

ENTERPRISE AGREEMENT

NO: E.A. 169 /1994

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PRICE: \$ 44-00.

**GOVERNMENT PRICING TRIBUNAL
ENTERPRISE AGREEMENT**

1.

Arrangement

2. Definitions
3. Parties to the Agreement
4. Title of the Agreement
5. Intention
6. Period of Operation
7. Salaries
8. Appointment
9. Salary Progression
10. Salary Adjustment
11. Hours
12. Overtime
13. Meal Allowances
14. Higher Duties Allowance
15. Travel Allowances
16. First Aid Equipment
17. Adjustment of Allowances
18. Public Holidays
19. Annual Leave
20. Annual Leave Loading
21. Sick Leave
22. Short Leave
23. Leave Without Pay
24. Long Service Leave
25. Maternity Leave
26. Paternity Leave
27. Training and Development
28. Study Time
29. Part-time Work
30. Work from Home
31. Termination of Employment
32. Consultation
33. Grievance and Disputes Procedure
34. Declaration

Appendix 1 Transitional Arrangements

Appendix 2 Trades and Occupations

2.

Definitions

"Chairperson" means the Chairperson of the Government Pricing Tribunal.

"Nominee" means a person who has been delegated some particular power(s) of the Chairperson.

"Staff" means and includes all persons who are from time to time permanently or temporarily employed under section 8(2) of the Government Pricing Tribunal Act 1992, in one of the trades or occupations listed in Appendix 2. Senior Executives are not staff for the purpose of this Agreement.

"Tribunal" means the Government Pricing Tribunal.

3.

Parties to the Agreement

This Enterprise Agreement, made pursuant to the provisions of sections 115-145 of the Industrial Relations Act 1991, was entered into between:

- * The Government Pricing Tribunal, a statutory authority constituted under the Government Pricing Tribunal Act 1992;
- and
- * The staff of the Government Pricing Tribunal.

4.

Title of the Agreement

This Agreement will be known as the Government Pricing Tribunal Enterprise Agreement.

5.

Intention

(i) The purpose of this Agreement is to regulate the salaries and conditions of employment of Government Pricing Tribunal staff.

(ii) The parties agree to work cooperatively to ensure that this Agreement enables:

- (a) The staff to adequately meet corporate performance indicator targets: demonstrated by the provision of advice, draft reports and briefing papers which are acceptable to the Tribunal and which are provided in a timely manner. Target: 90%, excluding circumstances where external factors take this beyond the control of the staff.

- (b) The Tribunal to reduce its use of consultants for core work by 15% at 1 July 1994 and by 30% at 1 July 1995. Reductions (or increases) will be measured by reference to the number of consultant days used by the Tribunal for core work during the financial year 1992/93. For the purpose of this clause, "core work" is defined as the preparation of Determinations under section 11(1)(a) of the Government Pricing Tribunal Act 1992.
- (c) The implementation of performance management to the stage where all employees are operating under the system within 12 months of the registration of this Agreement.
- (d) The parties to develop more efficient work systems and practices.
- (e) The implementation of the ASSIST database system by 30 June 1994.
- (f) The staff to develop enhanced keyboard skills and further skills in the use of computer software that is used by the Tribunal.

6. Period of Operation

- (i) The term of this Agreement will be from the date of registration until 30 June 1996.
- (ii) This Agreement can only be terminated at or after 30 June 1996 by one of the parties giving at least 3 months' notice of intention to terminate to the other party.

7. Salaries

- (i) The salary ranges prescribed by this Agreement are as follows:

Level	Salary Range
1	\$20,000 to \$35,000
2	\$30,000 to \$45,000
3	\$40,000 to \$55,000
4	\$56,000 to \$70,000

(ii) Each member of staff will be paid a salary which falls within the salary range for the position to which they are appointed. Staff may also have access to incremental progression within the salary range.

(iii) No staff member will be paid a salary which is less than what they would have received under any appropriate award.

8.

Appointment

(i) The Chairperson or nominee may appoint a person to any salary which is within the salary range. In determining commencing salary regard will be had to:

- (a) the person's skills experience and qualifications;
- (b) the rate required to attract the person; and
- (c) the remuneration of existing staff performing similar work.

(ii) On appointment a staff member will be advised of his/her commencing salary rate and of any salary increments to which he/she may have access.

(iii) Transitional arrangements for existing staff are contained in Appendix 1. Each staff member will be advised separately of his/her transitional salary and of any future salary increments.

9.

Salary Progression

(i) The parties to this Agreement are committed to the introduction of a performance management system within twelve months of the registration of this Agreement. The system will link the work undertaken by staff to the Tribunal's corporate objectives and will provide a mechanism to assess the performance of staff.

(ii) The performance management system will be used to assess whether staff are eligible for progression to higher salary increments. The salary of each member of staff will be reviewed annually, unless the staff member has reached the maximum of his/her salary increments.

10.

Salary Adjustment

The salary ranges and salaries paid to all staff are to be increased by 3% from the first pay period to commence on or after 1 November 1994 and by a further 3% from the first pay period on or after 1 July 1995.

Part 1 - Staff, Levels 1-3

(i) The business hours of the Tribunal are from 8.45am to 5.15pm Monday to Friday. The hours of work for staff will be arranged to ensure that an adequate level of service is maintained during business hours.

(ii) The ordinary hours of work for staff are 140 per 4 week settlement period.

Hours will be worked under the following flexible hours arrangements:

(iii) Hours may be worked from Monday to Friday between 7.30am and 6.00pm. Time will not be credited for work performed outside this bandwidth.

(iv) Staff must work core time hours between 9.30am and 12.00pm and between 2.30pm and 3.30pm.

(v) If staff commence duty after the commencement of core time they must apply for an appropriate amount of annual leave (minimum of a ¼ day). If staff have no annual leave they must apply for leave without pay (minimum of a ¼ day).

(vi) Staff must take a lunch break of at least 30 minutes, however staff may take a break of up to 2½ hours. Staff may only take a lunch break of more than 1 hour with the approval of their supervisor.

(vii) Generally an individual may select start and finishing times.

(viii) Where it is necessary, the Chairperson or nominee may direct staff to work for 7 hours on a particular day and also direct staff to start and finish at particular times within the bandwidth on that day.

(ix) Staff may accumulate credit hours in excess of 7 per day, where work is available which can be performed conveniently.

(x) Generally a staff member may, with the approval of his/her supervisor, take 7 hours of flexileave in any settlement period. Such flexileave may be taken as either 1 day or 2 half days during a settlement period.

(xi) A half day may only be taken off either before 3½ hours are worked during the bandwidth or after 3½ hours are worked during the bandwidth.

(xii) During peak work load periods it may not be possible to take flexileave and so staff may carry forward to the next settlement period credit hours worked. This will allow a maximum of 14 hours flexileave to be taken in the next settlement period either as 2 days or 4 half days or a combination of 1 day and 2 half days.

(xiii) At the end of a settlement period 10 hours may be carried forward to the next period or 15 hours where it has not been possible to take flexileave due to peak work load demands. At the end of a settlement period, hours in excess of the 10 or 15 carried forward, are to be banked by each individual.

(xiv) At the end of the settlement period, where a staff member is in debit by more than 10 hours, a debit is to be charged against annual leave or where there is no annual leave to credit leave without pay is to be taken.

(xv) Each individual will have a bank of excess hours worked which is to accumulate over the period 1 December to 30 November. As at 30 November the bank of hours for each individual over the past year will be tallied for the purpose of establishing additional flexileave entitlements as follows:

Excess hours	Additional Flexileave
7 - 14	1 day
15 - 28	2 days
29 - 56	3 days
57 and above	4 days

(xvi) Additional flexileave must be taken with other forms of leave to allow at least 5 consecutive working days off duty. Additional flexileave is not payable on termination. There is no entitlement for part years worked. It must be taken within twelve months of entitlement or otherwise it will be forfeited.

(xvii) Flexileave may be taken before or after a period of annual leave but may not be taken during a period of annual leave.

(xviii) A staff member must have the approval of his/her supervisor prior to taking flexileave. The supervisor may refuse any request for flexileave.

(xix) The Chairperson or nominee may direct a staff member to work under a standard hours arrangement (7 hours per day with established commencing and finishing times) where it is evident that the staff member is not observing the hours arrangements established under this Agreement or any associated administrative instructions.

(xx) Where a staff member gives notice of resignation or retirement the staff member should take all reasonable steps to eliminate any additional flexileave or credit or debit hours. No compensation will be paid for any additional flexileave or credit hours on the last day of service. Where a staff member has accumulated debit hours at the completion of the last day of service any monies owing shall be debited accordingly by the forfeiture of annual leave. If the staff member has no annual leave to credit at last day of service, salary will be adjusted accordingly.

Part 2 - Level 4 Staff

- (i) The ordinary hours of work are 35 hours per week averaged over 52 weeks.
- (ii) The total work hours are as required to perform the work, subject to:
 - (a) usually not more than 10 hours being worked in one day; and
 - (b) hours usually being worked from Monday to Friday.
- (iii) If a staff member works for an extended period, then after completing the work and with his/her supervisor's approval, the staff member may take an appropriate period of time off.

12

Overtime

- (i) This clause shall not apply to Level 4 staff.
- (ii) Staff will be entitled to payment of overtime, where they are directed to work hours which fall outside the bandwidth.
- (iii) Overtime will be paid at the following rates:
 - (a) overtime worked from Monday to Saturday will be paid for at the rate of time and a half for the first two hours and double time for all hours worked thereafter;
 - (b) all overtime worked on a Sunday will be paid for at the rate of double time;
 - (c) all overtime worked on a Public Holiday - Monday to Friday will be paid for at time and one half additional to normal pay for up to 7 hours worked within the bandwidth; hours worked in excess of 7 or outside of the bandwidth will be paid at double time and one half; and
 - (d) all overtime worked on a Public Holiday - Saturday and Sunday will be paid at double time and one half.
- (iv) With the approval of the Chairperson or nominee staff may elect to take time off in lieu of overtime. Such time off is to be taken within 3 months.

13.

Meal Allowances

Staff who properly and reasonably incur expenses in obtaining a meal will be paid the following allowances:

- (a) an allowance of \$8.60 for breakfast, when required to commence work at or before 6.00am;
- (b) an allowance of \$16.40 for an evening meal, when required to work beyond 6.00pm;
- (c) an allowance of \$11.10 for lunch on any Saturday, Sunday or Public Holiday, when required to work beyond 2.00pm.

14.

Higher Duties Allowance

(i) Staff who are directed to perform the duties of a higher position for at least 5 consecutive working days will be paid an allowance.

(ii) In each instance, the amount of the allowance will be determined by the Chairperson or nominee.

15.

Travel Allowances

Staff who undertake approved travel are entitled to payment of a travel allowance to cover the costs of accommodation, meals and incidentals as follows:

(i) For approved travel involving an overnight stay:

Capital Cities and Canberra	\$153.75 per day
Elsewhere	\$109.50 per day

or reasonable actual necessary expenditure for meals and accommodation together with incidental expenses for Capital Cities and Canberra of \$6.40 per day and elsewhere of \$8.00 per day.

(ii) For approved travel involving an overnight stay when accommodation is provided free of charge:

expenses reasonably incurred and paid a daily allowance of

Capital Cities and Canberra	\$6.40 per day
Elsewhere	\$8.00 per day

(iii) For approved travel involving no overnight stay:

Meals

Breakfast	\$8.60 when required to commence travel before 6.00am.
Lunch	\$11.15 or the additional expense, whichever is the lesser, when staff are unavoidably put to additional expense.
Dinner	\$20.25 when required to work or travel beyond 6.30pm.

(iv) For overseas travel regard will be had to current practice from time to time in the NSW public sector.

16. First Aid Equipment

(i) An adequate first aid outfit will be provided, maintained and placed under the control of a staff member possessing the necessary first aid qualifications.

(ii) The staff member so appointed will be paid an allowance at the rate of \$363 per annum.

17. Adjustment of Allowances

The travel allowances, meal allowances and first aid allowance may be adjusted by the Chairperson or nominee from time to time.

18. Public Holidays

Staff are entitled to the following public holidays: New Years Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Bank Holiday, Labour Day, Christmas Day, Boxing Day, and any other proclaimed holiday for NSW. Provided that Bank Holiday will be taken as an additional day of leave between Boxing Day and New Years Day.

19. Annual Leave

(i) Staff are entitled to annual leave of twenty working days per annum.

(ii) Annual leave accrues at the rate of 1 2/3 days per month.

(iii) Subject to the provisions of the Annual Holidays Act 1944, staff may accrue up to 40 working days annual leave and any annual leave accrued beyond 40 working days will be forfeited. However, where owing to work commitments, a staff member is not able to take annual leave applied for, the Chairperson or nominee may approve accumulation of annual leave to 55 days.

(iv) Subject to the provisions of the Annual Holidays Act 1944, upon resignation, retirement or termination of services a staff member who has acquired a right to annual leave is entitled to be paid the monetary value of that leave.

(v) Where a staff member who has acquired a right to annual leave dies, an appropriate relative of the staff member or if no appropriate relative the deceased estate, is entitled to receive the monetary value of the leave due.

(vi) Temporary staff engaged for up to 3 months are to be paid 4/48ths in lieu of annual leave.

20. Annual Leave Loading

(i) Staff are entitled to payment of an annual leave loading of 17½% of the monetary value of up to four weeks annual leave accrued in a leave year, subject to the provisions below.

(ii) For the purposes of calculating the annual leave loading the leave year commences on 1 December of each year and ends on the 30 November the following year.

(iii) Payment of annual leave loading will not be made on any annual leave taken in the first leave year of a staff member's employment (date of employment to the following 30 November). The loading on leave accrued in the staff member's first leave year of employment will be paid during the second leave year of employment.

(iv) Annual leave loading is paid on the first occasion in a leave year, other than the first leave year, when a staff member takes at least two consecutive weeks of leave for recreation purposes. Such leave may be a combination of annual leave and any of the following: public holidays; extended leave; and leave without pay.

(v) If a staff member has not taken such a period of leave by 30 November each year, that staff member is to be paid the monetary value of that annual leave loading based on leave accrued as at 30 November of the previous leave year.

(vi) Annual leave loading will only be paid upon retirement or termination by the employer for any reason other than misconduct, when the loading would have been due had the staff member proceeded on two consecutive weeks leave.

(vii) Annual leave loading is not to be paid where a staff member resigns or is dismissed for misconduct. Where a staff member resigns during a period of annual leave and does not resume duty after the leave, the staff member must repay any leave loading paid.

21.

Sick Leave

(i) Staff are entitled to 15 working days paid sick leave per calendar year. The full annual entitlement is available from 1 January each year.

(ii) Unused entitlements are fully cumulative.

(iii) Staff who first commence working with the Tribunal after 1 January will have their annual grant reduced proportionately by applying the following formula:

number of whole months remaining in year \div 12 \times annual entitlement

(iv) Staff who are absent from duty because of illness or incapacity should report the absence not later than 1 hour after their normal commencing time.

(v) Staff who are absent for four consecutive days or more on account of illness will be required to produce a medical certificate in support of an application for sick leave. However, staff may be required to produce a medical certificate for absences of less than four days if required and duly notified by the Chairperson or nominee.

(vi) In exceptional circumstances the Chairperson or nominee may grant staff additional sick leave or allow the leave to be taken on a half pay basis, including leave to be taken on half pay during extended periods of absence.

22.

Short Leave

The Chairperson or nominee may, at his/her discretion, in the case of urgent and pressing necessity grant a staff member short leave as follows:

- (a) during the first 12 months service, 2½ working days; or
- (b) after completion of 12 months service, 5 working days in any period of two years; or
- (c) the period calculated by allowing 1 day for each completed year of service and then deducting any short leave previously granted to the staff member;

whichever is the greater.

23.

Leave Without Pay

The Chairperson or nominee may grant leave without pay in appropriate circumstances. Once leave without pay is commenced it will continue until resumption of duty.

24.

Long Service Leave

(i) Staff are entitled to credits for long service leave after completion of service as set out below:

- (a) after 10 years service to 44 working days; and
- (b) for service beyond 10 years to leave based on 0.2108 working days accrued per week (0.0422 per working day) for service after 10 years.

(ii) Long service leave may only be taken at times mutually agreed between staff and the Chairperson or nominee. A minimum of 1/2 a day of long service leave is to be taken at any one time.

(iii) Staff who have acquired long service leave will upon the termination of their services be paid in lieu of such leave the money value thereof.

(iv) Where a member of staff has accrued long service leave and dies, an appropriate relative or if no appropriate relative the deceased estate, is entitled to receive the monetary value of the leave not taken or not completed, computed at the rate of salary the staff member received at the time of death.

(v) If the services of a staff member with at least 5 years service and less than 10 years service are terminated by either the Tribunal for any reason other than for serious and intentional misconduct, or by the staff member on account of illness, incapacity or domestic or other pressing necessity, the staff member is entitled to:

- (a) for 5 years service to leave of 22 working days; and
- (b) for service after 5 years, to additional leave based on 0.0843 working days accrued per week (0.0169 per working day) for service after 5 years.

25.

Maternity Leave

(i) All female staff, excluding casual employees, shall be entitled to unpaid maternity leave of:

- (a) up to 9 weeks before the expected date of birth of the child; and
- (b) up to 12 months after the actual date of birth of the child.

(ii) A female staff member who prior to the expected date of birth has completed 40 weeks continuous service will be eligible for up to 9 weeks leave on full pay from the date maternity leave commences.

(iii) Payment for the 9 weeks may be made as follows:

- (a) in advance in a lump sum; or
- (b) on a normal fortnightly basis; or
- (c) at the rate of half pay over 18 weeks on a regular fortnightly basis; or
- (d) a combination of (b) and (c).

(iv) A female staff member will formally notify the Chairperson or nominee in writing not less than 4 weeks before the expected date of birth of:

- (a) the intention to proceed on maternity leave and date on which maternity leave is intended to commence; and
- (b) the expected date of birth certified by a medical practitioner; and
- (c) whether any maternity leave will be taken on a part-time basis and the period of leave to be taken.

(v) After commencing maternity leave a female staff member may vary the period of leave or any part-time arrangement:

- (a) once without the consent of the Chairperson or nominee; and
- (b) any number of times with the consent of the Chairperson or nominee.

Generally, a minimum of 14 days of notice of any variation must be given.

(vi) Maternity leave may be taken as follows:

- (a) full-time up to a maximum of 12 months from the date of birth; or
- (b) part-time up to a maximum of 2 years from the date of birth, subject to the convenience of the Tribunal; or
- (c) a combination of (a) and (b) provided that less than 12 months maternity leave on a full-time basis is taken and that the balance taken part-time, will conclude before the child's second birthday.

(vii) Where other paid leave is combined with maternity leave, such combined leave is to be completed before the child's second birthday.

(viii) As soon as practicable after having the baby, a female staff member will advise the Chairperson or nominee in writing of the baby's date of birth.

(ix) A female staff member who returns to work after maternity leave has a right to return to her former position regardless of whether the maternity leave was taken on a full-time or part-time basis. The right of return to the former position is forfeited when the staff member does not resume duty at the expiration of 12 months leave (or its part-time equivalent) from the date of birth of the child.

(x) A female staff member who has returned to full-time duty after less than her full entitlement to maternity leave, shall be entitled to revert to maternity leave either on a full-time or part-time basis if she so elects. This election may be exercised only once and a minimum of 4 weeks notice of her intention to resume maternity leave must be given. However, full-time maternity leave must still be completed before the child's first birthday or part-time maternity leave before the child's second birthday.

26. Paternity Leave

(i) Staff are entitled to paternity leave as follows:

- (a) 1 week of unpaid leave from the date of birth of the child; and
- (b) with the consent of the Chairperson or nominee, where the staff member is to be the primary care-giver:
 - (i) up to 51 weeks unpaid leave on a full time basis; or
 - (ii) up to a maximum of 103 weeks unpaid leave on a part time basis; or
 - (iii) a combination of full time and part time leave provided that the period of leave taken does not exceed the equivalent of 12 months full time leave.

27. Training and Development

(i) The parties confirm a commitment to training and skill development for staff of the Tribunal.

(ii) Where a staff member undertakes part-time study or training which is approved by the Chairperson or nominee as relevant to the Tribunal's operations, the Tribunal may reimburse all or part of the HECS or fees and/or other course charges.

(iii) When determining the amount of the HECS or fees and/or other course charges that will be reimbursed, the Chairperson or nominee will consider the following:

(a) the skill requirements of the Tribunal;

(b) whether or not the expenditure is justified in terms of the Tribunal's objectives and targets; and

(c) the availability of funds.

(iv) Reimbursement of HECS or fees will be made on production of evidence of such expenditure and will be subject to satisfactory completion of the course or stage.

(v) To be eligible for reimbursement of HECS or fees the staff member must have been employed by the Tribunal for the majority of the academic period in question and be employed at the date the application for reimbursement is made.

(vi) The decision as to whether or not HECS or fees is to be reimbursed, and the decision as to whether to reimburse all or part of the HECS or fees, is entirely at the discretion of the Chairperson or nominee.

28. Study Time

The Chairperson or nominee may grant study time to staff. The decision as to whether or not study time should be granted is at the discretion of the Chairperson or nominee.

29. Part-time Work

Staff who are engaged on a part-time basis will be granted leave and other entitlements on a pro-rata basis.

30. Work from Home

(i) With the approval of the Chairperson or nominee, staff may work from home.

(ii) Working from home is to be used particularly in cases where a family member requires care or where a project or report requires urgent completion and this would be assisted by working from home.

(iii) Generally, working from home will only be approved when:

- (a) appropriate work is available that can be done at home without supervision and without liaison with other staff;
- (b) the absence does not adversely affect the performance of the work group or the provision of necessary support services to others;
- (c) the home environment or circumstances will not prevent staff from completing an amount of work equivalent to what would normally be completed in the office environment; and
- (d) staff are available for telephone consultation and where possible available to return to the office at short notice.

(iv) Where possible portable computing equipment will be provided to staff to enable them to work at home.

31. Termination of Employment

(i) Two weeks notice or payment in lieu of notice applies to permanent and temporary staff.

(ii) However, in cases of serious or wilful misconduct the Chairperson or nominee may waive notice and no payment in lieu will be due to the staff member.

32. Consultation

(i) The parties agree to continued consultation to ensure that the implementation of this Agreement realises improvements in service delivery, productivity, efficiency and job satisfaction.

(ii) The parties will meet as necessary to resolve any difficulties which may arise with the implementation or operation of this Agreement and to discuss possible future improvements.

(iii) The parties will begin negotiating a new Agreement no later than 1 January 1996.

(i) When any grievance or dispute arises at the workplace the staff concerned will take the matter up with their immediate supervisor. The supervisor is to be given the opportunity to investigate the matter and provide a response to the dispute or grievance. The supervisor will advise the staff concerned of the time by which a response will be provided.

(ii) If the grievance or dispute is not resolved between the staff and their immediate supervisor, or where the matter is of such a nature that direct discussion between the staff and their supervisor would not be appropriate, the staff shall notify a suitable staff representative who shall then take the matter up with the Chairperson or nominee.

(iii) If the grievance or dispute remains unresolved the parties agree that it may be referred to an appropriate independent arbitrator or mediator, or to the Industrial Relations Commission.

(iv) Nothing contained in these procedures will preclude the parties from entering into direct negotiations on any matter.

(v) Whilst these procedures or negotiations are continuing no stoppage of work or any other form of limitation of work shall be applied.

(vi) The parties reserve the right to vary this procedure where it is considered that a safety factor is involved.

34.

Declaration

The parties to this Agreement declare that this Agreement is the outcome of negotiations freely entered into by the parties and that this Agreement was not signed by either party under duress.

This Agreement is made at Sydney on the ^{18th} day of *MARCH* 1994.

Signed for and on behalf of the Government Pricing Tribunal by:

Professor T G Parry, Chairperson, Government Pricing Tribunal.

Signed by the staff of the Government Pricing Tribunal:

Arthur Begetis,
Project Officer

A. Begetis
.....
[Signature]
.....
Witness

Stephanie Biesaga,
Graduate Assistant

Stephanie Biesaga
.....
[Signature]
.....
Witness

Elsie Choy,
Senior Financial Analyst

Elsie Choy
.....
[Signature]
.....
Witness

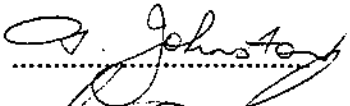

Judith Greenwell,
Executive Assistant

Judith Greenwell
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Witness

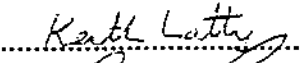

Linda Hoskings,
Database Clerk

L. Hoskings
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Witness

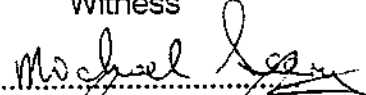

Gail Johnston,
Administrative Officer


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Witness

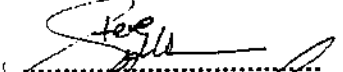
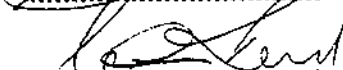
Keith Latty,
Economist


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Witness

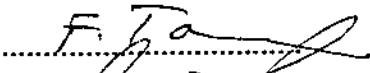
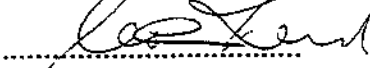
Michael Seery,
Senior Economist


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Witness

Stephen Sullivan,
Financial Analyst


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Fiona Towers,
Senior Economist


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(i) The provisions of this appendix shall only apply to staff who were employed by the Tribunal prior to the registration of this Agreement.

Position Title	Current Equivalent	New Grade
Clerical Officer	A&C Grade 1	1
Database Clerk	A&C Grade 1/2	1
Graduate Assistant	A&C Grade 1/2	1
Executive Assistant	A&C Grade 3/4	2
Project Officer	A&C Grade 4/5	2
Administrative Officer	A&C Grade 5/6	2
Financial Analyst	A&C Grade 7/8	2
Financial Analyst	A&C Grade 9/10	3
Economist	A&C Grade 9/10	3
Senior Economist (2)	-	4
Senior Financial Analyst	-	4

(ii) Existing staff will at least retain an entitlement to the salary expectations of the position which they held before entering into this Agreement.

(iii) Existing staff will maintain their current increment dates and progress to higher salary levels subject to satisfactory performance, provided that once the performance management system is in place, salary progression of all staff will be subject to that system.

(iv) On transition all existing staff will receive an increase of 4% on current salary.

The trades and occupations covered by this Agreement are as follows:

- * Accountant
- * Administrative Officer
- * Clerical Officer
- * Clerk
- * Economist
- * Financial or Market Analyst
- * Project Officer
- * Stenographer
- * Typist