

ENTERPRISE AGREEMENT

NO. EA 98/113
.....

DATE REGISTERED.....(4-3-98)

PRICE \$ 46
.....

REGISTER OF
ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA98/113

TITLE: FFE Building Services Limited - Sydney Fire Alarms (Major) Contracting
Division Electricians (Sydney) Enterprise Agreement 1997 -
1999

I.R.C. NO: 98/754

DATE APPROVED/COMMENCEMENT: 4 March 1998

TERM: 30 September 1999

NEW AGREEMENT OR
VARIATION: New

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 23

COVERAGE/DESCRIPTION OF

EMPLOYEES: Employees engaged pursuant to the Electrical Contracting Industry (State)
Award engaged upon major construction work within the County of Cumberland

PARTIES: FFE Building Services Limited -&- Electrical Trades Union of Australia, New South
Wales Branch



Registered
Enterprise Agreement
Industrial Registrar

FFE BUILDING SERVICES LIMITED - SYDNEY

FIRE ALARMS (MAJOR) CONTRACTING DIVISION

**ELECTRICIANS (SYDNEY) ENTERPRISE AGREEMENT
1997 - 1999**

**FFE BUILDING SERVICES LIMITED - SYDNEY FIRE ALARMS (MAJOR)
CONTRACTING DIVISION ELECTRICIANS (SYDNEY) ENTERPRISE
AGREEMENT 1997 - 1999**

1. INTRODUCTION

This Award has been jointly developed by FFE Building Services Limited - Sydney Fire Alarms (Major) Electrical Contracting Division, its employees and the Electrical Trades Union of Australia, New South Wales Branch with the purpose of developing and implementing workplace reform strategies so as to produce a continuous improvement environment aimed directly at improving the competitiveness of the Company within the marketplace, thus delivering projects on time and within budget along with job satisfaction and security for employees.

2. TITLE

This Agreement shall be known as the FFE Building Services Limited - Sydney Fire Alarms (Major) Contracting Division Electricians (Sydney) Enterprise Agreement 1997 - 1999.



3. DEFINITIONS

For the Purpose of this Agreement:

- "Agreement" means this Enterprise Agreement
- "Company" means FFE Building Services Limited
- "Major Construction Work" as defined herein:
 - a) construction work in connection with the erection, repair, maintenance, renovation or demolition of buildings or structures.
 - a)i • in respect of the original construction of:
 - * multi storey buildings
 - * hospitals
 - * infrastructure / tunnels
 - * shopping complexes
 - * manufacturing plants, airline hangars etc

Indicative examples of major construction work fitting this definition would typically include, but not be limited to, the following recently completed jobs:

- * **Market City**
Residential and shopping complex tower
- * **Westpac Martin Place**
Commercial high rise - data control
Electrical project cost
- * **Westpac Concord**
Data Centre
- * **Eastern Distributor Tunnel**
Tunnel / infrastructure works
- * **Cathay Pacific**
Data Centre / mid rise



- a)ii in respect of major works outlined in a)i being renovated:
- by structural alteration to the building (except alteration to demountable partitions) and
 - electrical work is carried out as part of the buildings renovation work and/or
 - electrical work is carried out in conjunction with the work of other building trades who are renovating the building

b) domestic buildings are excluded

- "County of Cumberland" is illustrated on the attached map
- "Employee" means an employee of the Company performing work within the scope of this Award
- "Union" means the Electrical Trades Union of Australia, New South Wales Branch.
- "Industry" Fire Protection - Work in connection with Fire Alarms Major Contracting functions.

4. OBJECTIVES

The parties to this Agreement are committed to the following shared objectives:

- To ensure customer satisfaction in the provision of services
- Increasing the competitiveness, productivity, efficiency and flexibility of the Company and its workforce
- Creating a co-operative, safe and productive environment on the Company's projects
- Continuing the development of more flexible, efficient and adaptable management and work practices
- Establishing the development of better and more effective communication and consultation between the Company and employees.

- To foster a commitment to the Company's Quality Management System improving job security and the working environment
- To provide for the use of the full range of skills and knowledge held by employees
- To implement a training skills enhancement program consistent with the provisions of the Parent Award and this Award for all employees
- To substantially reduce disputation and eliminate lost time due to disputation
- To increase direct employment in the major contracting business - to efficiently and productively complement any growth in major contracting.



5. PARTIES BOUND

This Agreement shall be binding upon:

- a) FFE Building Services Limited - Sydney Fire Alarms (Major) Contracting Electrical Division.
- b) All employees whether members of the Union or not, engaged in any of the occupations, industries or callings as defined in Clause 3 "Definitions" herein.
- c) The Electrical Trades Union of Australia, New South Wales Branch.

6. APPLICATION OF THE ENTERPRISE AGREEMENT

The Agreement applies to the Company in respect to all employees who are engaged pursuant to the Parent Award and who are engaged upon major construction work within the County of Cumberland.

Employees under this Agreement directed, at the Company's sole discretion, to be engaged on work other than "Major Projects" (as defined) in Clause 3 herein will be paid in accordance with this Agreement and employees temporarily transferred to work on projects outside of the Cumberland District who are employees under this Agreement will continue to be paid in accordance with this Agreement.

Where there is any inconsistency between this Agreement and the Parent Award (NSW State Award) this Agreement shall prevail to the extent of the inconsistency.

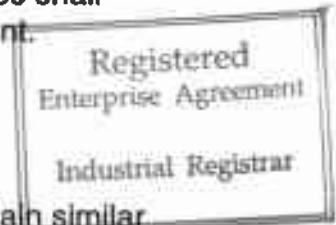
7. DATE AND PERIOD OF OPERATION

This Agreement shall come into operation from the date of agreement and remain in force until 30th September 1999.

The parties to this Agreement shall continuously monitor the application of the Agreement via a Consultative Committee

8. NO EXTRA CLAIMS

The Employees and the Union shall not pursue any extra claims, either Award or over Award for the life of the Agreement. Without limiting the generality of the foregoing, there shall be no industrial action for the purpose of supporting or advancing claims against the Company until the Agreement's nominal expiry date has passed. Where any disagreement arises, the parties shall follow the Dispute Settlement Procedure contained in this Agreement.



9. NOT TO BE USED AS A PRECEDENT

This Agreement shall not be used in any manner whatsoever to obtain similar arrangements or benefits in any other State, Territory, Division, Plant or Enterprise.

10. CONDITIONS OF EMPLOYMENT

- a) It is a term and condition of employment and of the obligations and right occurring under this Agreement that an employee:
 - I. properly use and maintain all appropriate protective clothing and tools and equipment by the Company for specified circumstances; and
 - II. use any technology and perform any duties which are within the limits of the employee's skill, competence and training; and
 - III. understand that termination of employment will be based on job requirements and skills and that the principle of "last on - first off" will not apply. It is the needs and requirements of the Company, together with the efforts, skills and abilities of the employee which will be the determining factors regarding the retrenchment of employees; and
 - IV. maintain commitment to, and comply with the Company's directions (consistent with the objectives of the Agreement) with respect to safety, quality, site cleanliness and waste management; and
 - V. provide and maintain an adequate kit of tools in accordance with Parent Award requirements in accordance with List in Schedule B of this Agreement; and

VI. be committed to the objectives in Clause 4 of this Agreement; and

VII. performance evaluation criteria outlined in Schedule C - Performance & Evaluation Review Form will be complied with.

- b) All new employees (other than casuals) will be engaged on the basis of a 3 month probationary period, which shall count as service. The Company reserves the right to terminate a probationary employee at any time during this 3 month period subject to a week's notice or payment in lieu thereof.
- c) The Company's right to employ persons on a specified task and/or specified period basis is acknowledged.

11. DISPUTE SETTLEMENT PROCEDURE

The parties agree that one of the fundamental objectives of this Agreement is to eliminate lost time in the event of a dispute. Further that it is in the best interests of both parties to achieve prompt resolution of disputes.

The most effective procedure to achieve this, is for the responsibility for resolution to remain as close to the source as is possible, it is with this uppermost in mind that the parties agree to strictly adhere to the dispute settlement procedure as follows:

- a) The employee/s or accredited employees representative wishing to raise any matter affecting the employee/s shall:
 - I. initially raise the matter with the employee/s immediate supervisor/ foreperson. If agreement is not reached at this level, the employee/s or representatives shall, then:
 - II. raise the matter with the Company Manager or his representative. If agreement is not reached at this level and an employee representative has been involved, the representative will then;
 - III. be provided with telephone facilities to speak to an official of the Union and request representation at a further conference to be held at a date and time mutually acceptable.
- b) In the absence of agreement, either party may refer the matter to the New South Wales Industrial Relations Commission for resolution.
- c) Whilst the above procedure is being effected, work shall continue normally.



- d) All recommendations, orders and/or directions of the Industrial Relations Commission of New South Wales shall be strictly observed by all parties subject to the industrial rights of the parties.

12. CONSULTATIVE MECHANISM

The parties agree that a precondition for the effective operation of the Agreement is the establishment of consultative mechanisms with the Company. To this end, a Consultative Committee, comprising of Company appointed representatives and employee elected representatives shall be established and maintained. Officers of the Union shall have a standing invitation to attend any such meeting. The purpose of the Consultative Committee shall be to consult, develop, recommend and assist to implement strategies and measures designed to achieve the objectives outlined under Clause 4 of this Agreement.

Registered
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Industrial Registrar

13. HOURS OF WORK

The parties agree that the current working arrangements for hours of work provisions (including, but not limited to, the daily maximum ordinary hours, work cycles and the taking of meal breaks and rest periods) may be altered during the life of this Agreement following consultation and agreement between the Company and the majority of affected site personnel so as to provide greater flexibility and to meet project and/or shift work or operational requirements. The criteria that will be used in assessing the desirability of proposed changes to hours of work will include the impact on efficiency, operational and project requirements, productivity, quality and quality of life.

The parameters for ordinary hours for the purpose of this Agreement shall be an average of 38 hours per week and shall be between 6.00am and 6.00pm on any or all of the days Monday to Friday. The ordinary hours of work shall be worked continuously except for meal breaks. Different methods of implementation of the hours of work may be applied to various groups or sections of employees by agreement.

Staggered starting and finishing times may be introduced by agreement with employees at the site to help overcome any problems or potential delays. As a consequence, breaks taken during the course of the day shall also be staggered.

An employee's weekly ordinary hours of work can consist of both day work and shift work, provided that the appropriate shift allowance is paid for any shift work in accordance with sub clause 22.6 of the Parent Award.

Shift Work

The above flexible hours of work provision will also apply to shift work as defined by the Parent Award.

Rostered Days Off (RDO's)

The parties agree to increased flexibility with regard to the taking of RDO's. RDO's may be rescheduled or staggered over the work cycle rather than on industry RDO days.

By agreement between the Company and an employee, RDO's may be banked to a maximum of five (5). Records of each employee's RDO status will be kept by the Company and made available to the employee upon request.

Starting

Employees shall be at a nominated FFE gang box or site shed dressed and equipped and ready to commence work at the work start time.



14. WAGES

Wages rates for employees shall be as prescribed in Schedule A. These wage rates are effective from the dates specified in Schedule A.

These wage increases shall be in lieu of any other increases granted by the Industrial Relations Commission of New South Wales during the term of this Agreement except that should the Parent Award's all purpose hourly wages rates exceed the rates under this Agreement, employees shall be paid at the higher hourly rate.

Expense related allowances, with the exception of the excess fares allowance, will be paid in accordance with the Parent Award and varied as the Parent Award is varied.

15. PRODUCTIVITY ALLOWANCE

A productivity allowance per hour worked will be paid to employees engaged upon major construction work from the date of agreement. This allowance will not be subject to penalty addition and shall be in lieu of all or any Parent Award disability allowances, with the exception of the multi-storey allowance.

The productivity allowance shall be as prescribed in Schedule A.

Site / Project Allowances will be paid in addition where such an addition is either:

- a) Awarded by the Industrial Relations Commission; or
- b) Required by contract condition specified at the time of the tender. It is incumbent upon the Company to enquire of the head contractor / client at the time of the tender whether a site/project allowance is contractually required to be paid.

16. NO DISADVANTAGE

No employee shall suffer a reduction in pay as a result of the making of this Agreement. The components used to determine if any financial disadvantage has occurred are wage rates, productivity allowance and excess fares and travel time only. Site allowance, superannuation, redundancy and top-up / 24 hour employee insurance contributions will not form part of an employees income. Further, this assessment will be based on an ordinary 38 hour working week and no overtime shall be taken into account.



17. SUPERANNUATION

The Company will pay superannuation contributions into either the NESS Superannuation Scheme or the C+BUS Superannuation Fund for each employee. It is hereby agreed that either of these superannuation funds will be the sole fund utilised under this award. The contribution rate shall be as required by the Superannuation Guarantee Legislation, provided that the weekly minimum contribution for all employees, except apprentices and trainees, will be:

Upon agreement:	\$40.00 per week worked
From 1 st February 1998:	\$50.00 per week worked
From 30 th September 1998 :	\$60.00 per week worked.

All superannuation contributions will be paid monthly as required by the Trust Deed.

18. REDUNDANCY

Redundancy will be paid strictly according to the provisions of the Electrical Contracting Industry Redundancy and Technological Change (State) Award with the exception that this award shall apply notwithstanding that employment is terminated by the Company due to the ordinary and customary turnover of labour.

Upon agreement, the Company will make contributions to MERT on behalf of employees (other than apprentices and trainees) engaged upon construction work at the rate of \$41.60 per week worked and increasing to \$45.00 per week worked from 1st March 1998.

19. TOP-UP 24 HOUR INCOME ACCIDENT PROTECTION INSURANCE

It is a term of the Award the Company will pay Top-up/ 24 Hour Employee Insurance under the WageCover scheme or other Union agreed scheme from the date of agreement. Within one month of agreement, the Company will provide documentary evidence to the Union that the Company has taken out a policy with the relevant scheme.

20. CLOTHING

Employees after 152 hours employment with the Company will be supplied with:

- a) Two sets of shorts, overalls or trousers bib and brace, or any combination of clothing as agreed between the employees and the Company which shall be replaced on a fair wear and tear basis;
- b) Safety boots will be provided on commencement of employment and replaced on a fair wear and tear basis
- c) Uniform Order Forms for size and selection will be issued at end of August to Electricians. These are to be completed within two (2) weeks and returned to office. Orders will be filled by mid October.

A jumper, or in the case of employees engaged upon construction work, a bluey jacket, which shall be replaced on a fair wear and tear basis.

21. TRANSFER OF LABOUR

If a halt to productive work occurs which is not the fault or the responsibility of the Company, the parties agree that employees can be relocated to other unaffected areas to continue productive work or to other sites if work is available. Provided that employees will continue to be paid in accordance with this Award during such a temporary transfer.

22. SKILL DEVELOPMENT

The Company acknowledges the changing pace of technology in the electrical contracting industry and the need for employees to understand those changes and have the necessary skill requirements to keep the Company at the forefront of the industry.

The Parties to this Agreement recognise that in order to increase the efficiency, productivity and competitiveness of the /company, a commitment to training and skill development is required. Accordingly, the parties commit themselves to:



- a) Developing a more highly skilled and flexible workforce.
- b) Providing employees with career opportunities through appropriate training to acquire the additional skills as required by the Company.

Taking into account;

- The current and future skill needs of the Company.
- The size, structure and nature of the Company.
- The need to develop vocational skills relevant to the Company and the Electrical Contracting Industry.



23. WET WEATHER PROCEDURE - MAJOR CONSTRUCTION SITES

In the event of wet weather, work in the open will continue until the particular work in hand can no longer be done safely and efficiently.

Whilst it is raining, employees will be required to:

- Continue to work under cover or relocate to alternative work under cover, on site.
- Obtain materials and services for employees working under cover where there is only minimal exposure to inclement weather.
- When required, perform emergency and safety work. In addition, work on unexpected breakdowns which can be corrected in limited time duration.

Should a portion of the project be affected by wet weather, all other employees not so affected shall continue working in accordance with Agreement conditions, regardless that some employees may be entitled to cease work due to wet weather.

If a halt to productive work occurs due to inclement weather, the parties agree that employees may be relocated to other unaffected sites.

Where the above steps are not possible, affected employees may be required to attend tool box meetings, work planning sessions or skills development activities, all of which will count as productive time for payment purposes.

24. PAYMENT OF WAGES

Wages will be paid weekly by electronic funds transfer (EFT). The employer shall comply with all provisions in relation to the keeping of time and wage

records and production of payslips in accordance with the *Industrial Relations Act 1996*.

Each employee is responsible for the accurate and timely completion and provision of time sheets and production records.

25. FARES AND TRAVELLING ALLOWANCES

Employees will be paid an excess fares allowance as prescribed by Schedule A per day where they have an entitlement to this allowance under the Parent Award.

Where an employee has an entitlement to the average excess travelling time payment pursuant to subclause 4.4.2 of the Parent Award, the payment will be prescribed by Schedule A.

Both allowances are fixed for the life of the Agreement.

26. ETU PICNIC DAY

As per Parent Award



27. DISTANT / AWAY WORK

Where an employee volunteers to be temporarily transferred to a distant site, they shall not be entitled to living away allowances or travel expenses.

Where an employee is specifically requested to temporarily transfer to a distant site, they shall be entitled to living away allowances.

All arrangements regarding distant sites shall be formalised in writing and witnessed by another employee. The selection of employees for away work shall be solely at the discretion of the Company.

28. SUPPLEMENTARY LABOUR - MAJOR CONTRACTING

The parties agree that when necessary to meet the short term peak work in relation to major contracting as defined (Clause 3 Definitions), additional labour resources will be sourced from agreed bonafide Labour Hire Companies who meet as a minimum the wages and benefits of this agreement and have an enterprise agreement with the Union signatory to this agreement and / or from other companies who have an appropriate agreement with the Union.

29. GROUP TRAINING COMPANIES

The Company, when hiring apprentices or trainees from a Group Training Company shall advise the Group Training Company in writing before hiring that:

- they have an enterprise agreement with the Union; and
- the apprentices and trainees hired to the Company shall be paid at least the rates and conditions of this Agreement, and
- the Group Training Company shall be notified if a site allowance / project allowance is payable.

30 UNION DUES

The Company agrees to make payroll deductions at the request of the employee for Union dues during the life of the Agreement.



31. RENEWAL OF AGREEMENT

Discussions will take place no later than 8 weeks prior to the expiry of this Agreement to renegotiate a future Agreement.

SIGNATORIES

Signed for and on behalf of FFE Building Services Limited - Sydney
Fire Alarms (Major) Electrical Contracting Division.



Signature
Branch Manager
Fire Alarms, Sydney

A large, stylized handwritten signature in black ink.

Date: 30.07.98

GEFF MOORE

A handwritten signature in black ink, appearing to read "Paul Cook".

Signature
Industrial Relations Manager
FFE Building Services Limited

Date: 2/2/98

Signed for and on behalf of the Electrical Trades Union of Australia,
New South Wales Branch

A handwritten signature in black ink, appearing to read "W. Wooddidge".

Signature

Date: 6/2/98

FFE Building Services Sydney (Major) Contracting Agreement 1997 - 1999

SCHEDULE A



Rates applying from date of agreement
Effective date of Agreement - 1st November 1997

FFE GRADE	CLASSIFICATION	All-Purpose Hourly Rate \$	Productivity Allowance Per Hour Worked \$	Daily Average Excess Fares Allowance \$	Daily Average Excess Travel Time \$
1	Grade 4	13.55	1.90	14.15	10.84
2	Grade 5 Unlicensed 2	14.43	2.00	14.15	11.54
3	Grade 5 Qual Super	15.09	2.00	14.15	12.07
4	Grade 5 Licensed Leading Hand	15.98	2.00	14.15	12.07
5 (a)	Electrical Worker Electronics Certificate	16.94	2.00	14.15	13.55
5 (b)	Electrical Worker Electronics Certificate	17.35	2.00	14.15	13.88

* Existing employees will maintain "Status" of current EBA classifications, however, will move to new rates as per this EBA "1997 - 1999".

* New employees will be classified in accordance with the above classification structure and will receive the appropriate rate of pay as per Schedule A.

APPRENTICES					
Indentured 1 st Year	Indentured 1 st Year	5.82	0.50	10.75	4.66
Indentured 2 nd Year	Indentured 2 nd Year	7.69	0.75	12.00	6.15
Indentured 3 rd Year	Indentured 3 rd Year	10.67	1.40	13.00	8.54
Indentured 4 th Year	Indentured 4 th Year	12.18	1.90	13.90	9.74

Rates applying on and from 1st February 1998

FFE GRADE	CLASSIFICATION	All-Purpose Hourly Rate \$	Productivity Allowance Per Hour Worked \$	Daily Average Excess Fares Allowance \$	Daily Average Excess Travel Time \$
1	Grade 4	15.09	1.90	8.00	11.40
2	Grade 5 Unlicensed	16.07	2.00	8.00	12.00
3	Grade 5 Qual Super	16.80	2.00	8.00	12.00
4	Grade 5 Lic L/Hand	17.79	2.00	8.00	12.00
5 (a)	Electrical Worker Electronics Certificate	18.85	2.00	8.00	12.00
5 (b)	Electrical Worker Electronics Certificate	19.32	2.00	8.00	12.00
APPRENTICES					
Indentured 1 st Year	Indentured 1 st Year	6.48	0.50	8.00	4.84
Indentured 2 nd Year	Indentured 2 nd Year	8.56	0.75	8.00	6.37
Indentured 3 rd Year	Indentured 3 rd Year	11.88	1.40	8.00	8.88
Indentured 4 th Year	Indentured 4 th Year	13.56	1.90	8.00	10.13

Rates applying on and from 1 August 1998

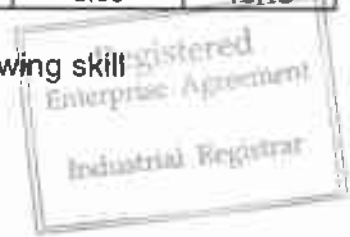
FFE GRADE	CLASSIFICATION	All-Purpose Hourly Rate \$	Productivity Allowance Per Hour Worked \$	Daily Average Excess Fares Allowance \$	Daily Average Excess Travel Time \$
1	Grade 4	15.72	1.90	8.00	11.40
2	Grade 5 Unlicensed	16.74	2.00	8.00	12.00
3	Grade 5 Qual Super	17.50	2.00	8.00	12.00
4	Grade 5 Licensed Leading Hand	18.53	2.00	8.00	12.00
5 (a)	Electrical Worker Electronics Certificate	19.64	2.00	8.00	12.00
5 (b)	Electrical Worker Electronics Certificate	20.12	2.00	8.00	12.00
APPRENTICES					
Indentured 1 st Year	Indentured 1 st Year	6.75	0.50	8.00	4.84
Indentured 2 nd Year	Indentured 2 nd Year	8.92	0.75	8.00	6.37
Indentured 3 rd Year	Indentured 3 rd Year	12.37	1.40	8.00	8.88
Indentured 4 th Year	Indentured 4 th Year	14.12	1.90	8.00	10.13

Rates applying on and from 1st February 1999

FFE GRADE	CLASSIFICATION	All-Purpose Hourly Rate \$	Productivity Allowance Per Hour Worked \$	Daily Average Excess Fares Allowance \$	Daily Average Excess Travel Time \$
1	Grade 4	17.06	1.90	8.00	11.40
2	Grade 5 Unlicensed	18.17	2.00	8.00	12.00
3	Grade 5 Qual Super	19.00	2.00	8.00	12.00
4	Grade 5 Lic L/Hand 4	20.12	2.00	8.00	12.00
5 (a)	Electrical Worker Electronics Certificate	21.33	2.00	8.00	12.00
5 (b)	Electrical Worker Electronics Certificate	21.85	2.00	8.00	12.00
APPRENTICES					
Indentured 1 st Year	Indentured 1 st Year	7.33	0.50	8.00	4.84
Indentured 2 nd Year	Indentured 2 nd Year	9.68	0.75	8.00	6.37
Indentured 3 rd Year	Indentured 3 rd Year	13.43	1.40	8.00	8.88
Indentured 4 th Year	Indentured 4 th Year	15.33	1.90	8.00	10.13

It is proposed that these classifications be supported by the following skill requirements:

- Grade 1 Trades Assistant to Electrical Worker
- Grade 2 An unlicensed electrical worker
- Grade 3 A licensed electrician who holds a supervisory certificate, demonstrates an awareness of EH&S policies and procedures, is able to complete all necessary quality assurance documentation and liaise with project engineer.
- Grade 4 As per Grade 3 plus team leader able to supervise a team of electrical workers and apprentices.
- Grade 5 (a) As per Grade 3 plus an Electronics Certificate or Grade 1 or 2 plus an Industrial Electronics Certificate or Electrical Engineering Certificate. In addition suitable experience in the Fire Industry inclusive of:
- Commissioning of Intelligent Fire Alarm and Evacuation Systems
 - Fault finding and repair of Intelligent Fire Alarm and Evacuation Systems
 - System / configuration software programming and amending changes to Intelligent Fire Alarm and Evacuation Systems.
 - Understanding and application of appropriate Australian Standards eg: AS1603.4, AS1670, AS2220 (parts 1 and 2), AS3000, AS1668 and BCA.
- Grade 5 (b) As per Grade 3 plus a minimum of 2 x relevant post trade Electronic or Electrical certificates and extensive proven Fire Industry experience as per 5 (a) plus Air Conditioning Mechanical Control understanding.



SCHEDULE B

Listed below is the minimum level of tools required to be carried onto all FFE Building project / job sites:

- Tool Box
- Insulated Screw Driver Set
- Terminal Screw Driver
- Claw Hammer
- Multimeter- Digital or equivalent
- Hit Gun
- Engineer's File
- Hack Saw and Hacksaw Blade Holder
- Cable Stripper
- Conduit Cutters
- Combination Pliers - (Crescent or similar))
- Long Nose Pliers) Insulated
- Side Cutters)
- 8" Shifting Spanner
- Multigrips
- 6 metre Tape Measure
- Chalk Line
- Fluid Level



Note 1: Any losses reported immediately

Note 2: The above tool list is applicable to all Grades 1 - 5 inclusive

Note 3: All electrical workers must carry, in the course of their work, Hard Hat and Safety Shoes / Boots. Refusal onto sites due to the absence of items in Note 3 shall result in loss of pay to those hours missed in a day / period.

Performance and development review HY110280

Schedule C

Family Name		First Name	
Current Position		Business Unit	
Location		Length of time in current position	
Date of Review		Date of next review	
Qualifications			

Registered
Enterprise Agreement
Industrial Register

1. KNOWLEDGE OF JOB : Consider the employee's knowledge of his/her immediately related duties, having regard to employee's relevant experience.	
Comments:	Above Requirements <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Below Requirements <input type="checkbox"/>

2. QUANTITY & QUALITY OF WORK : Consider the quantity and the quality of and results produced by the employee in the light of the employees knowledge and experience.	
Comments:	Above Requirements <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Below Requirements <input type="checkbox"/>

3. INTERPERSONAL / COMMUNICATION / TEAM SKILLS : Consider how effectively the employee interacts and communicates at work, handles conflict, works as a team member etc.	
Comments:	Above Requirements <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Below Requirements <input type="checkbox"/>

4. ORGANISING AND PLANNING : Consider the effectiveness displayed by the employee in carrying out their own work, planning of work and where applicable, in delegating and organising the work of others.	
Comments:	Above Requirements <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Below Requirements <input type="checkbox"/>

Performance and development review

HY110280

Schedule C

5. PROBLEM SOLVING : Considering the employee's ability to effectively solve problems using available resources.	
Comments:	Above Requirements <input type="checkbox"/>
	Meets Requirements <input type="checkbox"/>
	Below Requirements <input type="checkbox"/>

6. EH&S : Comment on awareness and application of EH&S practice.	
Comments:	Above Requirements <input type="checkbox"/>
	Meets Requirements <input type="checkbox"/>
	Below Requirements <input type="checkbox"/>

7. CUSTOMER CARE : Comment on the commitment to external and internal customer satisfaction, personal presentation, care of Company vehicles and property.	
Comments:	Above Requirements <input type="checkbox"/>
	Meets Requirements <input type="checkbox"/>
	Below Requirements <input type="checkbox"/>

8. POLICIES, PROCEDURES and DOCUMENTATION COMPLIANCE : Comment on the employee's demonstrated compliance to Company policies, procedures and completion of required documentation associated with policies and procedures.	
Comments:	Above Requirements <input type="checkbox"/>
	Meets Requirements <input type="checkbox"/>
	Below Requirements <input type="checkbox"/>

9. LEADERSHIP : Comment on the employees demonstrated and potential leadership skills.	
Comments:	Above Requirements <input type="checkbox"/>
	Meets Requirements <input type="checkbox"/>
	Below Requirements <input type="checkbox"/>

10. OBJECTIVES / CRITICAL TASKS (where applicable)

**Performance and development review
HY110280**

Schedule C

14. TRAINING AND DEVELOPMENT	
Training undertaken during past period:	
Agreed Training Plans	

Registered
Employee Assessment
Manual Required

15. CAREER ASPIRATIONS

16. MANAGER'S COMMENTS

17. EMPLOYEE'S COMMENTS

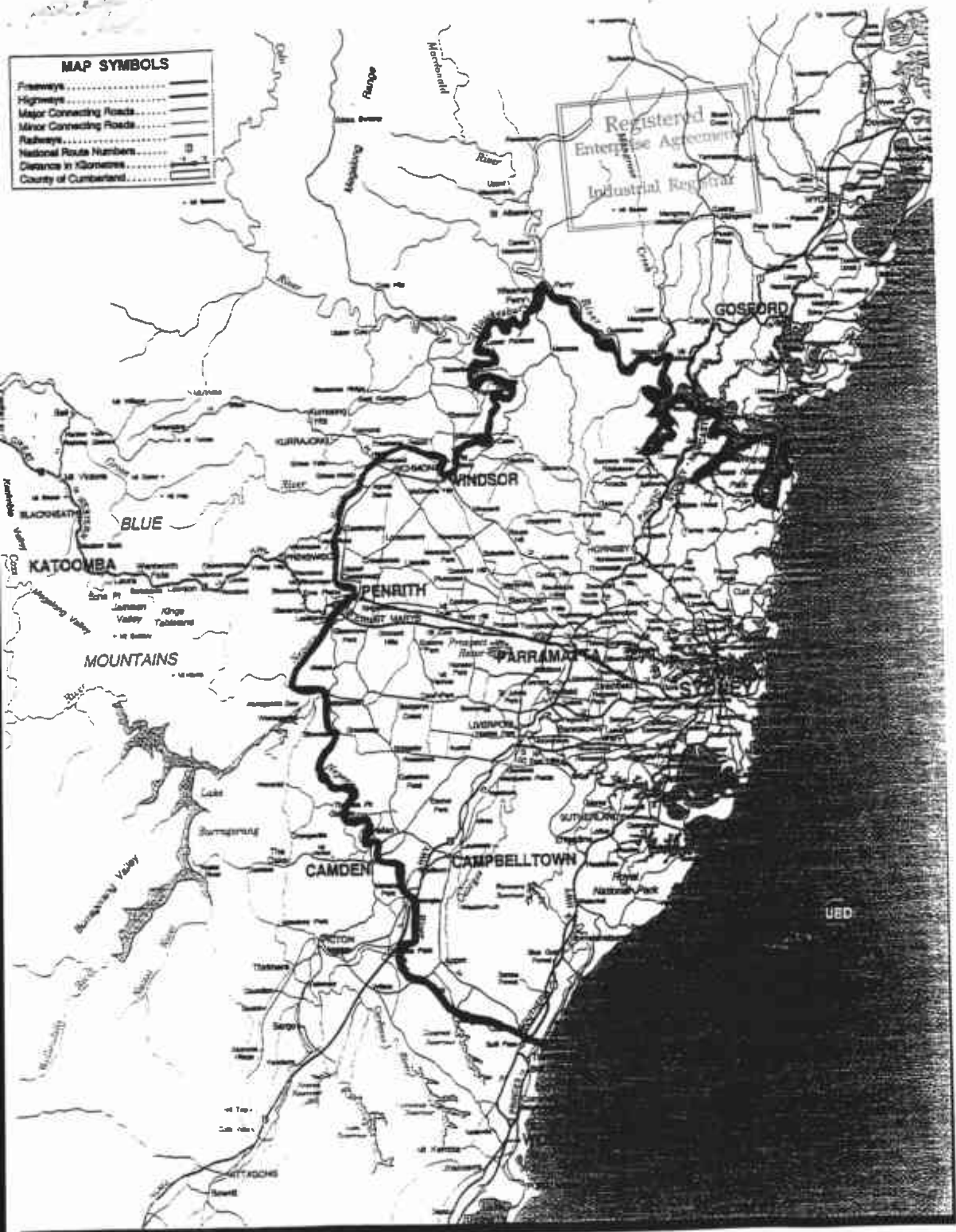
SIGNATURES:

POSITION	PRINT NAME	SIGNATURE	DATE
Employee being reviewed			
Reviewer			
Manager of Reviewer			
Human Resources			

PLEASE FORWARD A COPY TO HUMAN RESOURCES DEPARTMENT AT 17-19 ORION ROAD, LANE COVE NSW 2006

MAP SYMBOLS

- Freeways
- Highways
- Major Connecting Roads
- Minor Connecting Roads
- Railways
- National Route Numbers
- Distance in Kilometres
- County of Cumberland



UBD