 8 will be by appointment to a designated position and a job evaluation. Appointees to positions at these grades will be expected to have completed or substantial completed a Diploma of Training and Assessment or equivalent and will progress through to Grade 8 based on the following criteria

Progression from Grade 6 to Grade 7 will take place after the successful completion of the following criteria;

- A minimum of one year at the Grade 6 rate of pay.
- Completion of the current Certificate IV in OH&S or completion of Country Energy's Team Leader Development Program.
- Completion of the current Diploma of Training and Assessment or equivalent recognised under the Australian Qualification Framework
- A successful annual performance review in accordance with Country Energy's performance review process.

Progression from Grade 7 to Grade 8 will take place after the successful completion of the following criteria;

- A minimum of one year at the Grade 7 rate of pay.
- Completion of the current Diploma of Management from the Business Services Training Package or equivalent recognised under the Australian Qualification Framework
- A successful annual performance review in accordance with Country Energy's performance review process.

In the event of any of the applicable criteria for progression from Grade 6 through to Grade 8 not being met employees in this category will retain their existing grade until such criteria has been met.

11. Works outside Normal Duties.

Employees under this agreement are not to be included in any Standby Rosters. However, they may be required to support the emergency requirements of the Field Service Centre they are located at or visiting and in these cases any work, including overtime, will be paid for by the Field Service Centre. This work will be within their technical competencies and current authorisations.

In all other instances prior approval must be obtained from their Manager or his/her designate for any overtime worked.

12 Private Use of Vehicles

Country Energy will make available to the employees a suitable motor vehicle in order to perform their normal duties. Without an agreement for private usage this vehicle must only be used in the performance of duties for Country Energy.

Employees under this enterprise agreement may enter into an agreement for the private use of a vehicle in accordance with the Country Energy policy CEP2152 – Private Use of Vehicles.

However, the type of vehicle to be utilised under this policy must take into consideration the carriage of training aids and resource material to support the duties required for the position as a Workplace Trainer.

13 Use of Corporate Credit Card

Employees will have access to a Corporate Credit Card with an agreed limit. The card must be utilised in accordance with the Country Energy Procedure CEP2040 and reconciled at the end of each month in accordance with Country Energy requirements

14 Salary Sacrifice

Employees may enter into Salary Sacrifice arrangements in relation to Superannuation, the purchase of Country Energy goods and services and for private use of their motor vehicle.

15 Future Negotiations

The parties agree to commence negotiations on a new Agreement no later than 3 months before the completion of the nominated term of the Agreement.

16 Duress

This Agreement was not entered into under duress by any party to it.

17 Disputes Settlement

In the event of any dispute arising out of the operation of this Agreement, the parties agree to adopt the Grievance Resolution Procedure in the Country Energy Award, 2007.

18 Termination of Agreement

This Agreement may be terminated at any time with the approval of all the parties to it. At the end of or after the nominal term, the Agreement may be terminated by any one of the parties giving at least 3 months' written notice to the other parties.

19 Signatories

SIGNED ON BEHALF OF COUNTRY ENERGY

..... DATE

Terri Benson
Executive General Manager
Corporate and Commercial Services

IN THE PRESENCE OF

..... DATE.....

SIGNED ON BEHALF OF ELECTRICAL TRADES UNION OF AUSTRALIA,
NSW BRANCH.

..... DATE.....

General Secretary
ETU NSW BRANCH

IN THE PRESENCE OF

..... DATE.....