



Aerostructures Australia



# **Boeing Aerostructures Australia (Port Melbourne) Enterprise Agreement 2022**

# Contents

<b>Contents .....</b>	<b>1</b>
<b>Part 1: Operation of Agreement .....</b>	<b>5</b>
1 AGREEMENT TITLE .....	5
2 PERIOD OF OPERATION .....	5
3 SCOPE & COVERAGE .....	5
4 RELATIONSHIP WITH AWARDS .....	5
5 RELATIONSHIP WITH NATIONAL EMPLOYMENT STANDARDS .....	5
6 RELATIONSHIP WITH OTHER DOCUMENTS .....	5
7 NO EXTRA CLAIMS .....	5
8 DEFINITIONS .....	6
9 INDIVIDUAL FLEXIBILITY ARRANGEMENTS .....	7
<b>Part 2: Recruitment .....</b>	<b>9</b>
10 ANTI-DISCRIMINATION .....	9
11 POSITION DESCRIPTIONS .....	9
12 RECRUITMENT PROCESS .....	9
13 SELECTION OF TEAM LEADERS .....	10
14 CONTINGENT LABOUR .....	10
<b>Part 3: Types of Employment .....</b>	<b>12</b>
15 PROBATIONARY EMPLOYMENT .....	12
16 FULL-TIME EMPLOYMENT .....	12
17 PART-TIME EMPLOYMENT .....	12
18 CASUAL EMPLOYMENT .....	13
19 APPRENTICES .....	13
<b>Part 4: Hours of Work .....</b>	<b>16</b>
20 ORDINARY HOURS OF WORK .....	16
21 SHIFT WORK ARRANGEMENTS .....	18
22 OVERTIME HOURS .....	18
23 BREAKS .....	19
24 FLEXTIME ARRANGEMENTS .....	20
<b>Part 5: Wages &amp; Allowances .....</b>	<b>25</b>
25 CLASSIFICATIONS AND RATES OF PAY .....	25
26 CLASSIFICATION STANDARDS .....	31
27 APPRENTICE RATES OF PAY .....	31
28 'C' STAMP – APPRENTICES .....	32

<b>29</b>	SUPPORTED WAGE SYSTEM .....	33
<b>30</b>	SHIFT WORKER PREMIUMS.....	35
<b>31</b>	SHIFT WORKER - WEEKEND & PUBLIC HOLIDAY PAYMENTS.....	36
<b>32</b>	MISSED MEAL BREAK .....	37
<b>33</b>	PAYMENT FOR WORKING OVERTIME .....	37
<b>34</b>	CALL BACK.....	38
<b>35</b>	STANDING BY .....	38
<b>36</b>	TEAM LEADER ALLOWANCE .....	38
<b>37</b>	TOOLING ALLOWANCE.....	39
<b>38</b>	VEHICLE ALLOWANCE .....	39
<b>39</b>	TRANSPORT HOME .....	39
<b>40</b>	FIRST AID ALLOWANCE .....	39
<b>41</b>	OVERTIME MEAL ALLOWANCE .....	39
<b>42</b>	CLOTHING, PROTECTIVE CLOTHING & EQUIPMENT ALLOWANCE.....	39
<b>43</b>	SPECIAL ALLOWANCES.....	40
<b>44</b>	COLD PLACES .....	40
<b>45</b>	HOT PLACES .....	40
<b>46</b>	WET PLACES.....	41
<b>47</b>	CONFINED SPACES .....	41
<b>48</b>	EPOXY-BASED MATERIALS.....	41
<b>49</b>	REFRIGERATION WORK.....	41
<b>50</b>	METHYL ETHYL KETONE .....	41
<b>51</b>	WELDING .....	41
<b>52</b>	ENCUMBRANCE .....	41
<b>53</b>	EXTRA RATES NOT CUMULATIVE .....	42
<b>54</b>	INCREASES TO ALLOWANCES.....	42
<b>55</b>	PAYMENT OF WAGES.....	42
<b>56</b>	PAYROLL CORRECTIONS.....	42
<b>57</b>	PERMITTED PAYROLL DEDUCTIONS.....	44
<b>58</b>	DAYLIGHT SAVING.....	44
<b>59</b>	NOVATED LEASE.....	44
<b>60</b>	CONTACT OUTSIDE WORK HOURS ALLOWANCE .....	44
<b>61</b>	WORKER'S COMPENSATION MAKE-UP PAY.....	45
<b>62</b>	TRAVEL TIME PAYMENTS .....	45
<b>63</b>	GAINSHARE SCHEME.....	46
<b>64</b>	REDUNDANCY PAYMENTS & ENTITLEMENTS.....	46
<b>65</b>	ENGINEERING REGISTRATION .....	49

## **Part 6: Leave & Public Holidays..... 50**

<b>66</b>	ANNUAL LEAVE .....	50
<b>67</b>	PERSONAL/CARER'S LEAVE .....	53
<b>68</b>	COMPASSIONATE LEAVE.....	55
<b>69</b>	COMMUNITY SERVICE LEAVE.....	57
<b>70</b>	FAMILY AND DOMESTIC VIOLENCE LEAVE .....	58
<b>71</b>	PARENTAL LEAVE .....	59
<b>72</b>	PUBLIC HOLIDAYS.....	64
<b>73</b>	LONG SERVICE LEAVE.....	66
<b>74</b>	STUDY LEAVE.....	67
<b>75</b>	BLOOD DONORS.....	67
<b>76</b>	LEAVE OF ABSENCE WITHOUT PAY .....	68
<b>77</b>	SPECIAL LEAVE .....	68
<b>Part 7: Consultation and Dispute Settlement .....</b>		<b>70</b>
<b>78</b>	CONSULTATION .....	70
<b>79</b>	CONSULTATIVE COMMITTEE .....	71
<b>80</b>	DISPUTES AVOIDANCE PROCEDURE.....	72
<b>81</b>	LEAVE FOR ARBITRATION PURPOSES.....	73
<b>Part 8: Employment Relationship .....</b>		<b>74</b>
<b>82</b>	EMPLOYER AND EMPLOYEE DUTIES.....	74
<b>83</b>	PROTECTION OF EMPLOYEE ENTITLEMENTS.....	74
<b>84</b>	PAID MEETINGS .....	74
<b>85</b>	LEAVE TO ATTEND TRADE UNION COURSES .....	74
<b>86</b>	DELEGATES & EMPLOYEE REPRESENTATIVES ACCESS TO EMAIL AND INTERNET .....	75
<b>87</b>	ABSENCE FROM DUTY.....	75
<b>88</b>	ORGANISATION AND PEOPLE DEVELOPMENT .....	75
<b>89</b>	TERMINATION OF EMPLOYMENT .....	77
<b>90</b>	PAYMENT IN LIEU OF NOTICE .....	78
<b>91</b>	JOB SEARCH ENTITLEMENT.....	78
<b>92</b>	ABANDONMENT OF EMPLOYMENT.....	78
<b>93</b>	CONTINUOUS IMPROVEMENT .....	79
<b>Part 9: Redundancy Process .....</b>		<b>81</b>
<b>94</b>	REDUNDANCY PROCESS OBJECTIVE.....	81
<b>95</b>	SELECTION OF REDUNDANCY .....	81
<b>96</b>	STEERING COMMITTEE .....	82
<b>97</b>	PROCESS CONTINUITY.....	82
<b>98</b>	TRAINING .....	82
<b>99</b>	CONFLICT OF INTEREST (COI).....	82
<b>ATTACHMENT 1 – VOLUNTARY REDUNDANCIES.....</b>		<b>82</b>

<b>ATTACHMENT 2 – KSA PROCESS</b> .....	83
<b>ATTACHMENT 3 – FINAL REVIEW / APPEAL PROCESS</b> .....	84
<b>Part 10: Heat Stress Policy and Procedure</b> .....	<b>88</b>
POLICY.....	88
SCOPE .....	88
PROCEDURE .....	88
<b>Part 11: Integrated Classification Structure</b> .....	<b>92</b>
<b>100</b> INTEGRATED CLASSIFICATION STRUCTURE.....	92
<b>101</b> TRADE STREAMS .....	93
<b>102</b> TECHNICAL FIELD .....	93
<b>103</b> PROFESSIONAL FIELD .....	93
<b>104</b> ADMINISTRATIVE FIELD.....	93
<b>105</b> SUPERVISORY FIELD .....	94
<b>106</b> NON-TRADE .....	94
<b>Part 12: 110% Aerospace Tradesperson Reclassification Assessment</b> .....	<b>107</b>
<b>Part 13: Assessment Criteria 110% to 115%</b> .....	<b>111</b>
<b>Part 14: Engineering/Scientist Classification Standards</b> .....	<b>120</b>
<b>107</b> PURPOSE .....	120
<b>108</b> SCOPE .....	120
<b>109</b> ALIGNMENT OF BAA ENGINEER/SCIENTIST LEVELS TO SJC/IJC LEVELS .....	120
<b>110</b> RECLASSIFICATION REQUIREMENTS .....	120
<b>111</b> LEVEL DESCRIPTORS, APPLICABLE SKILLS, AND MATRICES FOR EACH TECHNICAL DISCIPLINES .....	121
<b>112</b> DESIGN .....	122
<b>113</b> MANUFACTURING .....	126
<b>114</b> MECHATRONICS.....	129
<b>115</b> STRUCTURAL ANALYSIS .....	133
<b>116</b> MATERIALS & PROCESSES .....	137
<b>117</b> INDUSTRIAL.....	141
<b>118</b> MRB/LIAISON .....	150
<b>119</b> TOOLING .....	153
<b>120</b> QUALITY .....	156
<b>121</b> TEST .....	161
<b>122</b> RESEARCH – COMPOSITES .....	165
<b>123</b> RESEARCH - AUTOMATION .....	169
<b>Part 15: Letter of Guarantee</b> .....	<b>175</b>

# Part 1: Operation of Agreement

## 1 AGREEMENT TITLE

- 1.1 This Agreement will be known as the *Boeing Aerostructures Australia (Port Melbourne) Enterprise Agreement 2022*.

## 2 PERIOD OF OPERATION

- 2.1 This Agreement will commence 7 days after it is approved by the Fair Work Commission and will nominally expire on 30 June 2025.

## 3 SCOPE & COVERAGE

- 3.1 This Agreement covers and applies to:

- (a) Boeing Aerostructures Australia Pty Ltd (ABN 15 103 165 466);
- (b) Employees of Boeing Aerostructures Australia Pty Ltd engaged in its operations at 226 Lorimer Street, Port Melbourne 3207, whose terms and conditions of employment are covered by this Agreement; and
- (c) The following employee organisations (pursuant to section 183 of the FW Act):
  - (i) Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, known as Australian Manufacturing Workers' Union; and
  - (ii) Association of Professional Engineers, Scientists and Managers Australia, known as Professionals Australia.

## 4 RELATIONSHIP WITH AWARDS

- 4.1 This Agreement will apply to the exclusion of any and all modern awards that may cover or apply to the Employer and Employees; and replaces any previous enterprise agreements that may have applied.

## 5 RELATIONSHIP WITH NATIONAL EMPLOYMENT STANDARDS

- 5.1 The National Employment Standards (NES) apply to all employees as a minimum standard. Where there is an inconsistency between the NES and a clause of this Agreement, the NES will apply and the clause of the Agreement will not apply, except to the extent that the clause of the Agreement provides for a more beneficial outcome for employees than the NES.

## 6 RELATIONSHIP WITH OTHER DOCUMENTS

- 6.1 While this Agreement may reference other documents, codes, industrial instruments or Employer policies from time to time, these documents do not form part of this Agreement and are not incorporated into this Agreement.

## 7 NO EXTRA CLAIMS

- 7.1 It is a term of this Agreement that the parties bound by this Agreement will not pursue any extra claims for the duration of this Agreement (as specified in clause 2) except as provided for in this Agreement.

## 8 DEFINITIONS

- 8.1 In this Agreement:

<b>Agreement</b>	means the <i>Boeing Aerostructures Australia (Port Melbourne) Enterprise Agreement 2022</i> .
<b>BAA</b>	means Boeing Aerostructures Australia Pty Limited (trading as Boeing Aerostructures Australia) at 226 Lorimer Street, Port Melbourne, Victoria 3207.
<b>Casual</b>	means an employee who has been made an offer of employment by BAA where BAA has made no firm advance commitment to continuing and indefinite work according to an agreed pattern of work for the person employed and the employee has accepted the offer on that basis
<b>Company</b>	means BAA.
<b>Employer</b>	means BAA.
<b>Employee</b>	means, unless otherwise stated, an employee of Boeing Aerostructures Australia Pty Limited (trading as Boeing Aerostructures Australia) at 226 Lorimer Street, Port Melbourne, Victoria 3207, and covered by this Agreement.
<b>FW Act</b>	means the <i>Fair Work Act 2009</i> (Cth) as amended or replaced from time to time.
<b>Immediate family</b>	has the same meaning as in the FW Act. It means an Employee's: <ul style="list-style-type: none"><li>▶ Spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or</li><li>▶ A child, parent, grandparent, grandchild or sibling of the spouse or de facto partner of the employee.</li></ul>
<b>LSL Act</b>	means the <i>Long Service Leave Act 2018</i> (Vic) as amended or replaced from time to time.
<b>Member of the Employee's Household</b>	means a person living at the same residential address.
<b>MQE</b>	means Manufacturing Quality Engineer.
<b>Professional Engineers Registration Act</b>	means <i>Professional Engineers Registration Act 2019</i> (Vic) as amended or replaced from time to time.
<b>RDO</b>	means Rostered Day Off.
<b>Service</b>	means the period of time a person is an Employee, but does not include the following:

Unauthorised absences; or  
Leave Without Pay.

The following periods do count as service:

- (a) Up to 22 approved unpaid ordinary working days per year (or pro-rata) where a person is absent from work due to illness or injury;
- (b) A period of stand down;
- (c) Time a person is paid worker's compensation make-up pay under this Agreement;
- (a) Periods of community service leave;

Service is separate and different to Continuous Employment, which is a term set out in the *Long Service Leave Act 2018* (Vic) and is used for calculating Long Service Leave entitlements.

**Unions**

means the employee organisations identified in sub-clause 3(c).

**Week's pay**

means a person's base rate of pay, for their contracted ordinary hours of work each week; and excludes any allowances, overtime or shift penalties.

**9 INDIVIDUAL FLEXIBILITY ARRANGEMENTS**

9.1 BAA and an Employee may agree to make an individual flexibility arrangement to vary the following terms:

- (a) Substitution of Rostered Days Off (clause 20.2);
- (b) Accumulation of Rostered Days Off (clause 20.2);
- (c) Arrangements which allow for flexibility in relation to the taking of RDOs (clause 20.2)
- (d) Taking of Meal Breaks after 5 or 6 hours of work. (clause 23.5);
- (e) Payment for Period of Annual Leave either prior to commencing leave or paid weekly. (clauses 66.12-66.13);
- (f) Flexible Work Hours (clause 24);
- (g) Work from home;
- (h) Span of hours during which a worker's ordinary hours are performed (sub-clause 20.1(a)).

9.2 Any arrangements made in accordance with clause 9.1 must:

- (a) be in accordance with FW Act;
- (b) be genuinely agreed by the Employee and BAA;
- (c) not be an unlawful term under section 194 of the FW Act;
- (d) be about permitted matters under section 172 of the FW Act;



- (e) result in the Employee being better off overall than the Employee would be if no arrangement was made;
- (f) be in writing and include BAA's name, the name of the Employee and the varied agreement term;
- (g) be signed by the Employee (or if under 18 years of age, signed by the Employee's parent or guardian) and BAA;
- (h) be given to the Employee within 14 days after the arrangement is agreed on; and
- (i) be capable of being terminated by:
  - (i) either the Employee or BAA giving no more than 28 days' written notice; or
  - (ii) mutual agreement in writing, at any time.

9.3 For the avoidance of doubt, the right to request provisions in the FW Act as amended or replaced apply.

PROPOSED AGREEMENT

## Part 2: Recruitment

### 10 ANTI-DISCRIMINATION

- 10.1 It is the intention of this Agreement to achieve the principal object in section 3(e) of the FW Act by preventing and eliminating discrimination on the basis of: race; colour; sexual preference; age; physical or mental disability; marital status; family responsibilities; pregnancy; religion; political opinion, natural extraction or social origin.
- 10.2 Accordingly, in fulfilling their obligations under the Grievance Resolution Procedure clause, the respondents must make every endeavour to ensure that neither the Agreement provisions nor their operation are directly or indirectly discriminatory in their effects.
- 10.3 Nothing in clause 10 (ANTI-DISCRIMINATION) is to be taken to affect:
- (a) any different treatment (or treatment having different effects) which is specifically exempted under the Commonwealth anti-discrimination legislation;
  - (b) an employee, employer or registered organisation, pursuing matters of discrimination in any State or Federal jurisdiction including by application to the Australian Human Rights Commission.

### 11 POSITION DESCRIPTIONS

- 11.1 The parties have agreed to a number of position descriptions for the following roles:
- (a) Coordinators;
  - (b) Manufacturing Quality Engineers (MQE's);
  - (c) Buyers;
  - (d) Senior Buyers;
  - (e) Team Lead;
  - (f) Non Destructive Testing (NDT).
- 11.2 These position descriptions are located on the Company intranet site and are available to all employees.
- 11.3 All position descriptions will be modified as/if required by agreement with employee representatives via the Consultative Forum.
- 11.4 Position descriptions will be removed once the Modernized Classification Structure is agreed to and implemented.

### 12 RECRUITMENT PROCESS

- 12.1 This is a generic process – details at each step should be adapted to suit the particular circumstances of each vacancy.
- 12.2 The process itself embodies certain agreed principles e.g. advertising all vacancies except in agreed cases, including circumstances where redeployment is appropriate. Other agreed principles which should be kept in mind in applying the process are:

- (a) The aim is to appoint the best person for the position;
- (b) The process must be performed in a practical way, and efficient in use of time and resources;
- (c) Application of the process must be demonstrably fair and equitable, free from bias or prejudice, and free from unlawful or unfair discrimination;
- (d) Application of this process supports appointment of internal applicants to jobs where appropriate;
- (e) No specific appeal mechanism is included. This does not eliminate any person's right to appeal through whatever channels they prefer;
- (f) Where a vacancy arises, it shall be advertised internally in the first instance. Where no suitable applicants internally the BAA will advertise externally. When appropriate a parallel internal/external process will be used; and
- (g) Where all things are equal and in keeping with the terms of this Agreement, preference shall be given to applicants who have previously been made redundant by BAA.

12.3 Refer to the BAA Recruitment Policy IS201 for application of the process.

### **13 SELECTION OF TEAM LEADERS**

13.1 Positions for Team Lead will be advertised internally.

13.2 Applications for Team Lead will only be considered from employees who are members of that particular work area. If, following a merit based selection process suitable candidates are not identified from a particular work area, applications will be sought from across the site.

13.3 Assessment of applicants will be conducted in accordance with current recruitment processes.

13.4 All other process associated with the position of Team Lead will remain unchanged.

### **14 CONTINGENT LABOUR**

14.1 Contingent Labour means either:

- (a) An Employee of BAA who is part-time or casual or a person who is contracted through a third party for a specific time or task; and
- (b) the reason they are employed or contracted is to meet certain operational requirements, broadly in the areas of:
  - (i) meeting peak workloads;
  - (ii) use of skills not available in the BAA workforce;
  - (iii) long term leave relief.

14.2 BAA will consult with the Unions before using Contingent Labour. As part of this consultation process BAA will provide relevant information which may include:

- (a) reasons and likely duration;
- (b) customer requirements;

(c) workload assessment and labour utilisation;

(d) alternate proposals considered; and/or

(e) proposals for possible skills transfer.

- 14.3 The overall number of permanent part time, casual and contract labour people will be reviewed from time to time, but no less than every six months, between the Union and BAA. BAA will at all times try to maintain levels at the minimum required to meet operational needs, and in the case of permanent part time employees, the individual's needs.
- 14.4 Use of Contingent Labour shall not prejudice the ongoing employment of full-time Employees. BAA must ensure the wages and conditions of labour hire workers engaged to do work covered by this Agreement are no less favourable than the wages and conditions provided for in this Agreement for equivalent or similar work.
- 14.5 Contracts for labour through a third party shall specify the tasks to be performed and the period of the contract. As a rule, such contracts shall be for no more than 12 months. However, the period is dependent upon the task and a greater period than 12 months may be necessary. Where such longer term is proposed there shall be consultation with the Union prior to any contract being let.
- 14.6 The Company will implement a process to enable the transfer of skills from the contract labour to Employees, such that the need for contract labour is reduced in the future.
- 14.7 Provided that the contingent labour clause is adhered to and complied with by BAA and the processes are followed the Union will support where necessary the use of contract labour.

## Part 3: Types of Employment

### 15 PROBATIONARY EMPLOYMENT

- 15.1 BAA may initially engage a full-time or part-time employee for a period of probationary employment for the purpose of determining the employee's suitability for ongoing employment. The employee must be advised in advance that the employment is probationary and of the duration of the probation.
- 15.2 All Employees upon commencement and those Employees promoted to another position from the making of this Agreement shall undertake a probationary period of three months. After each four weeks of the probation a formal assessment shall be carried out.
- 15.3 If the probationary period is successfully completed the position will be confirmed. Provided that BAA may confirm the position at any time during the period or the probation may be extended for up to three months for a further period of assessment to be carried out.
- 15.4 The Employee will have the right to have an employee representative or other nominated representative present at the reviews; and in the event of an unsuccessful review, written reasons shall be given to the Employee.
- 15.5 During the probationary period either party may terminate the contract of employment by giving one weeks' notice. However, this does not apply in the case of an Employee who has been promoted.
- 15.6 In the case of promotion, subject to clause 15.2 and 15.4, where the employee is unable to successfully complete the probationary period, the Company will find a position for the employee at a level no less than the position from where the Employee was promoted. Should this prove impractical the Company shall discuss with the Union an alternative process to apply. The probationary period in this Agreement does not limit the operation of the statutory "minimum employment period".
- 15.7 A probationary Employee is for all purposes of this Agreement a full-time or part-time employee.
- 15.8 Probationary employment forms part of an Employee's period of continuous service for all purposes of this Agreement, except where otherwise specified in this Agreement.

### 16 FULL-TIME EMPLOYMENT

- 16.1 Any Employee not specifically engaged as a part-time or casual Employee is for all purposes of this Agreement a full-time Employee, unless otherwise specified in this Agreement.

### 17 PART-TIME EMPLOYMENT

- 17.1 Where BAA wishes to employ part-time Employees it will do so only after consultation with the Employees and/or their representatives per clause 14 of the Agreement.
- 17.2 Before commencing part-time employment, the employee and the Company must agree in writing on the hours to be worked by the employee, the days on which they will be worked and the commencing and finishing times for work. These may be varied by consent in writing.
- 17.3 An Employee so engaged shall be paid per hour, one thirty-eighth of the weekly rate prescribed by clause 25.5 for the classification in which the Employee is engaged.

- 17.4 An Employee engaged on a part-time basis shall be entitled to payments in respect of annual leave, public holidays and personal/carer's leave arising under this Agreement on a proportionate basis.
- 17.5 A part-time Employee who works in excess of the hours fixed under their contract of employment, shall be paid overtime in accordance with the overtime clause of this Agreement.
- 17.6 Where an Employee requests a change of employment status from permanent full-time to part-time, the request must be submitted in writing by the Employee to BAA. On a case-by-case basis, BAA will genuinely consider any request made by an Employee to convert from full-time to part-time employment. The Company will respond in writing within 14 days. Where a request cannot be approved by the Company, the Company will set out the reasons in writing to the employee.

## **18 CASUAL EMPLOYMENT**

- 18.1 Where the Company wishes to employ casual Employees it shall do so only after consultation in accordance with clause 13 of the Agreement.
- 18.2 A casual employee is to be employed by the hour. A casual employee for working ordinary time will be paid an hourly rate calculated on the basis of one thirty-eighth of the weekly agreement wage prescribed in Part 5: Wages & Allowances for the work which they perform plus a casual loading of 25%.
- 18.3 The casual loading identified above is paid to casual employees on account of, and in compensation for, the absence of those service related entitlements that employees do not receive as a casual employee, but would have received if they were a permanent casual employee, and if it is determined or later agreed that they are not a casual employee and are owed the value of service related entitlements, the employee is not entitled to the casual loading that was paid to the employee for the period that the employee was not a casual employee.
- 18.4 Offers and requests for conversion from casual employment to full-time or part-time employment will be in accordance with the NES and this Agreement.

## **19 APPRENTICES**

- 19.1 The terms of this Agreement will apply to apprentices, including adult apprentices, except where it is otherwise stated or where special provisions are stated to apply. Apprentices may be engaged in trades or occupations provided for in this clause where declared or recognised by an apprenticeship authority (including 3<sup>rd</sup> party).
- 19.2 BAA will not employ an un-apprenticed junior in a trade or occupation provided for in this clause. BAA may seek to vary this provision if such limitation is removed from State legislation in a particular State or States.

### *Operation of State and Federal Laws*

- 19.3 Where any statute or regulation relating to apprentices is in force, that statute or regulation will operate provided that the provisions of the statute or regulation are not inconsistent with this Agreement in which case the provisions of this Agreement will apply.
- 19.4 To undertake trade training, a person must be a party to a contract of apprenticeship or a training agreement in accordance with the requirements of the Apprenticeship Authority or

legislation. The employer shall provide and/or provide access to, training consistent with the contract or training agreement without loss of pay.

- 19.5 An Apprenticeship may be cancelled or suspended only in accordance with the requirements of the contract of apprenticeship or training agreement and the requirements of legislation.
- 19.6 The probationary period of an apprentice shall be as set out in the training agreement or contract of apprenticeship consistent with the requirement of the apprenticeship authority and with legislation but shall not exceed three months.
- 19.7 Apprentices attending technical colleges or schools or registered training organisations or TAFE and presenting reports of satisfactory conduct shall be reimbursed all fees paid by them.
- 19.8 The employer shall ensure that there are sufficient skilled tradespersons employed to ensure apprentices are able to satisfy the requirements of their training including on-the-job training and experience.
- 19.9 Except as provided in this clause or where otherwise stated all conditions of employment specified in this Agreement shall apply to apprentices. Notice of termination and redundancy provisions shall not apply to apprentices. The ordinary hours of employment of apprentices shall not exceed those of the relevant tradesperson.
- 19.10 Subject to clause 66, the period of an apprenticeship will be four years. This period may be varied with the approval of the appropriate state regulatory authority provided that any credits granted shall be counted as part of the apprenticeship for the purpose of wage progression under clause 27.
- 19.11 Further, the period may be varied to such other period as is approved by the appropriate state regulatory authority on the basis of an approved competency based training program.
- 19.12 The wage rates mentioned in clause 27 may be varied with the approval of the relevant parties to this Agreement according to the apprentice affected, and the relevant apprenticeship authority to allow for progression between wage levels based on the gaining of agreed competencies and/or modules instead of the year of the apprenticeship. For example the appropriate proportion of the minimum training requirement associated with the year of the apprenticeship could only be used to identify progression from one percentage rate to the next.
- 19.13 The parties to this Agreement are committed to the development of a model or models of competency based wage progression.
- 19.14 No apprentices under the age of 18 years shall be required to work overtime or shift work unless they so desire. No apprentice shall, except in emergency, work or be required to work overtime or shift work at times which would prevent their attendance in training consistent with the contract or training agreement.
- 19.15 No apprentice shall work under a system of payment by results.
- 19.16 Time served by an individual under an apprenticeship with a third party does not count for Service with BAA.

#### *Lost Time*

- 19.17 Apprentices are required to serve an additional day for each day of absence during each year of their apprenticeship, except in respect of absences due to annual leave or long service leave. The following year of their apprenticeship does not commence until the additional days have been worked. However, any time that has been worked by the apprentice in excess of

their ordinary hours shall be credited to the apprentice when calculating the amount of additional time that needs to be worked in the relevant year.

#### *Reward for Successful Apprenticeship*

- 19.18 Subject to good conduct, diligence and faithful service and to either the attainment of 75% of the possible marks in the final technical examination in all subjects of the prescribed course, or, in trades wherein modular systems operate, the attainment of an average of 75% of possible marks over all modules, with no mark being below 70%, all apprentices who complete their apprenticeship to the satisfaction of the Company (based on the attainment of the necessary competency standards) may be presented with an award of tools to a value not exceeding \$200.00.

#### *Transition Provisions*

- 19.19 Any person engaged as an apprentice at the date this Agreement commenced operation shall be deemed to be an apprentice for all purposes of this Agreement until the completion or cancellation of their apprenticeship contract.
- 19.20 To provide for genuine career path development in selecting adult apprentices, the employer should first consider applicants who are currently employed by the employer.
- 19.21 Where an employer proposes to employ adult apprentices there shall be consultation in accordance with clause 78 (CONSULTATION) in respect of any effect on the number of junior apprentices traditionally employed at that enterprise.



## Part 4: Hours of Work

### 20 ORDINARY HOURS OF WORK

20.1 The ordinary hours of work for each of the three categories below is 38 per week to be averaged over the period of the work cycle that applies at BAA. Special provisions apply to salaried day workers.

#### (a) Ordinary Hours of Work - Day Workers

- (i) The ordinary hours of work for Day Workers are to be an average of 38 hours per week but not exceeding 152 in 28 days.
- (ii) These ordinary hours of work may be worked on any day or all of the days, Monday to Friday.
- (iii) The ordinary hours of work are to be worked continuously (except for meal breaks) at the discretion of BAA between 6:30am and 6:00pm – “span of hours”. The span of hours may be altered by agreement between BAA and the majority of Employees affected.
- (iv) Any work performed by a Day Worker outside the span of hours is to be paid at overtime rates except as provided in sub-clause (iii) above. However, any work performed by a Day Worker prior to the span of hours which is continuous with ordinary hours for the purpose, for example, of getting the plant in a state of readiness for production work is to be regarded as part of the 38 ordinary hours of work.

#### (b) Ordinary Hours of Work - Continuous Shift Workers

- (i) **Continuous Shift Work** means work carried on with consecutive shifts of Employees throughout the 24 hours of each of at least six consecutive days without interruption except for breakdowns or meal breaks or due to unavoidable causes beyond the control of BAA.
- (ii) Subject to sub-clause 20.1(b)(iii), the ordinary hours of Continuous Shift Workers, at the discretion of BAA, will average 38 hours per week inclusive of meal breaks and must not exceed 152 hours in 28 consecutive days.
- (iii) By agreement between BAA and the majority of Employees concerned, a roster system may operate on the basis that the weekly average of 38 ordinary hours is achieved over a period which exceeds 28 consecutive days.
- (iv) Except at the regular change-over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

#### (c) Ordinary Hours of Work - Non-Continuous Shift Workers

- (i) Subject to sub-clause 20.1(c)(ii), the ordinary hours of work for Non-continuous Shift Workers will average 38 hours per week and must not exceed 152 hours in 28 consecutive days.
- (ii) By agreement between BAA and the majority of Employees concerned, a roster system may operate on the basis that the weekly average of 38 ordinary hours is allowed over a period which exceeds 28 consecutive days.

- (iii) The ordinary hours of work are to be worked continuously, except for meal breaks, at the discretion of the Company.
- (iv) Except at change-over of shifts an employee will not be required to work more than one shift in each 24 hours.

#### *Methods of Arranging Ordinary Hours of Work*

20.2 Subject to BAA's right to fix the daily hours of work for Day Workers from time to time within the span of hours referred to in sub-clause 20.1(a)(iii) and BAA's right to fix the commencing and finishing time of shifts from time to time, the arrangement of ordinary working hours is to be by agreement between BAA and the majority of Employees concerned; or in the absence of agreement by 7 days' notice of alteration given by the Company. Matters upon which agreement may be reached include:

- (a) How the hours are to be averaged within a work cycle established in accordance with clause 20.1(b) and 20.1(c);
- (b) The duration of the work cycle for day workers provided that such duration shall not exceed 3 months;
- (c) Rosters which specify the starting and finishing times of working hours;
- (d) A period of notice of a rostered day off which is less than four weeks;
- (e) Substitution of Rostered Days Off;
- (f) Accumulation of Rostered Days Off;
- (g) Arrangements which allow for flexibility in relation to the taking of RDOs;
- (h) Any arrangements of ordinary hours which exceed 8 hours in any day.

20.3 By agreement between BAA and the majority of Employees concerned, 12 hour days or shifts may be introduced subject to:

- (a) The Company and employees concerned being guided by the Occupational Health and Safety provisions of the ACTU Code of Conduct on 12 hour shifts;
- (b) Proper health monitoring procedures being introduced;
- (c) Suitable roster arrangements being made;
- (d) Proper supervision being provided.

#### *Ordinary Hours of Work - Day Workers – Change to Span of Hours Due to Heat*

20.4 The span of hours referred to in sub-clause 20.1(a)(iii) may be altered by up to 2.5 hours, at the Company's discretion, so that Employees can be requested to start their ordinary hours of work up to 2.5 hours earlier than 6:30am, where the temperature is forecast to be 30 degrees or higher on that day. The request on when ordinary hours are to be worked will be given by the Company to the affected employees prior to the end of the previous day shift for each employee's work area.

#### *Hours of Work – Day Workers – Salaried Staff*

- 20.5 The hours of work for Employees employed in the following classifications shall be 38 hours per week, to be worked between 6.00am and 6.00pm ("span of hours") Monday to Friday inclusive:
- (a) Assistant Technician 1, Assistant Technician 2;
  - (b) Aerospace Technician 1, Aerospace Technician 2, Aerospace Technician 3, Aerospace Technician 4, Aerospace Technician 5;
  - (c) Clerical Officer 1, Clerical Officer 2, Clerical Officer 3; and
  - (d) Graduate Engineer/Scientist, Engineer/Scientist 1, Engineer/Scientist 2, Engineer/Scientist 3, Engineer/Scientist 4.

Provided that any employee in the above classifications whose function is mainly involved in quality assurance/control shall be subject to the provisions of clause 20.1(a) (Ordinary Hours of Work – Day Workers) and clauses 20.2-20.3 (Methods of Arranging Ordinary Hours of Work).

- 20.6 The arrangement of ordinary working hours for employees subject to clause 20.5 shall be in accordance with the provisions of clause 24 (FLEXTIME ARRANGEMENTS) of this Agreement.

## **21 SHIFT WORK ARRANGEMENTS**

- 21.1 **Rostered shift** means any shift of which the employee concerned has had at least 48 hours' notice.
- 21.2 **Afternoon shift** means any shift finishing after 6.00 p.m. and at or before midnight.
- 21.3 **Night shift** means any shift finishing subsequent to midnight and at or before 8.00 a.m.
- 21.4 By agreement between BAA and the majority of Employees concerned the span of hours over which shifts may be worked may be altered by up to one hour at either end of the span.
- 21.5 Shift allowance premiums are set out at clauses 30 and 31.

## **22 OVERTIME HOURS**

- 22.1 Overtime is payable for work done outside the ordinary hours of work.
- 22.2 A part-time Employee who works in excess of the hours fixed under the contract of employment, shall be paid overtime.
- 22.3 Employees classified as Engineer/Scientist level 3d and level 4 under this Agreement are required to have Director approval prior to working any overtime hours.
- 22.4 Employees are required to work a reasonable amount of overtime.
- 22.5 Payments for Overtime, and Overtime Meal Allowance are dealt with in clauses 33 and 41 respectively.

*Requirement to Work Reasonable Overtime*

- 22.6 BAA may require an Employee to work reasonable overtime at overtime rates.
- 22.7 An Employee may refuse to work overtime in circumstances where the working that overtime would result in the Employee working hours which are unreasonable having regard to:
- (a) any risk to employee health and safety;
  - (b) the employee's personal circumstances including any family responsibilities;
  - (c) the needs of the workplace or enterprise;
  - (d) the notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it; and
  - (e) any other relevant matter.

#### *Rest Period After Overtime*

- 22.8 When overtime work is necessary it must, wherever reasonably practicable, be so arranged that Employees have at least 10 consecutive hours off duty between ending one shift and beginning another.
- 22.9 An Employee (other than a casual employee) who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day that the employee has not had at least 10 consecutive hours off duty between those times must, subject to this clause, be released after completion of the overtime until the Employee has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 22.10 If on the instructions of BAA an Employee resumes or continues work without having had 10 consecutive hours off duty the Employee must be paid at double rates until he or she is released from duty. The employee is then entitled to be absent until he or she has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during the absence.
- 22.11 The provisions of this sub clause will apply in the case of Shift Workers as if 8 hours were substituted for 10 hours when overtime is worked:
- (a) for the purpose of changing shift rosters; or
  - (b) If a Shift Worker does not report for duty and a Day Worker or a Shift Worker is required to replace the Shift Worker; or
  - (c) where a shift is worked by arrangement between the Employees themselves.

## **23 BREAKS**

- 23.1 The parties to this Agreement acknowledge the need, and are committed to ensuring effective labour utilisation within the workplace to ensure the ongoing competitiveness of the business.
- 23.2 Employees will be on the job for all productive hours. This means at the start and finish of each shift, and at the start and finish of all standard breaks. The breaks include morning and afternoon tea, lunch, crib time and heat stress breaks.

Break Type	Time Period
------------	-------------

Tea breaks (two per shift)	12 minutes
Lunch break	30 minutes
Overtime Crib break	24 minutes
Heat Stress break	Per current Policy

- 23.3 All break durations include wash up time. There is a 3 minute wash up time permitted at the end of shift.
- 23.4 The parties are committed to standardising, by manufacturing and/or support centre (e.g. AAC, SBC) the scheduling of tea breaks, lunch breaks and crib break times subject to a review being conducted.

#### *Meal Breaks*

- 23.5 Subject to clause 32 (MISSED MEAL BREAK), an Employee is not required to work for more than 5 hours without a break for a meal except by agreement between BAA and the majority of Employees concerned. An Employee or Employees may be required to work in excess of 5 hours but not more than six hours at ordinary rates of pay without a meal break.

#### *Overtime Crib Breaks*

- 23.6 An Employee working overtime must be allowed a rest period of 24 minutes without deduction of pay after each four hours of overtime worked if the Employee is to continue work after the crib break.
- 23.7 Where a Day Worker is required to work overtime on a Saturday, Sunday or Public Holiday or on a Rostered Day Off, the first crib break will be paid at the Employee's ordinary rate of pay.
- 23.8 Where overtime is to be worked immediately after the completion of ordinary work on a day or shift and the period of overtime is to be more than one and a half hours, an Employee, before starting the overtime is entitled to a meal break of 24 minutes to be paid at ordinary rates.

## **24 FLEXTIME ARRANGEMENTS**

- 24.1 In clause 24 (FLEXTIME ARRANGEMENTS):

<b>Bandwidth</b>	means the span of hours on any day within which an employee may work as part of a flextime scheme.
<b>Core time</b>	means the period during the day, including lunch break, when all Employees shall perform ordinary duties unless absent on approved leave or flextime leave.
<b>Flextime periods</b>	means the time spans within the bandwidth and outside the core time when, subject to the provisions of this schedule, an employee may vary their time of commencing or finishing duty.

<b>Flex credit</b>	means any amount of time per working day which exceeds a standard day, provided that any such time worked as overtime shall not be taken into account.
<b>Flex debit</b>	means any amount of time worked by an employee which falls short of a standard day, after any necessary adjustment has been made for any absence on approved leave.
<b>Carry over</b>	means the aggregate of time credit/debit hours which an Employee has accumulated during a settlement period which, subject to this clause, the Employee may carry over into the next settlement period.
<b>Approved leave</b>	means any absence on leave approved by BAA.
<b>Core time leave</b>	means any approved absence during core time other than approved leave.
<b>Settlement period</b>	means the ordinary working days over which calculations are made to determine flex credit/debit carry over.

#### *Guiding Principles*

- 24.2 The expectation is that flex employees will support the operational requirements of the organisation in accordance with their role. The parties recognise that “flexible working hours” enable employees’ to meet the expectation of their role whilst providing flexibility to meet work/life balance.

#### *Eligible Employees*

- 24.3 These “Flexible Working Hours” arrangements are applicable to the following classifications or groups of Employees as identified in clause 25 (CLASSIFICATIONS AND RATES OF PAY):
- (a) MQEs;
  - (b) Assistant Technicians, excluding Level 1, 1A and 1B;
  - (c) Aerospace Technicians;
  - (d) Clerical workers; and
  - (e) Engineers/Scientists.

#### *Bandwidth*

- 24.4 No bandwidth shall exceed ten hours.
- 24.5 A bandwidth shall be within the times as follows, except where an alternative arrangement has been reached between the Union(s) and BAA, as per clause 24.27-24.28.

	Bandwidth Start	Bandwidth Finish
<b>Day Shift</b>	6:00am	6:00pm

<b>Afternoon Shift</b>	1:00pm	1:00am*
<b>Night Shift</b>	8:00pm	8:00am

\* finishing at 1:00am will not be considered as Night Shift in accordance with clause 21 (which sets out the hours for each shift type in this Agreement).

- 24.6 A bandwidth has a set start and finish time. No time worked outside this span of hours will be accrued as flexitime. Time worked outside of this span of hours will be paid for as overtime if approved by the Employee's manager. Wherever possible, such approval should be sought in advance of working overtime.
- 24.7 Employees will work together with their team members and supervisor/manager to provide support/coverage to meet the Company's operational requirements. Based on this requirement, an Employee will nominate a start time window such that:
- (a) It is 1 hours in length; and
  - (b) It is between the start of the bandwidth of the shift the Employee is aligned to and the commencement of core time for that shift.
- 24.8 An employee's nominated start time window can be altered where necessary in accordance with clause 24.7 by notifying their supervisor/manager in advance.

#### *Other Bandwidths*

- 24.9 Customer service requirements and operational needs may require flexitime Employees to observe other bandwidths in some areas. Employees will be (or have already been) advised if they are affected.
- 24.10 These other bandwidths may commence no earlier than 6.00 a.m. and no later than 8.00 a.m. and will run for 10 hours from the time of commencement unless otherwise advised.

#### *Core Time*

- 24.11 Core time shall be between the hours shown below, except where an alternative arrangement has been reached between the union(s) and the Company, as per clauses 24.27-24.28.

	Core Time Start	Core Time Finish	Core Time Start	Core Time Finish
Day Shift	10am	12pm (midday)	1pm	3pm
Afternoon Shift	5pm	7pm	9pm	11pm
Night Shift	12am (midnight)	2am	4am	6am

#### *Meal Break*

- 24.12 All Employees should take a meal break no less than five hours after commencement of duty. It shall be no less than 30 minutes and should not extend for more than one hour.

#### *Carry Over*

- 24.13 An Employee may carry over a maximum of ten (10) hours flex credit accumulated in any settlement period into the next settlement period.



- 24.14 An Employee may carry over a maximum of ten (10) hours flex debits accumulated in any settlement period into the next settlement period.
- 24.15 Unless agreed between BAA and Union concerned a debit should not be carried over two settlement periods.
- 24.16 Where an Employee in excess of ten (10) hours flex debits in any settlement period, the excess hours should be deemed leave without pay.

#### *Settlement Period*

- 24.17 The settlement period for flextime schemes shall be aligned to a calendar month.

#### *Core Time Leave*

- 24.18 In any settlement period in addition to normal authorised leave an employee may take approved core time leave providing it does not exceed the core time for two days, normally four (4.0) hours for each day. Core time leave may be used to provide a full day's absence or part day absences during the settlement period.
- 24.19 Except where the Company, having regard to operational requirements determines otherwise, core leave may only be taken where an employee has sufficient credit to cover the core time absence. This would not prevent employees going into debit as a result of a full day's absence.
- 24.20 Where a rostered day off falls in any settlement period, employees wanting to take core time leave must take that leave coinciding with the rostered day off.
- 24.21 In a calendar year (January to December) in addition to the above and any normal authorised leave an employee may take additional approved core time leave providing it does not exceed the core time for two days, normally four (4.0) hours for each day. Core time leave will be used to provide a full day's absence.

#### *Overtime*

- 24.22 Overtime, if approved, may be worked as a result of going beyond the 10 hour bandwidth in any one day or may be approved as a result of going beyond the 10 hour carry over allowance in any settlement period.

#### *Overtime Beyond the 10 hour Bandwidth*

- 24.23 On a daily basis overtime will be worked, if approval is given, when an Employee works beyond 10 hours (measured from the Employee's actual starting time) or beyond the shift bandwidth, whichever is the earliest.
- 24.24 In such cases, overtime will be paid from the time the Employee has completed 7.6 ordinary hours of work (or from the end of the bandwidth for the shift if a 7.6 hour day has not been completed by then) until the completion of work on that day.
- 24.25 The Employee may choose to have any approved overtime accrued as a flex credit in lieu of overtime payment.

#### *Overtime Beyond 10 hours Carryover*

- 24.26 If at the end of a settlement period an employee has exceeded 10 hours flex credit with the



approval of their manager that the excess time worked is overtime then it will be paid at the rates of time and one half (excess hours x 1.5).

#### *Local Flextime Arrangements*

- 24.27 The Company and Unions may enter into local agreements on the operation of flextime that varies from the terms and conditions in relation to bandwidth, core time, settlement period or debit/credit carry over in any establishment or any part of an establishment which varies from the terms and conditions of clause 24 (FLEXTIME ARRANGEMENTS) in relation to bandwidth, core time, settlement period or debit or credit carry over.
- 24.28 These local agreements or arrangements which include agreements already entered into at the time of making of this Agreement shall only be altered by agreement of the parties.

PROPOSED AGREEMENT

## Part 5: Wages & Allowances

### 25 CLASSIFICATIONS AND RATES OF PAY

#### *Rates of Pay for Adult Employees*

25.1 Adult employees will be entitled to receive the Agreement rate of pay for the relevant classification as set out in the table in clause 25.5, with the exception of:

- (a) Adult apprentices (refer to clause 27.1);
- (b) Employees working under a Supported Wages System (as set out at clause 29).

#### *Schedule of Rates of Pay*

25.2 The weekly wage rates payable to employees and as increased by the percentages at the times specified below shall be the minimum wage rates payable to employees covered by this Agreement.

25.3 A pre-tax sign-on payment of \$1000 (inclusive of superannuation) will be paid to all employees covered by this Agreement in the first full pay period to commence on or after the operative date of the Agreement, following approval by the Fair Work Commission.

25.4 The rates of pay under the 'Commencement' columns applies from the first full pay period to commence on or after the operative date of the Agreement, following approval by the Fair Work Commission. Back payment will be made to the date BAA receives confirmation that a majority of the employees who cast a valid vote have approved this Agreement.

25.5 The following rates of pay for a 38-hour week shall apply to the classifications listed hereunder:

25.6 Employees engaged as Material Handlers will be classified as an Aerospace Worker 2B and will receive additional payments so that the total rate of pay is equal to the rate of pay under the Assistant Technician 1B Classification.

Aerospace Worker Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
Aerospace Worker 1	W1	88	\$1,386.54	\$1,407.34	\$1,431.97	\$1,471.35	\$1,515.49
Aerospace Worker 2A	W2A	92	\$1,449.55	\$1,471.29	\$1,497.04	\$1,538.21	\$1,584.36
Aerospace Worker 2B	W2B	96	\$1,512.55	\$1,535.24	\$1,562.11	\$1,605.07	\$1,653.22
Warehouse Material Handlers	WMH	(S1B)	\$1,564.08	\$1,587.54	\$1,615.32	\$1,659.74	\$1,709.53
Aerospace Worker 3	W3	100	\$1,575.57	\$1,599.20	\$1,627.19	\$1,671.94	\$1,722.10

Aerospace Tradesperson Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
Base Tradesperson	W3	100	\$1,575.57	\$1,599.20	\$1,627.19	\$1,671.94	\$1,722.10
Aerospace Tradesperson 1	W4	103	\$1,622.92	\$1,647.26	\$1,676.09	\$1,722.18	\$1,773.85
Aerospace Tradesperson 2A	W5A	110	\$1,733.09	\$1,759.09	\$1,789.87	\$1,839.09	\$1,894.26
Aerospace Tradesperson 2B	W5B	115	\$1,811.95	\$1,839.13	\$1,871.31	\$1,922.77	\$1,980.45
Aerospace Tradesperson 3A	W6A	120	\$1,890.60	\$1,918.96	\$1,952.54	\$2,006.23	\$2,066.42
Aerospace Tradesperson 3B	W6B	125	\$1,969.46	\$1,999.00	\$2,033.98	\$2,089.91	\$2,152.61
Aerospace Tradesperson 3C	W6C	125	\$2,048.33	\$2,079.05	\$2,115.43	\$2,173.60	\$2,238.81

Technical Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
Assistant Technician 1	S1	88	\$1,433.70	\$1,455.21	\$1,480.68	\$1,521.40	\$1,567.04
Assistant Technician 1A	S1A	92	\$1,498.94	\$1,521.42	\$1,548.04	\$1,590.61	\$1,638.33
Assistant Technician 1B	S1B	96	\$1,564.08	\$1,587.54	\$1,615.32	\$1,659.74	\$1,709.53
Aerospace Technician 1A (P2 Coordinator)	S4A	105	\$1,710.73	\$1,736.39	\$1,766.78	\$1,815.37	\$1,869.83
Aerospace Technician 2A	S5A	110	\$1,792.11	\$1,818.99	\$1,850.82	\$1,901.72	\$1,958.77
Aerospace Technician 2B	S5B	115	\$1,873.63	\$1,901.73	\$1,935.01	\$1,988.22	\$2,047.87
Aerospace Technician 3A	S6A	120	\$1,955.13	\$1,984.46	\$2,019.19	\$2,074.72	\$2,136.96
Aerospace Technician 3B	S6B	125	\$2,036.52	\$2,067.07	\$2,103.24	\$2,161.08	\$2,225.91
Aerospace Technician 3C	S6C	130	\$2,118.03	\$2,149.80	\$2,187.42	\$2,247.57	\$2,315.00
Aerospace Technician 4A	S7A	135	\$2,199.53	\$2,232.52	\$2,271.59	\$2,334.06	\$2,404.08
Aerospace Technician 4B	S7B	145	\$2,362.43	\$2,397.87	\$2,439.83	\$2,506.93	\$2,582.14
Aerospace Technician 5A	S8A	150	\$2,443.82	\$2,480.48	\$2,523.89	\$2,593.30	\$2,671.10
Aerospace Technician 5B	S8B	160	\$2,606.83	\$2,645.93	\$2,692.23	\$2,766.27	\$2,849.26
Aerospace Technician 5C	S8C	165	\$2,688.24	\$2,728.56	\$2,776.31	\$2,852.66	\$2,938.24

Engineering/Scientist Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
Graduate Engineer / Scientist		110	\$1,792.11	\$1,818.99	\$1,850.82	\$1,901.72	\$1,958.77
Engineer / Scientist 1A	E1A	125	\$2,036.52	\$2,067.07	\$2,103.24	\$2,161.08	\$2,225.91
Engineer / Scientist 1B	E1B	130	\$2,118.03	\$2,149.80	\$2,187.42	\$2,247.57	\$2,315.00
Engineer / Scientist 2A	E2A	140	\$2,280.92	\$2,315.13	\$2,355.64	\$2,420.42	\$2,493.03
Engineer / Scientist 2B	E2B	149	\$2,427.56	\$2,463.97	\$2,507.09	\$2,576.03	\$2,653.31
Engineer / Scientist 2C	E2C	153	\$2,492.71	\$2,530.10	\$2,574.38	\$2,645.18	\$2,724.54
Engineer / Scientist 3A	E3A	168	\$2,737.12	\$2,778.18	\$2,826.80	\$2,904.54	\$2,991.68
Engineer / Scientist 3B	E3B	182	\$2,965.27	\$3,009.75	\$3,062.42	\$3,146.64	\$3,241.04
Engineer / Scientist 3C	E3C	195	\$3,177.03	\$3,224.69	\$3,281.12	\$3,371.35	\$3,472.49
Engineer / Scientist 3D	E3D	199	\$3,242.18	\$3,290.81	\$3,348.40	\$3,440.48	\$3,543.69
Engineer / Scientist 4A	E4A	208	\$3,388.82	\$3,439.65	\$3,499.84	\$3,596.09	\$3,703.97
Engineer / Scientist 4B	E4B	214	\$3,486.59	\$3,538.89	\$3,600.82	\$3,699.84	\$3,810.84
Engineer / Scientist 4C	E4C	220	\$3,584.34	\$3,638.11	\$3,701.78	\$3,803.58	\$3,917.69

MQE Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
MQE 13	MQE13	120	\$1,955.13	\$1,984.46	\$2,019.19	\$2,074.72	\$2,136.96
MQE 12	MQE12	125	\$2,036.52	\$2,067.07	\$2,103.24	\$2,161.08	\$2,225.91
MQE 11	MQE11	130	\$2,118.03	\$2,149.80	\$2,187.42	\$2,247.57	\$2,315.00
MQE 10	MQE10	135	\$2,199.53	\$2,232.52	\$2,271.59	\$2,334.06	\$2,404.08
MQE 9	MQE9	140	\$2,280.99	\$2,315.20	\$2,355.72	\$2,420.50	\$2,493.12
MQE 8	MQE8	145	\$2,362.43	\$2,397.87	\$2,439.83	\$2,506.93	\$2,582.14
MQE 7	MQE7	150	\$2,443.82	\$2,480.48	\$2,523.89	\$2,593.30	\$2,671.10
MQE 6	MQE6	155	\$2,525.36	\$2,563.24	\$2,608.10	\$2,679.82	\$2,760.21
MQE 5	MQE5	160	\$2,606.83	\$2,645.93	\$2,692.23	\$2,766.27	\$2,849.26
MQE 4	MQE4	165	\$2,688.24	\$2,728.56	\$2,776.31	\$2,852.66	\$2,938.24
MQE 3	MQE3	170	\$2,769.75	\$2,811.30	\$2,860.50	\$2,939.16	\$3,027.33
MQE 2	MQE2	175	\$2,851.22	\$2,893.99	\$2,944.63	\$3,025.61	\$3,116.38
MQE 1	MQE1	180	\$2,932.68	\$2,976.67	\$3,028.76	\$3,112.05	\$3,205.41

Clerical Classification		Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
				Commencement	1 July 2022	1 July 2023	1 July 2024
				+1.5%	+1.75%	+2.75%	+3.0%
Clerical Officer 1A	C1A	85	\$1,384.82	\$1,405.59	\$1,430.19	\$1,469.52	\$1,513.61
Clerical Officer 1B	C1B	96	\$1,564.08	\$1,587.54	\$1,615.32	\$1,659.74	\$1,709.53
Clerical Officer 1C	C1C	105	\$1,710.73	\$1,736.39	\$1,766.78	\$1,815.37	\$1,869.83
Clerical Officer 2A	C2A	108	\$1,759.59	\$1,785.98	\$1,817.23	\$1,867.20	\$1,923.22
Clerical Officer 2B	C2B	121	\$1,971.39	\$2,000.96	\$2,035.98	\$2,091.97	\$2,154.73
Clerical Officer 2C	C2C	129	\$2,101.77	\$2,133.30	\$2,170.63	\$2,230.32	\$2,297.23
Clerical Officer 3A	C3A	133	\$2,166.90	\$2,199.40	\$2,237.89	\$2,299.43	\$2,368.41
Clerical Officer 3B	C3B	146	\$2,378.69	\$2,414.37	\$2,456.62	\$2,524.18	\$2,599.91
Clerical Officer 3C	C3C	159	\$2,590.46	\$2,629.32	\$2,675.33	\$2,748.90	\$2,831.37

- 25.7 The rates and the classifications shown take into account that BAA supplies all necessary tools to Employees.
- 25.8 There shall be no further wage increases for the life of this Agreement.
- 25.9 Hourly rates are calculated by dividing weekly rates by 38 hours.
- 25.10 Rates of pay are expressed as a percentage of a base (100%) rate of pay.
- 25.11 The Base Tradesperson rate of pay is used as the reference point for Trades, Non-Trades and Supervisory levels.
- 25.12 The Base Technician\* rate of pay is used as the reference point for Technical, Engineer/Scientist and Clerical/Administrative levels. Base Technician is not a classification within this Agreement but purely a reference point for the purpose of calculating pay relativities.

## **26 CLASSIFICATION STANDARDS**

- 26.1 The definitions of the classifications for each of the wage levels referred to in clause 25.5 (Classifications & Rates of Pay) are set out in Part 11: Integrated Classification Structure.
- 26.2 Employees will advance classification taking into consideration knowledge, experience, competence, attributes, qualifications and business requirements in accordance with BAA Reclassification Policy (IS201-3).
- 26.3 The Reclassification Policy (IS201-3) will be maintained and modified in accordance with clause 78 (CONSULTATION) and clause 79 (CONSULTATIVE COMMITTEE) of this Agreement.
- 26.4 In addition to the requirements provided above, Part 14: Engineering/Classification Standards shall be used as part of any reclassification request for Engineer/Scientist classified Employees.

### *Joint Working Party Review*

- 26.5 Following the commencement of this Agreement, a joint working party involving BAA and employee representatives will be established within the life of the Agreement to conduct a review of the reclassification process for employees on the Engineer/Scientist Classification.
- 26.6 Following the commencement of this Agreement, a joint working party involving BAA and employee representatives will be established within the life of this Agreement to conduct a review of the 110% Aerospace Tradesperson Reclassification process that is outlined in clause in Part 12 of this Agreement and jointly agree a replacement process.

### *Engineer/Scientist Classification Level and Wage Structure Review*

- 26.7 The Company and the Union agree to review the wage relativity and levels of the Engineer/Scientist classification as defined in clauses 25.2-25.12 (Schedule of Rates of Pay).
- 26.8 A joint working party is to be established within six months of the commencement of this agreement to conduct this review. This review is to be completed within the life of this agreement. The recommendations of the working party will be submitted for endorsement by majority of affected employees.

### *Mixed Functions*

- 26.9 An Employee engaged for more than two hours during one day or shift on duties carrying a higher rate than their ordinary classification will be paid the higher rate for that day or shift. If they work at the higher classification for two hours or less during one day or shift they shall be paid the higher rate for the time worked only.
- 26.10 For any leave or public holiday occurring during the period in which mixed functions is paid, Employees shall continue to be paid at the higher classification.
- 26.11 Employees promoted to a position for which they had previously been paid mixed functions shall be paid no less than they would have received whilst on mixed functions.
- 26.12 For the purpose of clauses 26.9-26.11 (Mixed Functions), on-the-job training is not considered mixed functions and Employees will not receive a higher rate of pay.

## **27 APPRENTICE RATES OF PAY**



- 27.1 Except as provided for in clauses 27.4-27.6 (Adult Apprentices Rate of Pay) the minimum weekly wage for apprentices shall be paid in accordance with the table below:

4 Year Term Apprentice	Relativity to Base %	Weekly Base at 30 June 2021	Effective from first full pay period on or after:			
			Commencement +1.5%	1 July 2022 +1.75%	1 July 2023 +2.75%	1 July 2024 +3.0%
First	43	\$677.49	\$687.65	\$699.68	\$718.92	\$740.49
Second	56	\$882.32	\$895.55	\$911.22	\$936.28	\$964.37
Third	76	\$1,197.42	\$1,215.38	\$1,236.65	\$1,270.66	\$1,308.78
Fourth	89	\$1,402.25	\$1,423.28	\$1,448.19	\$1,488.02	\$1,532.66

- 27.2 BAA must ensure the wages and conditions of an apprentice engaged to do work covered by this Agreement are no less favourable than the wages and conditions provided for in this Agreement for equivalent or similar work. This includes apprentices employed with third-party apprenticeship groups working at BAA's site.
- 27.3 An apprentice who is under 21 years of age on the expiration of their apprenticeship and thereafter works as a minor in the occupation to which he or she has been apprenticed shall be paid at not less than the adult rate prescribed for the classification.

#### *Adult Apprentice Rates of Pay*

- 27.4 Where a person was an Employee immediately prior to becoming an adult apprentice with BAA, they will not suffer a reduction in the rate of pay by virtue of becoming an apprentice.
- 27.5 For the purpose only of fixing a rate of pay the adult apprentice shall continue to receive the rate of pay that is from time to time applicable to the classification or class of work specified in clause 25 (Classifications & Rate of Pay) in which the adult apprentice was engaged immediately prior to entering into the contract of indenture as an apprentice.
- 27.6 Subject to clause 27.4 and 27.5, the minimum rate payable to an adult apprentice shall for the period of the apprenticeship be:
- (a) the rate specified for an Aerospace Worker 1 in this Agreement in clause 25.5 or
  - (b) the rate provided in clause 27.1 for the relevant year of apprenticeship;
- whichever is the greater.

## **28 'C' STAMP – APPRENTICES**

- 28.1 'C' Stamp – The Company will provide appropriate training during the last year of an apprenticeship to achieve 'C' Stamp qualifications upon completion of their apprenticeship. The pay rate applicable will be 103% to those apprentices who are offered employment by the Company.
- 28.2 It is agreed that the Quality training will form part of the apprenticeship training program and therefore employees coming out of their time will be qualified and given a 'C' stamp and paid 103%.

28.3 Rare exemptions to this are agreed:

(a) That the Company has not provided 'C' Stamp training during the indenture period. This is the responsibility of the Company and the Company must provide this training promptly within a 3 month period as well as pay 103%;

or

(b) Training has been provided by the Company but the individual employee has failed. If the individual's employment is continued by the Company, they will be paid 100% and training will be provided within 3 months. On successful completion they will be paid 103%.

## 29 SUPPORTED WAGE SYSTEM

29.1 This clause defines the conditions which will apply to Employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement.

29.2 In the context of clause 29 (SUPPORTED WAGE SYSTEM), the following definitions will apply:

<b>approved assessor</b>	means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system.
<b>assessment instrument</b>	means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system.
<b>disability support pension</b>	means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the <i>Social Security Act 1991</i> (Cth), as amended from time to time, or any successor to that scheme.
<b>relevant minimum rates</b>	means the minimum rates set out in this Agreement for the classification of work for which an Employee is engaged.
<b>supported wage system or SWS</b>	means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook.
<b>SWS wage assessment agreement</b>	means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate.

### *Eligibility criteria*

29.3 Employees covered by this clause will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

29.4 This clause does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this Agreement relating to the rehabilitation of employees who are injured in the course of their employment.

### *Supported Wage Rates*

- 29.5 Employees to whom this clause applies will be paid the applicable percentage of the relevant minimum rates according to the following schedule:

Assessed Capacity (%)	Relevant Minimum Rates (%)
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

- 29.6 The minimum amount payable in clause 29.5 must be not less than the relevant rate provided in:

- (a) *Professional Employees Award 2020* for engineers/scientists;
- (b) *Clerks – Private Sector Award 2020* for clerical employees; or
- (c) *Manufacturing and Associated Industries and Occupations Award 2020* for the remainder of employees covered under this Agreement.

- 29.7 Where an Employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

### *Assessment of Capacity*

- 29.8 For the purpose of establishing the percentage of the relevant minimum rates, the productive capacity of the Employee will be assessed in accordance with the SWS by an approved assessor, having consulted BAA and the Employee and, if the Employee so desires, the relevant Union.

- 29.9 All assessments made under this clause must be documented in an SWS wage assessment agreement, and retained by BAA as a time and wages record in accordance with the FW Act.

### *Lodgement of SWS Wage Assessment Agreement*

- 29.10 All SWS wage assessment agreements under the conditions of this clause, including the appropriate percentage of the relevant minimum rates to be paid to the employee, must be lodged by BAA with the Fair Work Commission.

- 29.11 All SWS wage assessment agreements must be agreed and signed by the employee and BAA parties to the assessment. Where a Union is not a party to the assessment, the assessment will

be referred by the Fair Work Commission to the Union by certified mail and the SWS wage assessment agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

#### *Review of Assessment*

- 29.12 The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the SWS.

#### *Other Terms and Conditions of Employment*

- 29.13 Where an assessment has been made, the applicable percentage will apply to the relevant minimum rates only. Employees covered by the terms of this clause will be entitled to the same terms and conditions of employment as other workers covered by this Agreement on a pro-rata basis.

#### *Workplace Adjustment*

- 29.14 If BAA wishes to employ a person under the provisions of this clause, it must take reasonable steps to make changes in the workplace to enhance the Employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

#### *Trial Period*

- 29.15 In order for an adequate assessment of the Employee's capacity to be made, BAA may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed.
- 29.16 During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum rates for a continuing employment relationship will be determined.
- 29.17 The minimum amount payable to the employee during the trial period must be no less than the relevant rate provided in:
- (a) *Professional Employees Award 2020* for engineers/scientists;
  - (b) *Clerks – Private Sector Award 2020* for clerical employees; or
  - (c) *Manufacturing and Associated Industries and Occupations Award 2020* for the remainder of employees covered under this Agreement.
- 29.18 Work trials should include induction or training as appropriate to the job being trialled.
- 29.19 Where BAA and the Employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment as set out in clauses 29.8 and 29.9.

### **30 SHIFT WORKER PREMIUMS**

- 30.1 An Employee who works an afternoon or night shift will be paid for such shift 15% more than their ordinary rate (base rate) of pay.

30.2 An Employee who:

- (a) works on an afternoon or night shift which does not continue for at least five successive afternoons or nights; or
- (b) for at least the number of ordinary hours allowed by the alternative arrangements in clause 20.1(b) and (c);

will be paid for each such shift 50% for the first three hours and 100% for the remaining hours, in addition to their ordinary/base rate of pay.

30.3 An employee who:

- (a) during a period of engagement on shift, works night shift only; or
- (b) remains on night shift for a longer period than four consecutive weeks; or
- (c) works on a night shift which does not rotate or alternate with another shift or with day work so as to give them at least one third of their working time off night shift in each shift cycle;

will during that engagement, period or cycle, be paid 30% more than their ordinary rate for all time worked during ordinary working hours on such night shift.

## **31 SHIFT WORKER - WEEKEND & PUBLIC HOLIDAY PAYMENTS**

### *Rate for Working on Saturday Shifts*

31.1 The minimum rate to be paid to a Shift Worker for work performed between midnight on Friday and midnight on Saturday shall be time and a half. This extra rate is in substitution for and not cumulative upon the shift premiums in clause 30 (Shift Worker Premiums).

### *Rate for Working on Sundays or Public Holidays*

31.2 The rate at which Continuous Shift Workers are to be paid for work on a rostered shift the major portion of which is performed on a Sunday or public holiday, is double time.

31.3 The rate at which shift workers on other than continuous work are to be paid for all time worked on a Sunday or public holiday is as follows:

- (a) Sundays - at the rate of double time;
- (b) Public Holidays - at the rate of double time and a half.

31.4 Where shifts commence between 11.00pm and midnight on a Sunday or public holiday, the time worked before midnight does not entitle the Employee to the Sunday or public holiday rate for the shift. However, the time worked by an Employee on a shift commencing between 11.00pm and midnight on the day before a Sunday or public holiday and extending into the Sunday or public holiday shall be regarded as time worked on the Sunday or public holiday.

31.5 Where shifts fall partly on a holiday, the shift which has the major portion falling on the public holiday shall be regarded as the holiday shift.

31.6 By agreement between the Company and the majority of employees concerned, the shift which has the minor portion falling on the public holiday may be regarded as the holiday shift in lieu of the above.

31.7 The extra rates in this clause are in substitution for and not cumulative upon the shift premiums in clause 30 (Shift Work Premiums).

## **32 MISSED MEAL BREAK**

32.1 Except where any alternative arrangement is entered into by agreement between BAA and Employees concerned, time and a half rates shall be paid for all work done during meal hours and thereafter until a meal break is taken.

## **33 PAYMENT FOR WORKING OVERTIME**

33.1 Except as provided for in clause 33.3, 33.6, 33.7 and 23.6-23.8, the overtime rates of pay are time and a half for the first three hours and double time thereafter until the completion of the overtime work. For continuous shift workers the rate for working overtime is double time.

33.2 The hourly rate, when computing overtime, is to be determined by dividing the appropriate weekly rate by 38.

33.3 Overtime is not payable to shift workers for work done outside ordinary hours where the time worked is:

(a) by arrangement between the shift workers themselves; or

(b) for the purpose of effecting the customary rotation of shifts;

provided that when not less than 7 hours 36 minutes notice has been given to BAA by a relief shift worker that they will be absent from work and the shift worker whom that person should relieve is not relieved and is required to continue work on their Rostered Day Off, the unrelieved Employee shall be paid double time.

33.4 In computing overtime each day's work shall stand alone.

### *Saturday Work*

33.5 A Day Worker required to work overtime on a Saturday shall be afforded at least 4 hours work or paid for 4 hours at the rate of time and one half for the first 3 hours and double time thereafter, except where the overtime is continuous with overtime commenced on the previous day.

### *Sunday Work*

33.6 Employees, other than on shift work or required to work overtime on Sundays shall be paid for a minimum of 4 hours work at double time. The double time is to be paid until the employee is relieved from duty.

### *Public Holiday Work*

33.7 Employees, other than Shift Workers or employees required to work overtime on public holidays shall be paid for a minimum of 4 hours work at double time and a half. The double time and a half is to be paid until the employee is relieved from duty.

33.8 Refer to clause 31 for pay entitlements of Shift Workers who work overtime on a public holiday.

#### **34 CALL BACK**

34.1 An Employee recalled to work overtime after leaving their work site (whether notified before or after leaving) will be paid for a minimum of four hours work at the rate of time and one half for the first three hours and double time thereafter. There are a number of conditions which apply to this provision:

- (a) Where an Employee is required to regularly hold themselves in readiness for a call back they will be paid for a minimum of three hours work at the appropriate overtime rate. This is subject to clause 35 (STANDING BY).
- (b) If the Employee is recalled on more than one occasion between the termination of their ordinary work on one day and the commencement of their ordinary work on the next ordinary working day they will be entitled to the three or four hour minimum overtime payment provided for in this clause for each call back. However, in such circumstances, it is only the time which is actually worked during the previous call or calls which is to be taken into account when determining the overtime rate for subsequent calls.
- (c) Except in the case of unforeseen circumstances arising, an Employee will not be required to work the full three or four hours as the case may be if the job they were recalled to perform is completed within a shorter period.
- (d) This clause does not apply in cases where it is customary for an Employee to return to the work site to perform a specific job outside the Employee's ordinary working hours or where the overtime is continuous (subject to a meal break) with the commencement or completion of ordinary working time.
- (e) Overtime worked in the circumstances specified in this clause is not to be regarded as overtime for the purpose of clauses 22.8-22.11 (Rest Periods After Overtime) when the actual time worked is less than three hours on the call back or on each call back.

#### **35 STANDING BY**

35.1 Subject to any custom prevailing at BAA, where an Employee is required regularly to hold themselves in readiness to work after ordinary hours, the Employee is to be paid standing by time at the Employee's ordinary rate of pay for the time they are standing by.

#### **36 TEAM LEADER ALLOWANCE**

36.1 Team Leader Allowance will apply for all purposes of this Agreement.

36.2 The appointed employee (as per clause 13.1-13.3) will be eligible for a Team Lead Allowance of 5% from the employees base rate of pay for the classification under the enterprise agreement, except for roles earning less than the base tradesperson weekly wage, the equivalent of the Team Lead allowance will be calculated on the base tradesperson (100%) weekly wage.

36.3 Team Lead allowance will increase to 10% upon successful completion of a Certificate III in Frontline Leadership at a minimum.

36.4 As experience and workload increases with skills, further reclassification may be reviewed and achieved.



- 36.5 When a transfer to a new work area occurs, the employee reverts immediately to their substantive wage level if the move was self-initiated and after 3 months if the move was Company initiated.

### **37 TOOLING ALLOWANCE**

- 37.1 Tooling Allowance will not apply, and BAA will instead provide all tools necessary for the performance of work.

### **38 VEHICLE ALLOWANCE**

- 38.1 Where an Employee reaches agreement with their employer to use their own motor vehicle on BAA business, the Employee will be paid an allowance for each kilometre travelled. This allowance shall be equivalent to that provided for in the:

- (a) *Professional Employees Award 2020* for engineers/scientists;
- (b) *Clerks – Private Sector Award 2020* for clerical employees; or
- (c) *Manufacturing and Associated Industries and Occupations Award 2020* for the remainder of employees covered under this Agreement.

### **39 TRANSPORT HOME**

- 39.1 When an Employee, after having worked overtime on a shift for which they have not been regularly rostered, finishes work at a time when reasonable means of transport are not available, BAA shall provide the Employee with a conveyance home, or pay the Employee their current wage for the time reasonably occupied in reaching home.

### **40 FIRST AID ALLOWANCE**

- 40.1 An Employee who:

- (a) has been trained to render first aid; and
- (b) is the current holder of appropriate first aid qualifications such as a certificate from the St. John's Ambulance or similar body;

will be paid a weekly First Aid Allowance of \$11.72 if appointed by their employer to perform first aid duty. BAA shall endeavour to have at least one employee trained to render first aid in attendance when work is performed.

### **41 OVERTIME MEAL ALLOWANCE**

- 41.1 An employee is entitled to a meal allowance equivalent to the amount of meal money provided for in the *Manufacturing and Associated Industries and Occupations Award 2020* (or for clerical employees, the *Clerks – Private Sector Award 2020*) on each occasion that the employee is entitled to a rest break in accordance with clauses 23.6-23.8 (Overtime Crib Breaks).

### **42 CLOTHING, PROTECTIVE CLOTHING & EQUIPMENT ALLOWANCE**



- 42.1 The Company will provide clothing to employees as per the Clothing policy and will replace them annually subject to wear and tear.
- 42.2 Employees are entitled to be supplied initially with 3 shirts, 2 pants, 1 jumper or vest and 1 jacket.
- 42.3 Shirts and pants will be replaced every 12 months if required.
- 42.4 Clothing (including jacket & jumper) will be replaced if damaged. To be determined by the Manager or Senior Manager upon inspection.
- 42.5 Clothing will be ordered from a supplier chosen by the Company.
- 42.6 All clothing to be supplied with embroidered company logo.
- 42.7 Shorts & short sleeves to be provided based on area OH&S and quality requirements.
- 42.8 Employee to sign "shopping list" as a record of entitlement for the year.
- 42.9 Where an Employee is required to wear protective clothing or equipment as stipulated by the relevant law, BAA must reimburse the Employee for the cost of purchasing such special clothing. This clause does not apply where the clothing is paid for by BAA.

#### **43 SPECIAL ALLOWANCES**

- 43.1 Subject to sub-clauses (a) and (b) below, special rates shall be paid to employees including apprentices and juniors:
- (a) Where more than one of the disabilities set out in clauses 44-52 entitling an employee to special rates occurs, the employer shall be bound to pay only one rate, namely the highest rate for the applicable disabilities.
- This does not apply in relation to cold places, hot places, wet places, confined spaces or dirty work, the rates for which are cumulative;
- (b) The special rates in clauses 44-52 shall not be subject to any premium or penalty additions.

#### **44 COLD PLACES**

- 44.1 An employee who works for more than one hour in places where the temperature is reduced by artificial means below 0° Celsius is entitled to 44 cents per hour extra. Where the work continues for more than two hours an Employee is entitled to a rest period of 20 minutes every two hours without loss of pay.

#### **45 HOT PLACES**

- 45.1 An employee who works for more than one hour in the shade in places where the temperature is raised by artificial means to:
- (a) between 43° and 52° Celsius - 54 cents per hour extra;
- (b) more than 52° Celsius - 56 cents per hour extra.
- 45.2 Where work continues for more than two hours in temperatures exceeding 52° Celsius, those Employees shall be entitled to 20 minutes rest after every two hours work without deduction of

pay. The temperature shall be determined by the supervisor after consultation with the Employees who claim the extra rate.

#### **46 WET PLACES**

- 46.1 An Employee working in any place where their clothing or boots become saturated by water, oil or another substance shall be paid 44 cents per hour extra. Any Employee who becomes entitled to this extra rate shall be paid such rate only for the part of the day or shift that they are required to work in wet clothing or boots.
- 46.2 This extra rate is not payable to an Employee who is provided by the employer with suitable and effective protective clothing and/or footwear.

#### **47 CONFINED SPACES**

- 47.1 An Employee working in a confined space which means a small compartment or place to which access is through a manhole or similar opening, or where work is done in a place the dimensions of which necessitate an Employee working in a stooping or otherwise cramped or uncomfortable position, shall be entitled to 56 cents per hour extra while so engaged.

#### **48 EPOXY-BASED MATERIALS**

- 48.1 Employees using epoxy-based materials and all materials which include or require the addition of a catalyst hardener and reactive additives or two pack catalyst system shall be paid 55 cents per hour extra.
- 48.2 Employees working in close proximity to Employee so engaged so as to be affected by the materials specified shall be paid 49 cents per hour extra.

#### **49 REFRIGERATION WORK**

- 49.1 Employees required to enter and work in refrigerated units in the course of their duties shall be paid \$1.07 per hour or part thereof, with a minimum of \$2.16 per day, in lieu of the allowance listed in clause 44 (COLD PLACES). Provided this rate is not payable in areas known as "dew rooms" which are held at 10° Celsius.

#### **50 METHYL ETHYL KETONE**

- 50.1 Employees using methyl ethyl ketone shall be paid 45 cents per hour extra.
- 50.2 Employees working in close proximity to Employees so engaged so as to be affected by Methyl Ethyl Ketone will be paid 42 cents per hour extra.

#### **51 WELDING**

- 51.1 Employees welding aluminium or aluminium alloys by the MIG process and who are required to wear specific protective clothing as directed by BAA will be paid 86 cents per hour extra.
- 51.2 Employees welding aluminium or aluminium alloys by the TIG process and who are required to wear specific protective clothing as directed by BAA will be paid 57 cents per hour extra.

#### **52 ENCUMBRANCE**

- 52.1 Employees who, by the nature of the work being performed are required to wear a range of protective equipment comprising overalls, respirator (either air-fed or filter type), gloves and at least one other item of protective equipment and the apparel worn in the particular trade, shall be paid 54 cents per hour extra.

### **53 EXTRA RATES NOT CUMULATIVE**

- 53.1 Extra rates in this Agreement, except rates prescribed in clauses 43-52 and rates for work on public holidays, are not cumulative so as to exceed the maximum of double the ordinary rates.

### **54 INCREASES TO ALLOWANCES**

- 54.1 Variations to allowances will be based on decisions of Fair Work Commission. That is, an order of Fair Work Commission to vary those allowances contained in the:
- (a) *Professional Employees Award 2020* for engineers/scientists;
  - (b) *Clerks – Private Sector Award 2020* for clerical employees; or
  - (c) *Manufacturing and Associated Industries and Occupations Award 2020* for the remainder of employees covered under this Agreement.
- 54.2 Any variation by Fair Work Commission will become payable from the date of the variation order.

### **55 PAYMENT OF WAGES**

- 55.1 Wages shall be paid weekly, and payment shall be made on the basis of hours worked, together with all allowances and extraneous payments for the week ending on the Sunday before pay day subject to deduction for leave without pay and unauthorised absence.
- 55.2 Wages shall be paid by electronic funds transfer into the employee's bank (or other recognised financial institution) account.
- 55.3 On termination of employment, wages due to an Employee will be paid to the employee by post or by electronic funds transfer to the employee's nominated account within 7 calendar days.
- 55.4 On or prior to pay day, BAA must provide in writing to each Employee, the amount of wages to which they are entitled, the amount of deductions being made, and the net amount being paid.

### **56 PAYROLL CORRECTIONS**

- 56.1 Payslips will be provided to each Employee via email; or if the Employee has not provided an email address, in hard copy the day prior to pay day.
- 56.2 Payroll delays, errors and omissions do not include adjustments caused by:
- (a) Employees not submitting or submitting incorrect time and attendance and leave records to their supervisor / manager. For example: worker's compensation claims; applications for leave; or attendance records - including clock cards, time sheets and electronic records;
  - (b) changes to rates of pay or conditions unless there is an agreed implementation and payment date, between Human Resources and the Employee.

- 56.3 Payroll delays, errors and omissions do include adjustments caused by:
- (a) supervisor failure to forward required notifications;
  - (b) supervisor failure to authorise or forward notification of special payments including crib times, meal breaks overtime or allowances;
  - (c) failure of timekeeping devices;
  - (d) changed rates of pay or conditions where there is an agreed implementation and payment date;
  - (e) errors in calculations and rates of pay.
- 56.4 The “time of notification” will be the time when both payroll and employee are aware of the potential error delay or omission (letter, email, red book). The Payroll Office will maintain a register of all notified problems. This register will include:
- (a) employee name;
  - (b) description of problem, date and time;
  - (c) signature of Payroll Officer and of Employee or manufacturing lead making notification;
  - (d) estimated amount, i.e. <\$25, <25%, >25%;
  - (e) agreed resolution of problem;
  - (f) signature of Employee for acceptance of problem resolution;
  - (g) date and time of corrective action.
- 56.5 Payroll errors will be dealt with as follows:

Error type	Timeframe for Payment Correction
Less than \$25 net	May be held over and corrected in the next pay period.
Greater than \$25 net but less than 25% of corrected gross pay	Within 2 working days of notification time.
Greater than 25% of corrected gross pay; and Notification received before 1:00pm	Before the end of the next shift (Day Shift Employees). Before the start of the next shift (Afternoon and Night Shift Employees).

- 56.6 Where a payroll correction is not made within the timeframes above, the Employee will be paid waiting time at time and a half from the time the correction payment was due until payment is made. Any waiting time payments will be made in the following pay period.
- 56.7 If an Employee is kept waiting for their wages on pay day, after the usual time for ceasing work, they will be paid at overtime rates for the period they are kept waiting.
- 56.8 It is further agreed that effective resolution of payroll problems requires;

- (a) proper identification of the problem;
- (b) supporting evidence - bank statements;
- (c) agreed resolution, which may involve parties other than the employee and the pay office, e.g. manufacturing leads, supervisors, Human Resources and employee representatives;
- (d) an agreed payment date.

and all parties should work together to improve their role in the above process

## **57 PERMITTED PAYROLL DEDUCTIONS**

57.1 Any deductions made from an Employee's wages must be authorised:

- (a) in writing by the employee and principally for the employee's benefit;
- (b) by the Employee in accordance with this Agreement;
- (c) by or under a modern award or Fair Work Commission order; or
- (d) by or under a law of the Commonwealth, a State or a Territory, or an order of a court

57.2 The parties to this Agreement permit payroll deductions by BAA from final employee termination payments for annual leave taken and paid in advance of accrual, and not recouped by BAA before the employment termination date, as set out at clause 66.21.

## **58 DAYLIGHT SAVING**

- 58.1 If an Employee is working on shift at the time the State government declares daylight savings starts, the Employee will be paid for an additional hour of work (and overtime where applicable) to compensate for the loss of an hour of work caused by the fact the clocks have moved forward.
- 58.2 If an Employee is working on shift at the time the State government declares daylight savings ends, the Employee will be paid for their time worked at the applicable rates set out in this Agreement for that work.

## **59 NOVATED LEASE**

- 59.1 BAA will continue to make available to Employees the option of salary sacrifice for novated lease vehicles in accordance with BAA policy and applicable laws.
- 59.2 Employees will be required to use the novated lease provider selected by BAA. The novated lease company selected will be required to provide Employees with information (tax implications, etc.) through Employee sessions and one-on-one meetings if required.
- 59.3 Employees are advised to seek independent financial advice prior to entering into a novated lease arrangement.

## **60 CONTACT OUTSIDE WORK HOURS ALLOWANCE**

- 60.1 Some Employees are required to be contactable by BAA and available outside of normal working hours where the purpose of the contact is a regular part of the Employee's role or function.

- 60.2 This includes Employees who are required to coordinate AOG spares requirements and emergency computing and Information Technology requirements.
- 60.3 Where an Employee is required to be contactable via mobile phone, be available; and where the purpose of the contact is a regular part of the Employee's role or function the Employee will receive a payment of \$65 per week to be paid as a flat amount.
- 60.4 This clause does not apply to Employees who may be contacted by BAA outside of normal work hours on infrequent occasions related to normal or standard operational and support activities.

## **61 WORKER'S COMPENSATION MAKE-UP PAY**

- 61.1 In clause 61 (WORKER'S COMPENSATION MAKE-UP PAY):

**Make-up pay** means the difference between the applicable ordinary time/base rate of pay for the Employee's classification and the amount payable in respect of the injury or illness by the workers compensation authority.

- 61.2 BAA will provide make-up pay for up to 52 weeks following the date of any injury or illness, which has been accepted by the relevant worker's compensation authority as work-related.
- 61.3 For the purpose of this Agreement and for superannuation contributions a period of make-up pay shall be regarded as continuous service.
- 61.4 Where an Employee on workers compensation is receiving only payments made by the workers compensation authority, continuity of service shall not be broken but service shall not be regarded as continuous for the purpose of this Agreement or for superannuation contributions.

## **62 TRAVEL TIME PAYMENTS**

### *Domestic Travel – Working Away From Usual Place of Work*

- 62.1 Where an Employee is directed to work at a place other than the Employee's usual place of employment and that place is in Australia, time occupied on any day to travel to that place will count as hours worked on that day by the Employee, subject to the conditions in clause 62.
- 62.2 All travel time resulting in payment in accordance with clause 62 will be paid at the ordinary single-time rate, irrespective of the number of hours the Employee has worked, time of day and day of the week.
- 62.3 Where a flight is required:
- (a) To travel to a place other than the Employee's usual place of employment – travel time and payment will apply from 60 minutes prior to scheduled flight departure until actual arrival time at the work location;
  - (b) To travel home – travel time and payment will apply from 60 minutes prior to scheduled flight departure until actual arrival time at home airport.
- 62.4 The maximum travel time that an employee will be eligible for payment will be 12 hours of every 24 hours.

### *International Travel*

- 62.5 Where an employee is directed to work at an overseas location, time occupied on any day to travel to that location will not result in a travel payment. The Employee will receive their ordinary pay where travel occurs on a scheduled work day.

### **63 GAINSHARE SCHEME**

- 63.1 This scheme will be effective for the life of this agreement and will cover all employees covered by this Agreement.
- 63.2 The Gainshare Scheme will reward Employees for achieving better than planned results for the business. Any saving will be divided equally (i.e. 50% to the Company and 50% to the Employees). The Employee share of this gain will be divided by the number of eligible Agreement covered Employees and be paid as a gross monetary bonus.
- 63.3 The architecture of the Gainshare Scheme will be contained in a policy document separate to this Agreement.

### **64 REDUNDANCY PAYMENTS & ENTITLEMENTS**

#### *Transfer of Business*

- 64.1 Where:
- (a) a business is before or after the date of this Agreement transferred from the Company (in clause 64 (REDUNDANCY PAYMENTS & ENTITLEMENTS) called the 'old employer') to another employer (in clause 64 (REDUNDANCY PAYMENTS & ENTITLEMENTS) called the 'new employer');
  - (b) An employee of the old employer in that business becomes an employee of the new employer within three months of termination of their employment with the old employer;
  - (c) The employee performs the same, or substantially the same, work for the new employer as work performed for the old employer; and
  - (d) There is a connection between the old employer and the new employer;
- Then:
- (e) The continuity of the employment of the employee will be deemed not to have been broken by reason of such transfer;
  - (f) The period of employment which the employee has had with the old employer or any prior employer will be deemed to be service of the employee with the new employer; and
  - (g) The employee will not be entitled to a redundancy or severance payment.
- 64.2 In clause 64 (REDUNDANCY PAYMENTS & ENTITLEMENTS):
- (a) 'business' includes trade, process, business or occupation and includes part of any such business and transfer includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and transferred has a corresponding meaning.
  - (b) 'connection between the old employer and the new employer' has the same meaning as s311(3)-(6) of the FW Act i.e:



- (i) a transfer of assets from the old employer and the new employer;
- (ii) the old employer outsourcing work to the new employer;
- (iii) the new employer ceasing to outsource work to the old employer; and/or
- (iv) the new employer being an associated entity of the old employer.

#### *Severance Payments*

64.3 Severance payments are as follows:

- (a) 0-15 years' service – 6 weeks payment per year of service;
- (b) Greater than 15 years' service: 6 weeks payment per year for the first 15 years then 4 weeks payment per year for the next 5 years then 3 weeks payment per year of service thereafter;
- (c) The minimum benefit payable to redundant employees, including the notice period will be 13 weeks.
- (d) The redundancy benefit will be subject to a ceiling, including the notice period, of:
  - (i) 144 weeks for employees less than 45 years of age;
  - (ii) 148 weeks for employees greater than 45 years of age.
- (e) Pro-rata entitlement shall be paid for part completed years of service.
- (f) An employee who has been notified that they will be made redundant and suffers death or a permanent disability prior to their redundancy taking effect will receive all entitlements under this Agreement. The amount that they would have been entitled to will be forwarded to the employee or in the case of death the employees next of kin.

#### *Annual Leave*

64.4 A loading of 17.5% will be paid on pro-rata annual leave, at the rate of 17.5% or the employee's usual shift loading whichever is the greater.

#### *Notice Period*

64.5 The period of notice (or payment in lieu of notice) will be:

- (a) Employees less than 45 years of age – 4 weeks;
- (b) Employees greater than 45 years of age – 8 weeks

#### *Long Service Leave*

64.6 Employees subject to redundancy will be entitled to pro rata long service leave after one (1) year of service.

#### *Personal/Carer's Leave*



- 64.7 The Company agrees to pay out accrued personal/carer's leave on redundancy up to the maximum of 20 days payment. The Company and unions commit to discussing a process that addresses employees taking personal/carer's leave.

#### *Pro-rata Service Awards*

- 64.8 Employees subject to redundancy will be entitled to receive Service Award Vouchers for the cash amounts specified in the Boeing Aerostructures Australia Service Awards Procedure as amended from time to time. This entitlement will only apply to those employees who are within 12 months of the applicable 5 year (or multiple thereof) anniversary.

#### *Outplacement*

- 64.9 The Company will provide outplacement services for employees who are subject to redundancy. The outplacement program will provide support in areas such as career planning, financial planning, resume preparation, references, job search strategy and techniques, interviewing, and assessing job offers.

#### *Employees on Leave/Courses*

- 64.10 Employees on leave or on courses will be entitled to participate in a redundancy program at the conclusion of the leave period or course.

#### *Reimbursement of Training Expenses*

- 64.11 Employees who wish to access approved vocational training will be eligible for the reimbursement of fees up to a limit of \$1000 on presentation of:

- (a) A receipt of payment for fees; and
- (b) Evidence of satisfactory attendance

- 64.12 This benefit will be administered by the Training Committee and will be available until the end of the academic year.

#### *Re-employment*

- 64.13 The Company welcomes applications from former employees who have been made involuntarily redundant. Each applicant will be assessed as per the identified process.

#### *Amalgamation of Legal Entities*

- 64.14 In the event The Boeing Company changes or amalgamates its legal entities including BAA, an employee will not be entitled to a redundancy or severance payment if the employee is transferred:

- (a) to an associated entity of BAA within three months of termination of employment with BAA;
- (b) with continuity of service recognised;
- (c) under the same terms and conditions of this Agreement, performing the same or substantially the same work; and

(d) with their circumstances remain unchanged including non-certified agreements.

This clause will only apply if the Boeing Company remains the parent company to BAA.

#### *Compulsory/Voluntary Redundancy Arrangements*

- 64.15 The extent to which the Company can accommodate voluntary redundancies, voluntary redundancies will be determined by the particular circumstances at the time and will have regard to the operational requirements of the business. Such arrangements will be discussed by the parties and the selection process determined at the time.

#### *Closure*

- 64.16 In the event of closure of the Company, the Company will communicate as early as practicable after a definite decision has been made by the Company. The Company shall give prompt consideration to matters raised by the employees and/or their unions in relation to the closure.
- 64.17 In the event of a closure, the Company will negotiate an additional close down agreement with the parties that does not include areas previously discussed during this Redundancy negotiation or contained in this Agreement. The only areas that the Company will discuss would include retention and special provision payments.

#### *Redundancy Process*

- 64.18 The Redundancy Process has been agreed and is included as Part 9 (Redundancy Process) to this Agreement.

### **65 ENGINEERING REGISTRATION**

- 65.1 BAA will cover the cost of assessment and ongoing registration for professional engineers covered by this Agreement to comply with the Professional Engineers Registration Act, to the extent the assessment and ongoing registration is required for the employee to perform their position at BAA under this Agreement. The required Continued Professional Development (CPD) hours may be acquitted at BAA in accordance with the employee's development plan.

## Part 6: Leave & Public Holidays

### 66 ANNUAL LEAVE

#### *Leave Entitlement*

- 66.1 Payment for the period of leave for both full-time and part-time employees is based on the principle that the employee will be paid what the employee would normally have received if they had not been on leave, with certain exceptions which include overtime.
- 66.2 A full-time Employee who is a Day Worker is entitled to 152 hours (4 weeks) annual leave after each 12 months of service (less the period of annual leave) with BAA.
- 66.3 A full time Employee who is a seven-day Shift Worker is entitled to 190 hours (5 weeks) annual leave after each 12 months of service (less the period of annual leave) with BAA.
- 66.4 The annual leave for full-time and part-time employees accrues at a rate of 2.923 hours for each 38 ordinary hours worked. Annual leave accumulates from year to year.
- 66.5 Casual employees are not entitled to annual leave.

#### *How to Calculate Leave Entitlements*

- 66.6 Any unpaid absences from work are not to be taken into account and will not count as time worked in calculating the leave entitlement except for the following:
- (a) in a 12 month period the Employee is entitled to have off up to 22 approved unpaid ordinary working days (or pro rata for less than 12 months) because of sickness or accident and this will be counted as time worked.
  - (b) any time on workers compensation leave for which the Company is paying make-up pay will be counted as time worked.
  - (c) any interruption or termination of the employment by the Company which has been made with the intention of avoiding obligations under this clause.
- 66.7 Absences from work which do not count as time worked in calculating the leave entitlement but do not break continuity of service for the purposes of this Agreement include:
- (a) any absence with reasonable cause, proof of which shall be upon the employee.
  - (b) any leave without pay taken with the agreement of the Company, other than community service leave; or
  - (c) parental leave, without pay.
- 66.8 Where a business is transferred from one employer to another, as set out in clause 64.1 of this Agreement, the period of continuous service that the Employee had with the old employer or any prior employer shall be deemed to be service with the new employer and taken into account when calculating annual leave. However an employee shall not be entitled to leave or payment in lieu for any period in respect of which leave has been taken or paid for.

#### *Additional Leave for Seven Day Shift Workers*

- 66.9 In addition to leave provided in clause 66.2 for Day workers, Seven-day Shift Workers (that is Shift Workers who are rostered to work regularly on Sundays and holidays), shall be allowed 7 consecutive days' leave including non-working days (as per clause 66.3).
- 66.10 Where an Employee with 12 months continuous service is engaged for part of the 12-monthly period as a Seven-day Shift Worker, that Employee is entitled to have the period of leave prescribed in clause 66.2 increased by half a day for each month they were continuously engaged as a Seven-day Shift Worker.
- 66.11 A Seven-day Shift Worker will be treated as a Shift Worker for the purposes of the NES in the FW Act.

#### *Payment for Period of Annual Leave*

- 66.12 Subject to 66.26 (Annual Shut Down), Employees are to be paid the wages they would have received in respect of the ordinary time they would have worked had they not been on leave during the relevant period.
- 66.13 The wages to be paid must be worked out on the basis of what the Employee would have been paid under this Agreement for working ordinary hours during the period of leave. The Employee is not entitled to payments in respect of overtime, special rates or any other payment which might have been payable to the Employee as a reimbursement for expenses incurred.

#### *Annual Leave Loading*

- 66.14 During December each year an employee will receive a loading calculated on the rate of wage prescribed by clauses 66.12-66.13 above. The loading shall be as follows:
- (a) Day Workers - a loading of 17.5%. Provided that the maximum payable shall be equivalent to the Australian Bureau of Statistics full-time average weekly ordinary time earnings for a male for the September quarter of the preceding year in which the leave accrues.
  - (b) Shift Workers - Employees who would have worked on Shift Work had they not been on leave - a loading of 17.5% or the shift loading, whichever is the greater but not both. In determining the appropriate leave loading amount for Shift Workers, an Employee who has worked a period of night shift will receive night shift loading (30%) for the portion whilst they were on night shift. (E.g. worked 3 months night shift receive 9 months leave loading at 17.5% and 3 months at 30%).

#### *Taking Annual Leave*

- 66.15 The annual leave provided by this clause must be taken as leave except as provided by clause 66.26 (Annual Shut Down). Payment will not be made or accepted in lieu of annual leave.
- 66.16 Subject to BAA's right to reasonably fix the time of taking annual leave, the actual time of taking leave shall be agreed between BAA and the Employee provided that the leave is taken within a period no later than 27 months from the date on which it accrued.
- 66.17 Annual leave may be approved for periods which are one hour or greater. Prior approval must be obtained by the Employee's Manager before leave is taken and documented as such via the BAA Leave Application Form.
- 66.18 BAA will not unreasonably refuse to agree to a request by an employee to take annual leave.

#### *Public Holidays Falling in a Period of Leave*

- 66.19 If any public holiday prescribed by clause 72 falls within an Employee's period of annual leave and is observed on a day which in the case of that Employee would have been an ordinary working day, there must be added to the period of annual leave time equivalent to the ordinary time which the Employee would have worked if the day had not been a holiday.
- 66.20 Where a holiday or holidays falls in a period of annual leave and the Employee, fails, without reasonable cause, to attend for work at the Employees ordinary starting time on the working day immediately following the last day of the period of annual leave, the Employee shall not be entitled to be paid for the holiday or holidays.

#### *Annual Leave in Advance*

- 66.21 BAA may allow an Employee to take annual leave either wholly or partly in advance before the leave becomes due. In such case, a further period of annual leave will not commence to accrue until after the expiration of the 12 months in respect of which the annual leave or part of it had been taken before it accrued.
- 66.22 Where annual leave or part of it has been granted before the leave is due, and the Employee subsequently leaves or is discharged from the service of BAA before completing the required 12 months continuous service and the amount paid by BAA to the Employee for the annual leave or part so taken in advance exceeds the amount which BAA is required to pay to the Employee under clause 66.26 (Annual Shut Down), BAA will not be liable to make any payment to the Employee under 66.26 (Annual Shut Down) and is entitled to deduct the amount of excess from any remuneration payable to the employee upon the termination of employment.

#### *Proportionate Leave on Termination*

- 66.23 All employees will receive their annual leave entitlements upon termination of employment in accordance with the National Employment Standards (NES) in the FW Act.
- 66.24 To the extent clause 66.25 provides for a more beneficial outcome for employees than the NES, clause 66.25 will apply.
- 66.25 An employee other than a casual who:
- (a) After one week of continuous service in the first qualifying 12 monthly period with BAA lawfully leaves BAA, or whose employment is terminated by BAA through no fault of the Employee; or
  - (b) After 12 months continuous service with BAA, leaves the employment of BAA or whose employment is terminated by BAA for any reason;
- will be paid 2.923 hours for each 38 ordinary hours worked and in respect of which leave had not been granted under this clause at the appropriate rate of wage calculated in accordance with clauses 66.12 and 66.13.

#### *Annual Shut Down*

- 66.26 Where BAA closes down the enterprise, or part of it, for the purposes of allowing annual leave to all or the majority of the employees in the enterprise or parts concerned, the following provisions shall apply:
- (a) This clause is not to be used as a "Stand down" provision.

- (a) Continuous service for leave purposes shall be calculated from 1 December each year.
- (b) Employees who have not completed a year's continuous service on or before 30 November shall be granted paid leave on a proportionate basis for each completed month of continuous service at that date.
- (c) Where the period of leave granted in accordance with clause 66.26(a) hereof is less than the period of close-down, the balance of the latter shall be deemed to be a period of leave without pay and be time of service.
- (d) BAA may close down the enterprise or part of the enterprise for one or two separate periods for the purpose of granting annual leave.
- (e) If BAA closes down the enterprise or part of the enterprise in two separate periods one of these periods shall be for a period of at least 14 consecutive days including non-working days.

66.27 In the event of 2 or more shut downs, employees will not be forced to take Leave without Pay for the second and subsequent shut downs.

66.28 A minimum of 4 weeks notice must be provided or less by agreement with Employee Representatives.

66.29 Any additional shut down periods must be agreed between the Company and employee representatives.

66.30 The company may close down the enterprise or part of it for a period of at least 14 days including non-working days and allow the balance of any annual leave to be taken in one continuous period in accordance with a roster.

## 67 PERSONAL/CARER'S LEAVE

67.1 **Personal leave** means personal/carer's leave.

### *Accrual of Personal Leave*

67.2 Employees (other than casual Employees) will accrue/be credited personal leave days as follows:

Milestone	Personal Leave Accrued
Start date (first date of work)	38 hours (1 working week)
6 months of service	Additional 76 hours (2 working weeks)
12 months of service	Additional 114 hours (3 working weeks)
<b>For each additional 12 months of service</b>	<b>Additional 114 hours (3 working weeks)</b>

### *Taking Paid Personal Leave*

67.3 An Employee is entitled to Personal leave where they:

- (a) are unfit for work due to illness/injury (sick leave); or
- (b) need to provide care or support to a member of their immediate family or household due to that member being ill/injured, or an unexpected emergency affecting that member (carer's leave). This entitlement is subject to the employee being responsible for the care and support of the person concerned. In normal circumstances an employee is not entitled to take carer's leave where another person has taken leave to care for the same person.

67.4 To access Personal leave an Employee must:

- (a) inform BAA they cannot attend for work, before the time they were due to start work, or otherwise as soon as reasonably practicable; and
- (b) as far as practicable, state the nature of the absence; or the name of the person they are caring for, their relationship, the reason for taking such leave and that the illness of the person concerned requires care by another; and
- (c) advise BAA how long the Employee expects to be absent; and
- (d) submit a leave application form; and
- (e) provide a medical certificate, carer's certificate or statutory declaration, where:
  - (i) the absence was for more than two days; or
  - (ii) the employee has previously been absent for two days on three or more occasions since the last personal leave credit; or
  - (iii) they have been absent on personal leave for six single days since the last personal leave credit.

There may be exceptional circumstances where an employee is unable to meet the above requirements; in these circumstances the employee must inform BAA as soon as reasonably practicable, the circumstances of which will be considered on a case by case basis.

67.5 Where an Employee takes personal leave to provide care or support to a member of their immediate family or household due to an unexpected emergency affecting that member; the Employee must, if required by BAA, provide document(s) acceptable to BAA or a statutory declaration, stating:

- (a) the nature of the emergency; and
- (b) that emergency resulted in the person concerned requiring care by the Employee.

67.6 In the case of employees whose hours of work are fixed in accordance with clause 20 (ORDINARY HOURS OF WORK) of this Agreement, personal leave pay entitlements for part-day absences shall be calculated on a proportionate basis.

67.7 An Employee will not be entitled to take Personal leave on an RDO or public holiday, as it is not a day they were expected to work, nor will the personal leave pay entitlement be reduced as a result of the illness or injury on that day.

67.8 Where an Employee is ill or injured while on annual leave or long service leave, they may convert that day(s) to Personal leave, if they provide a medical certificate to BAA as soon as practicable which covers each of the days claimed.

67.9 Any unused Personal leave will continue to be available for the Employee to use in later years.



67.10 If an Employee's employment is terminated:

- (a) due to their role being made redundant, they will be paid out any unused Personal Leave to a maximum of 20 days (as set out in clause 64.7); or if
- (b) for any other reason, unused Personal Leave is not payable on termination of employment.

67.11 For the purpose of clause 67 (PERSONAL/CARER'S LEAVE), twelve months service shall mean twelve months employment within a period of fourteen months provided that any breaks in employment shall have been due to the requirements of the Company.

67.12 An Employee who is re-employed within 12 months of termination of employment (except if the termination is due to redundancy) will have their Personal Leave balance at the time of the employment termination reinstated. The Employee will only receive an additional Personal Leave allocation once they have completed the last 12 months service.

#### *Public Holidays During a Period of Personal Leave*

67.13 If the period during which an employee takes paid personal leave includes a day or part-day that is a public holiday in the place where the employee is based for work purposes, the employee is taken not to be on paid personal leave on that public holiday.

#### *Unpaid Carers Leave*

67.14 Casual Employees and Employees who have exhausted their paid personal leave entitlement may take up to 2 days (or a longer period as agreed between the Employee and BAA) of unpaid personal (carer's) leave per occasion, where the Employee meets each of the requirements set out in clauses 67.4 and 67.5 (notice and evidence requirements).

67.15 BAA must not fail to re-engage a casual employee because the casual employee accessed the entitlements provided for in clause 67.14. The rights of BAA to engage or not engage a casual Employee are otherwise not affected.

#### *Unpaid Personal Leave*

67.16 The Company may grant personal leave without pay to:

- (a) Returned service personnel - at the rate of two days for each 22 days of service, except during the first twelve months when leave not exceeding twenty days may be granted.
- (b) Non-returned service personnel - after completion of 44 days actual duty, two days without pay for every 22 days service, but not more than twenty days without pay shall be granted in respect of any twelve months service.

### **68 COMPASSIONATE LEAVE**

#### *Compassionate Leave for Full-Time Employees*

68.1 A full-time employee is entitled to a maximum of 3 days compassionate leave without loss of pay on each occasion:

- (a) when a member of the Employee's immediate family or household:



- (i) contracts or develops a personal illness that poses a serious threat to his or her life;
- (ii) sustains a personal injury that poses a serious threat to his or her life;
- (iii) dies (collectively, 'each permissible occasion'); or

(b) a child is stillborn, where the child would have been a member of the employee's immediate family, or a member of the employee's household, if the child had been born alive; or

(c) the Employee, or the Employee's spouse or de facto partner, has a miscarriage.

68.2 An employee may take compassionate leave for a particular permissible occasion as:

(a) a single continuous three day period; or

(b) up to three separate periods of 1 day each; or

(c) any separate period to which the employee and their manager agrees.

Compassionate leave includes the attendance at the funeral in the case of the death of the person.

#### *Compassionate Leave for Part-Time Employees*

68.3 A part-time employee is entitled to a maximum of 2 days compassionate leave without loss of pay on the same basis as prescribed for full-time employees in clause 68.1(a)-(c), except that paid leave is only available where a part-time employee would normally work on either or both of the two working days for each permissible occasion.

#### *Compassionate Leave for Casual Employees*

68.4 A casual employee is entitled to not be available to attend work for up to 48 hours (i.e. 2 days) on each occasion:

(a) when a member of the casual employee's immediate family or household:

- (i) contracts or develops a personal illness that poses a serious threat to his or her life;
- (ii) sustains a personal injury that poses a serious threat to his or her life;
- (iii) dies (collectively, 'each permissible occasion'); or

(b) a child is stillborn, where the child would have been a member of the casual employee's immediate family, or a member of the casual employee's household, if the child had been born alive; or

(c) the casual employee, or the casual employee's spouse or de facto partner, has a miscarriage.

Compassionate leave includes the attendance at the funeral in the case of the death of the person.

68.5 The casual Employee is not entitled to any payment for the period of non-attendance identified in clause 68.4.

68.6 BAA must not fail to re-engage a casual employee because the casual employee accessed the entitlements provided for in clause 68.4. The rights of BAA to engage or not engage a casual Employee are otherwise not affected.

### *Unpaid Compassionate Leave*

- 68.7 An employee, including a casual employee, may take unpaid compassionate leave by agreement with the employer.

### *Notice and Evidence for Compassionate Leave*

- 68.8 An Employee must give notice of the absence to BAA as soon as practicable, and production of satisfactory evidence is required.

## **69 COMMUNITY SERVICE LEAVE**

### *Community Service Activity*

- 69.1 An employee who engages in an eligible community service activity is entitled to be absent from their employment for a period if the period consists of:
- (a) time when the employee engages in the activity;
  - (b) reasonable travelling time associated with the activity;
  - (c) reasonable rest time immediately following the activity
- and unless the activity is jury service – the employee's absence is reasonable in all the circumstances.
- 69.2 An employee engaged in Voluntary Emergency Management Activities will do so without loss of pay.
- 69.3 For the purpose of this clause 69 (COMMUNITY SERVICE LEAVE), "eligible community service activity" has the meaning as under the FW Act and regulations in force and updated from time to time.
- 69.4 Notice and evidence requirements apply in accordance with the legislative requirements.

### *Jury Service*

- 69.5 Full-time and part-time employees attending for jury service are entitled to have their pay made up to what they would have received for working ordinary time. Employees must provide proof of attendance.
- 69.6 A full-time employee required to attend for jury service during his or her ordinary working hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the amount of wage they would have received in respect of the ordinary time they would have worked had they not been on jury service.
- 69.7 Where a part-time employee is required to attend for jury service and such attendance coincides with a day on which the employee would normally be required to work, payment shall be made to the employee in accordance with clause 17 (PART-TIME EMPLOYMENT).

- 69.8 An employee shall notify the employer as soon as possible of the date upon which they are required to attend for jury service. Further, the employee shall give the employer proof of attendance, the duration of such attendance and the amount received in respect of such jury service.
- 69.9 An employee shall not be required to report for work prior to attending court for jury service.

## **70 FAMILY AND DOMESTIC VIOLENCE LEAVE**

- 70.1 For the purpose of clause 70 (FAMILY AND DOMESTIC VIOLENCE LEAVE), family and domestic violence is defined as any violent, threatening or other abusive behaviour by a person against a member of the person's family or household (current or former). To avoid doubt, this definition includes behaviour that:
- (a) is physically or sexually abusive; or
  - (b) is emotionally or psychologically abusive; or
  - (c) is economically abusive; or
  - (d) is threatening; or
  - (e) is coercive; or
  - (f) in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person.
- 70.2 An employee, including a casual employee, experiencing family and domestic violence, or an employee who is required to provide support to a member of their immediate family or household who is a victim of such violence or abuse, is entitled to 5 days per year of paid family and domestic violence leave for the purpose of:
- (a) attending legal proceedings, counselling, appointments with a medical or legal practitioner;
  - (b) relocation or making other safety arrangements; or
  - (c) other activities associated with the experience of family and domestic violence.
- 70.3 This leave will be in addition to existing leave entitlements, may be taken as consecutive or single days or as a fraction of a day.

### *Notice and Evidentiary Requirements*

- 70.4 The employee shall give the Company notice as soon as reasonably practicable of their request to take leave under this clause.
- 70.5 If required, the employee must provide evidence that would satisfy a reasonable person that the leave is for the purpose as set out in clause 70.2. Such evidence may include a document issued by the police service, a court, a health professional, a family violence support service, a lawyer, a financial institution or an accountant.

### *Contact Person*

- 70.6 BAA will nominate a contact person within the Human Resources function to provide support for employees experiencing family and domestic violence and notify employees of the name of the nominated contact person.

- 70.7 An employee experiencing family and domestic violence may raise the issue with the nominated contact person or their immediate supervisor.
- 70.8 Where requested by an employee, the contact person will liaise with the employee's supervisor on the employee's behalf, and will make a recommendation on the most appropriate form of support
- 70.9 BAA will consider any reasonable requests for additional support for an employee experiencing family or domestic violence to provide a safe work environment.

## 71 PARENTAL LEAVE

- 71.1 Subject to the terms of clause 71 (PARENTAL LEAVE) and applicable law, employees are entitled to maternity/primary care giver leave, adoption leave, secondary care giver leave and to work part-time in connection with the birth or adoption of a child.
- 71.2 A **primary care giver** is the person who most meets a child's needs, including feeding, dressing, bathing and otherwise supervising the child in an age-appropriate manner. For a baby particularly, this role normally requires intensive physical involvement on an ongoing basis. Only one person may be a primary caregiver at any one time.
- 71.3 The provisions of this clause apply to full-time, part-time and eligible casual employees.
- 71.4 An **eligible casual** employee means a casual employee:
- (a) employed by the Company on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months; and
  - (b) who has, but for the pregnancy or the decision to adopt, a reasonable expectation of ongoing employment on a regular and systematic basis.
- 71.5 For the purposes of this clause **continuous service** is work for the Company on a regular and systematic basis (including any period of authorised leave or absence).
- 71.6 The Company must not fail to re-engage a casual employee because:
- (a) the employee or employee's partner is pregnant; or
  - (b) the employee is or has been immediately absent on parental leave.
- 71.7 The rights of the Company in relation to engagement and re-engagement of casual employees are not affected, other than in accordance with clause 71 (PARENTAL LEAVE).

### *Effects of Parental Leave on Employment*

- 71.8 Absence on parental leave without pay shall not count as service for any purpose except as specified in clauses 71.14-71.15 of this clause.
- 71.9 An employee on probation shall not have their probationary period extended due to parental leave.
- 71.10 If during a period of maternity/primary care giver leave any form of paid leave is granted the period of that paid leave shall count as service for all employment purposes.
- 71.11 The first twelve weeks of maternity/primary care giver leave whether paid or unpaid shall count as service for all purposes.

### *Definitions*

- 71.12 For the purposes of this clause **child** means a child of the employee under 16 or a child under 16 who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the partner of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

### *Concurrent Leave*

- 71.13 Where both parents are employed by the Company maternity/primary care giver, secondary care giver and adoptive leave may be taken concurrently provided that the combined maximum period of Leave Without Pay does not exceed 66 weeks.

### *Termination of Employment and Parental Leave*

- 71.14 The Company shall not terminate the employment of employees on the grounds of their application for Parental Leave, but otherwise the rights of the Company in relation to termination of employment are not affected.

### *Parental Leave and Other Entitlements*

- 71.15 An employee is entitled to take annual leave and long service leave during any period which would otherwise be unpaid parental leave.

### *Variation to Period of Parental Leave*

- 71.16 Where an employee takes leave under this clause, unless otherwise agreed between the employer and employee, an employee may apply to the Company to change the period of parental leave on one occasion. Any such change to be notified as soon as possible but no less than four weeks prior to the commencement of the changed arrangements. Nothing in this clause detracts from the basic entitlements set out in clause 71 (PARENTAL LEAVE).

### *Right to Request*

- 71.17 An employee entitled to parental leave pursuant to the provisions of clause 71.28 and clauses 71.48-71.51 may request the employer to allow the employee:
- (a) to extend the period of simultaneous unpaid parental leave provided for in clause 71.28 up to a maximum of eight weeks;
  - (b) to extend the period of unpaid parental leave provided for in clause 71.28 by a further continuous period of leave not exceeding 12 months;
  - (c) to return from a period of parental leave on a part-time basis until the child reaches school age to assist the employee in reconciling work and parental responsibilities.
- 71.18 The employer shall consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the Company's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

#### *Employee's Request and Employer's Decision to be in Writing*

- 71.19 The employee's request and the Company's decision made under sub-clause 71.17(c) must be recorded in writing.

#### *Request to Return to Work Part-time*

- 71.20 Where an employee wishes to make a request under clause 71.14, such a request must be made as soon as possible but no less than seven weeks prior to the date upon which the employee is due to return to work from parental leave.

#### *Leave Without Pay Prior to Parental Leave*

- 71.21 An employee granted leave without pay for up to six weeks who becomes pregnant either before or during the period of leave without pay, retains her entitlements to all provisions of this Agreement.
- 71.22 An employee granted leave without pay exceeding six weeks who has taken at least six weeks of that leave, is entitled to maternity/primary care giver leave (paid and/or unpaid), secondary care giver leave or adoption leave, between the expiration of leave without pay and the date when eligibility for parental leave would have ended.

#### *Resumption of Duty after Parental Leave*

- 71.23 An employee on maternity leave may return to work during the six weeks required absence after giving birth provided she supplies a medical certificate from a duly qualified medical practitioner stating a date within the six week period on which they will be fit to resume work.
- 71.24 Except as specified in clause 71.23 above, an employee may resume duty at any time during parental leave by giving at least fourteen days' notice in writing.
- 71.25 On resuming duty an employee shall be entitled to work in the position which they held immediately before proceeding on parental leave, or, in the case of an employee who was transferred to a safe job pursuant to clause 71.39 to the position which they held immediately prior to such transfer.
- 71.26 An employee resuming duty during or after parental leave, where their previous position no longer exists shall be entitled to another position equivalent in status and salary to that of their former position.
- 71.27 An employee who resumes duty before the expiration of their entitlements remains entitled to the unused portion of paid or unpaid parental leave within the period 66 weeks after the birth or receipt of the child.

#### *Entitlement to Maternity Leave/Primary Care Giver Leave*

- 71.28 An employee who:
- (a) becomes pregnant, upon production to the Company of a certificate from a duly qualified medical practitioner stating the anticipated date of birth; or
  - (b) will, on provision of satisfactory evidence to the Company of necessity, become the primary caregiver for a child not adopted from the date of birth;

shall be entitled to maternity/primary care giver leave up to 52 weeks in aggregate.

#### *Period and Commencement of Maternity / Primary Care Giver Leave*

- 71.29 An employee with twelve months continuous service with the Company prior to commencement of maternity/primary care giver leave shall be granted leave on full pay for a total period of sixteen (16) weeks.
- 71.30 Where the birth occurs more than six weeks prior to the expected date of birth the total period of 16 weeks paid leave shall commence from the date on which the employee first proceeded on such maternity/primary care giver leave.
- 71.31 Notwithstanding clause 71.29, an employee may work within six weeks of the expected date of birth provided she supplies a certificate from a duly qualified medical practitioner stating her fitness for work until a specified date.
- 71.32 An employee may resume duty during the six weeks required absence after the birth provided she supplies a certificate from a duly qualified medical practitioner stating her fitness to resume work on a specified date.
- 71.33 An employee shall be granted a period of up to 40 weeks leave without pay following the 16 weeks paid maternity/primary care giver leave which shall be taken continuously or in aggregate within the period of 66 weeks after the birth of a child.
- 71.34 An employee who has not completed twelve months continuous service with the Company at the time maternity/primary care giver leave commences shall not be entitled to maternity/primary care giver leave at full pay.
- 71.35 An employee who completes twelve months continuous service with the Company during the first 16 weeks of maternity/primary care giver leave shall be paid for the period between the completion of twelve months continuous service and the end of the first 16 weeks of maternity/primary care giver leave.
- 71.36 Payment during maternity/primary care giver leave shall be equivalent to sick leave at full pay. An employee receiving higher duties immediately before maternity/primary care giver leave shall continue receiving such higher duties for a period specified by the Company equivalent to the period the employee would have received such higher duties had the employee not proceeded on maternity/primary care giver leave.

#### *Ending of Pregnancy*

- 71.37 In the event of an ending of pregnancy prior to twenty weeks before the expected date of birth, an employee shall not be entitled to maternity leave and any prior approvals are nullified. Any absence associated with the ending of pregnancy would be covered by an employee's own leave credits.
- 71.38 Where an ending of pregnancy occurs within twenty weeks of the expected date of birth, or in the event of the death of the baby after it is born, an employee remains entitled to maternity leave in accordance with this clause and applicable law.

#### *Transfer to a Safe Job*

- 71.39 The transfer to a safe job provisions from the FW Act as amended and or replaced from time to time apply.



#### *Entitlement to Adoption Leave*

71.40 An employee who will be the primary care giver of an adopted child shall upon production of:

- (a) a statement from the adoption agency or other appropriate body of the presumed date of placement of the child for adoption purposes; or
- (b) a statement from the appropriate government authority confirming that they are to have custody of a child pending application for an adoption order;

be entitled to Adoption Leave. Adoption leave shall mean unpaid adoption leave.

#### *Period and Commencement of Adoption Leave*

71.41 Subject to clause 71.46, the period of adoption leave shall be up to 52 weeks to be taken continuously or in aggregate within 66 weeks from the date of receiving the child.

71.42 An employee entitled to adoption leave may request the employer to allow the employee to extend the period of unpaid parental leave provided for in clause 71.41 by a further continuous period of leave not exceeding 12 months.

71.43 An employee shall be granted up to two days unpaid leave, to attend any compulsory interview or examinations as part of the adoption process.

71.44 Upon receiving notice of approval for adoption purposes, an employee shall notify the Company of such approval and within two months specify the period of adoption leave proposed to be taken.

71.45 Where an employee is required by an adoption agency to accept earlier placement of a child the notice provisions specified in clause 71.43 shall not apply.

#### *Cancellation of Adoption Leave*

71.46 Adoption Leave, applied for but not commenced, shall be cancelled should the placement of the child not proceed.

71.47 Where an employee on adoption leave does not proceed with the adoption of the child the employee shall notify the Company forthwith which shall nominate a time not exceeding 4 weeks from receipt of notification for the same employee to resume duty.

#### *Secondary Carer Giver Leave Entitlement*

71.48 An employee shall be entitled to take secondary care giver leave upon the production of evidence satisfactory to their Manager that they expect to become, or is, a parent who is not the primary care giver.

71.49 Secondary care giver leave shall mean the following leave taken in a continuous block in the first year after the child's birth or adoption:

- (a) 5 days of leave without loss of pay; and
- (b) 2 week-period of leave without pay provided by the Company, with the employee taking Dad and Partner Pay (or equivalent) provided by the federal Government in the same period if they are so entitled to take that.



- 71.50 If the Dad and Partner Pay scheme is removed by the federal Government, the 2-week period of leave without pay referred to in sub-clause 71.49(b) would still be available to the employee provided the other requirements of clause 71 are met.
- 71.51 The secondary care giver leave must be taken in one continuous block in the first year after the child's birth or adoption.

#### *Cancellation of Secondary Carer Giver Leave*

- 71.52 In the event of a termination of pregnancy, an employee is not entitled to secondary care giver leave and any prior approvals of such are nullified.

#### *Communication during parental leave*

- 71.53 Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to:
- (a) make information available in relation to any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave; and
  - (b) provide an opportunity for the employee to discuss any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave.
- 71.54 The employee shall take reasonable steps to inform the employer about any significant matter that will affect the employee's decision regarding the duration of parental leave to be taken, whether the employee intends to return to work and whether the employee intends to request to return to work on a part-time basis.
- 71.55 The employee shall also notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with this clauses 71.53-71.55.

## **72 PUBLIC HOLIDAYS**

- 72.1 This clause describes an employee's (other than a casual employee) public holiday entitlements.
- 72.2 Employees are, subject to clause 72.8, generally entitled to 13 specified public holidays per year in accordance with clause 72 (PUBLIC HOLIDAYS) without loss of pay.
- 72.3 Other days can be substituted for any of the specified days by agreement between the employer and majority of employees.

#### *Prescribed Holidays*

- 72.4 An employee under this Agreement is entitled to be absent from their employment when they would ordinarily work the following public holidays, without loss of pay:
- (a) New Year Day
  - (b) Australia Day
  - (c) Good Friday
  - (d) Easter Saturday
  - (e) Easter Monday
  - (f) Anzac Day

- (g) Queen's Birthday
- (h) Labour Day or Eight Hours' Day
- (i) Show Day
- (j) Melbourne Cup Day
- (k) Christmas Day
- (l) Boxing Day

- 72.5 An additional day to be observed during the Christmas/New Year period, or such other day as is generally observed in a locality as a substitute for any of the said days respectively, or proclaimed as an additional holiday for the State of Victoria.
- 72.6 If the State of Victoria declares or prescribes a public holiday for the AFL Grand Final in a particular year, BAA will assign that day as the 'additional day' (i.e. the 13th public holiday) under clause 72.5;
- 72.7 If in a particular year, AFL Grand Final is not declared or prescribed as a public holiday by the State of Victoria, then BAA will assign as the 'additional day' under clause 72.5 another day, (which can be a day the State of Victoria declares or prescribes as a public holiday), provided it is not one of the days set out in section 115(1)(a) of the FW Act.
- 72.8 Where a day or part day is declared or prescribed by the State of Victoria as a public holiday, and that day or part day is not listed in clause 72.4 or assigned as the 13th public holiday under clause 72.5, BAA will otherwise observe that day or part day as a public holiday.

*Substitution of Certain Public Holidays Which Fall on a Weekend*

- 72.9 Where Christmas Day falls on a Saturday or a Sunday, 27 December shall be observed as the public holiday in lieu of the prescribed day.
- 72.10 Where Boxing Day falls on a Saturday or a Sunday, 28 December shall be observed as the public holiday in lieu of the prescribed day.
- 72.11 Where New Year's Day or Australia Day fall on a Saturday or a Sunday, the following Monday shall be observed as the public holiday in lieu of the prescribed day.
- 72.12 For the purposes of this Agreement the said Saturday and/or Sunday shall be deemed not to be holidays.

*Substitution of Public Holidays by Agreement at the Enterprise*

- 72.13 By agreement between the employer and the majority of employees in the relevant enterprise or section of the enterprise, an alternative day may be taken as the public holiday in lieu of any of the prescribed days.

*Payment for Time Worked by Continuous and Non-continuous Shift Workers Working on a Public Holiday*

- 72.14 Refer to clauses 31.2-31.3 to determine the pay entitlements of continuous and non-continuous shift workers working on rostered shifts which fall on a public holiday.

*Payment for Time Worked by Day Workers on a Public Holiday*

- 72.15 Day workers, other than employees engaged in maintaining the continuity of electric light and power or garage employees and/or drivers of tow and/or repair vehicles recalled for breakdown,

accident or other emergency work, required to work on a public holiday shall be paid for a minimum of four hours work at double time and a half. The double time and a half is to be paid until the employee is relieved from duty.

Refer to the clauses 23.6-23.8 and clause 41 to determine the rest break and meal allowance entitlements of day workers who work on a public holiday.

#### *Rostered Day Off Falling on Public Holiday*

- 72.16 An employee who by the circumstances of the arrangement of ordinary hours of work is entitled to a rostered day off which falls on a public holiday prescribed by this clause shall, at the discretion of the Company, be paid for that day eight ordinary hours pay or have an additional day added to annual leave. This clause shall not apply when the holiday falls on a Saturday or Sunday.

#### *Public Holidays During a Period of Annual Leave*

- 72.17 Refer to clause 66 for public holidays falling during a period of annual leave.

### **73 LONG SERVICE LEAVE**

- 73.1 In clause 73 (LONG SERVICE LEAVE), Continuous Employment has the meaning given in the *Long Service Leave Act 2018* (Vic) at section 12.

#### *Entitlement to Long Service Leave*

- 73.2 An Employee will accrue Long Service Leave at a rate of 1.3 weeks Long Service Leave accrued per year. This is equivalent to 13 weeks' Long Service Leave for every 10 years of Continuous Employment or 1/40th of their total period of Continuous Employment.

#### *Taking Long Service Leave*

- 73.3 Subject to the LSL Act and this Agreement, an Employee may take their accrued Long Service Leave entitlement after completing 7 years' Continuous Employment.
- 73.4 An Employee may apply to take double the period of Long Service Leave at half the rate of pay.
- 73.5 BAA will grant a request for Long Service Leave as soon as practicable, unless it has reasonable business grounds for refusing the request in accordance with the LSL Act.

#### *Payment for Long Service Leave*

- 73.6 An Employee taking Long Service Leave will be paid at their ordinary time rate of pay at the time of taking the leave, calculated on their normal weekly hours of work, in accordance with the LSL Act.

#### *Payment on Termination of Employment*

**73.7 An Employee:**

- (a) whose employment is terminated for any reason after completing 7 years Continuous Employment; or
- (b) completed at least 5 years Continuous Employment and their Employment is terminated by BAA due to illness/injury; or
- (c) completed at least 1 year of Continuous Employment and their Employment is terminated due to redundancy or death;

will be entitled to payment of any accrued but untaken Long Service Leave upon termination of employment, at their ordinary rate of pay, calculated on their normal weekly hours of work, as defined in the LSL Act.

**74 STUDY LEAVE**

74.1 On the application of an Employee, the Company may approve a scheme of study to be undertaken by the Employee as being in the mutual interests of the Employee and the Company having regard to:

- (a) the duties of the employee;
- (b) the operational needs of the Company;
- (c) the career development needs of the employee; and
- (d) any other relevant factor.

74.2 The Company may grant leave of absence to enable the employee to:

- (a) undertake a part-time scheme of study as an approved student;
- (b) undertake a full-time scheme of study as an approved student;
- (c) undertake a conference, seminar or short term study course;
- (d) travel to and from and sit for compulsory examinations which are part of an approved scheme of study.

74.3 Leave with pay may be granted up to five hours per week or 200 hours per annum in respect of employees enrolled for external studies and for the purposes of clause 74.2.

74.4 The Company may grant additional leave without pay.

74.5 A period of leave with pay counts as service for all purposes.

74.6 A period of leave without pay counts as service for all purposes other than accrual of annual leave.

**75 BLOOD DONORS**

75.1 Employees who volunteer as blood donors, or who give blood transfusions, are to be regarded as being on duty for the period of absence necessarily involved. However, notification to attend as donor must be sighted by their manager before leave is granted. Leave under this clause shall not exceed three hours per calendar month.

## **76 LEAVE OF ABSENCE WITHOUT PAY**

76.1 The Company may grant to an Employee leave of absence without pay:

- (a) where the leave of absence is for enabling an employee to pursue a course of study or to undertake research work relating to the duties of an employee in the Company for a period not exceeding 12 months, or for such further period as the Company considers reasonable in the circumstances;
- (b) where the leave of absence is for any purpose – for a period not exceeding 12 months.

76.2 The period during which an employee is absent on leave granted under sub-clause 76.1(b), shall not, unless otherwise determined by the Company, be included for any purpose as part of an Employee's period of service.

## **77 SPECIAL LEAVE**

77.1 The Company may, upon sufficient cause, grant an employee leave of absence with pay not exceeding 3 days in any year.

77.2 Provided that for the purposes of clause 77 (SPECIAL LEAVE), a year shall be deemed to commence on the date for which an employee is eligible for an annual sick leave credit in accordance with this Agreement.

77.3 The following examples are the only acceptable reasons for approving special leave and can only be approved by the direct line Manager. In each of the following circumstances the employee's supervisor must be contacted immediately.

- (a) Attending the funeral of a close friend or relative not covered under Compassionate Leave. Prior to leave being approved, the supervisor and Employee must reach agreement on the amount of leave required. Evidence supporting the death of a close friend or relative not covered by Compassionate Leave must be submitted (e.g. funeral notice/program).
- (b) Unexpected or non-informed business which cannot be conducted outside of normal working hours via the use of standard leave entitlements (e.g. Annual/Flex/RDO).

Evidence supporting the unexpected/un-notified occurrence (e.g. legal/police etc.) must be submitted upon return to work or leave will not be processed.

- (c) Vehicle breakdown / crash on the way to work.

Supporting evidence (e.g. towing receipts, police reports, parts receipts, insurance reports) must be submitted.

Leave processed (accepted) will be reversed if evidence is not forwarded to the pay office for processing in the next pay period. Only part receipts which validate a breakdown condition will be accepted (battery, starter motor, smashed windscreen etc.).

- (d) Home emergency issues (e.g. water leak, storm damage, fire).

Evidence supporting the home emergency issue must be submitted (e.g. plumber, electrician, part receipts). Only part receipts/services provided which validate a home emergency issue will be accepted (e.g. hot water tank replacement, insurance reports – fire, storm damage etc.).

(e) Sick pet requiring emergency veterinary services.

Evidence supporting the veterinary emergency must be submitted upon return to work or leave will not be processed (e.g. hit by a vehicle, poisoning etc.).

77.4 Any special leave that has been processed (accepted) will be reversed if evidence is not forwarded to the pay office for processing within the next pay period. Evidence submitted may be subjected to verification by the Human Resources department.

PROPOSED AGREEMENT

## Part 7: Consultation and Dispute Settlement

### 78 CONSULTATION

- 78.1 The parties acknowledge change is critically important for BAA and its Employees to succeed in being world class in: productivity, product quality, customer service and cost.

#### *Definitions*

- 78.2 In clause 78 (CONSULTATION), Significant Effects include:

- (a) termination of employment;
- (b) major changes in the composition, operation or size of the BAA's workforce or in the skills required;
- (c) the elimination or diminution of job opportunities, promotion opportunities or job tenure;
- (d) the alteration of hours of work;
- (e) the need for retraining or transfer of employees to other work or locations; and
- (f) the restructuring of jobs.

Provided that where this Agreement makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

#### *Consultation on Major Change*

- 78.3 Where BAA has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have Significant Effects on Employees, BAA must notify the Employees who may be directly affected by the proposed changes and their representatives, if any.
- 78.4 BAA will provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including:
- (a) the nature of the proposed change;
  - (b) the expected effects of the changes on employees; and
  - (c) any other matters likely to affect employees.

BAA is not required to disclose confidential and/or proprietary information to employees and/or their representatives.

- 78.5 As soon as practicable after a definite decision referred to at clause 78.3 is made, BAA must discuss with the employees affected and their representatives, if any:
- (a) the introduction of the changes referred to in clause 78.3;
  - (b) the effects the changes are likely to have on employees; and
  - (c) measures to avert or mitigate the adverse effects of such changes on employees; and

- (d) must give prompt consideration to matters raised by the employees and/or their representatives in relation to the proposed changes.

78.6 Where BAA proposes to change an Employee's regular roster or ordinary hours of work, BAA must:

- (a) consult with the Employee or employees affected by the proposed change, and their representatives, if any, about the proposed change;
- (a) provide to the employee or employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the employee's regular roster or ordinary hours of work and when that change is proposed to commence);
- (b) invite the employee or employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
- (c) give consideration to any views about the impact of the proposed change that are given by the employee or employees concerned and/or their representatives.

The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours. This may include but is not limited to Employees on a casual roster.

78.7 In addition to a requirement to consult about introduction of major change, BAA must engage in consultation processes under this clause where it is proposing to:

- (a) alter position descriptions – which also requires agreement between the parties (as set out in clause 11);
- (b) employ casual or part-time employees (clause 17.1 and 18.1);
- (c) employ adult apprentices (clause 19.1);
- (d) alter the Performance Management process – which also requires agreement between the parties (set out in clause 88.7);
- (e) change BAA's Performance Management policy (clauses 88.3-88.8);
- (f) engage labour hire employees (clause 14); and/or
- (g) change BAA's Reclassification Policy (clause 26.3).

## **79 CONSULTATIVE COMMITTEE**

79.1 The parties to this Agreement recognise the value of consultation as a fundamental means of communication and decision making. To be effective, consultation must occur between the industrial parties (union and management), between management, employees and their representatives.

79.2 The development of effective participative/consultative practices is important in the process of change and will lead to advantages for both the Company and Employees. It is therefore agreed that participative/consultative arrangements will be applied as follows:



- (a) The current consultative forum will continue to operate as per its current structure unless varied by agreement.
- (b) Employees shall be represented at least equally on the consultative committee by their elected union delegates, or employee representatives nominated for the purpose of the union. Joint subcommittees may be established for specific purposes and may be comprised of persons nominated by the parties.

## **80 DISPUTES AVOIDANCE PROCEDURE**

- 80.1 The Company, the union(s) and the Employees recognise the importance of uninterrupted production and delivery performance and agree that they and their appropriate representatives will confer to resolve any industrial matter in dispute between them (including matters under the National Employment Standards and this Agreement) without resort to industrial actions of any kind by the union(s) or its members. In the event the matter is not resolved by agreement, it will be referred to Fair Work Commission. No party will be prejudiced as to the final settlement by the continuance of work in accordance with this provision.
- 80.2 The parties also recognise that issues affecting employees should be resolved speedily and effectively and that most issues will be resolved informally between the employee and the immediate supervisor.
- 80.3 The following formal procedure for the resolution of problems will apply:
- Stage 1** All matters shall be raised by Employees and/or their representatives in the first instance with the Employee's immediate supervisor
  - Stage 2** If the matters remain unresolved they shall be raised by the Employee and/or their representatives with the Employee's manager.
  - Stage 3** If the matters thereafter remain unresolved they shall be referred by the Employee or their representatives to the Company's Human resources section, which will respond to the issues within 48 hours (excluding weekends, rostered days off and public holidays)
  - Stage 4** Where the matters are complex and may take time to resolve, a timetable for further discussions shall be agreed.
  - Stage 5** If a dispute in relation to a matter arising under the Agreement is unable to be resolved at the workplace and all agreed steps for resolving it have been taken, the dispute may be referred to Fair Work Commission for resolution by mediation and/or conciliation and, where the matter in dispute remains unresolved, arbitration. If arbitration is necessary, Fair Work Commission may exercise the procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective.
- 80.4 Any dispute referred to Fair Work Commission for arbitration will bind the parties, subject to either party exercising a right of appeal against a decision.
- 80.5 Until the matter is determined, work shall continue in accordance with existing practice subject only to safety issues, where the work shall be deferred until the matter is determined. No party shall be prejudiced as the final settlement by the continuance or deferment of work in accordance with this clause.
- 80.6 At any stage of the dispute resolution process, a party to the dispute may appoint another person, organisation or association to accompany or represent them in relation to the dispute.

## **81 LEAVE FOR ARBITRATION PURPOSES**

- 81.1 Employees required by the Union or Unions to attend proceedings involving the company before Fair Work Commission shall be regarded as on duty for the period of the proceedings.
- 81.2 Paid leave of absence will be granted to attend such proceeding on the following conditions:
- (a) That departmental operating requirements permit the grant of leave;
  - (b) Disputes Avoidance Procedure has been adhered to; and
  - (c) Union or Unions have provided notice to the company of the requirement for an employee to attend FWC proceedings.

PROPOSED AGREEMENT

## Part 8: Employment Relationship

### 82 EMPLOYER AND EMPLOYEE DUTIES

- 82.1 An employee has certain obligations to carry out duties as directed. Any direction by the employer must be consistent with a safe and healthy work environment.
- 82.2 An employer may direct an employee to carry out such duties as are within the limits of the employee's skills, competence and training consistent with the classification structure of this Agreement, provided that such duties are not designed to promote de-skilling.
- 82.3 An employer may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.

### 83 PROTECTION OF EMPLOYEE ENTITLEMENTS

- 83.1 The Company has provided a letter from the Boeing Company guaranteeing the payment of employee entitlements on closure at Part 15 (Letter of Guarantee) of this Agreement. This letter forms an attachment to this Agreement.

### 84 PAID MEETINGS

- 84.1 The Company will approve requests for paid union communication meetings with employees, which is mutually beneficial to both parties. The Employee Representatives will give the Company five working days' notice of the intention to meet with employees and if requested by the Company, will provide a list of agenda items that will be discussed at any meetings. Paid meetings held during Company time must be approved by a BAA Director.
- 84.2 The Employee Representatives will conduct meetings at times that will minimise disruption to the Company and these are usually at the start or completion of shifts.

### 85 LEAVE TO ATTEND TRADE UNION COURSES

- 85.1 Leave of absence shall be granted to employees nominated by the Union to attend short trade Union training course or seminars as authorised by the relevant Union on the following conditions:
- (a) That departmental operating requirements permit the grant of leave;
  - (b) That the scope, content and level of the short courses are such to contribute to a better understanding of industrial relations;
  - (c) Leave of absence granted under this clause shall be with full pay, i.e. pay shall not include shift and penalty payments or overtime;
  - (d) Leave of absence granted under this clause shall count as service for all purposes;
  - (e) Leave granted under this clause shall be limited to a maximum of fifteen days in any one calendar year.
- 85.2 Provided that the total of leave available to all Union representative in each Union may be combined to form a pool of leave in respect of each Union. The pool in respect of each Union

may be utilised to allow individual representatives of that Union to take up to twenty days in one year.

## **86 DELEGATES & EMPLOYEE REPRESENTATIVES ACCESS TO EMAIL AND INTERNET**

- 86.1 The Company will provide site union delegates or employee representatives with access to email and Internet, which can be used to communicate with union officials and employees and used for the resolution of disputes arising out of this Agreement.
- 86.2 Access to the email system and internet will be in accordance with the Company's information technology and relevant human resource policies.

## **87 ABSENCE FROM DUTY**

- 87.1 Unless a provision of this Agreement states otherwise (e.g. personal/carer's leave), an employee not attending for duty will lose their pay for the actual time of such non-attendance.

## **88 ORGANISATION AND PEOPLE DEVELOPMENT**

- 88.1 The parties to this agreement are committed to the continuous development of the organisation and all its employees. The on-going commitment to development has tangible benefits of improved business performance through greater flexibility, consistency, and innovation as well as increased employee engagement and satisfaction.
- 88.2 This will be achieved through the Company training program and be based on either:
- (a) Performance Management Process for Engineer/Scientist classified employees per clauses 88.3-88.8;
  - (b) Employee performance feedback discussions for all other employees as per clauses 88.9-88.13.

### *Performance Management Process (Engineer/Scientist classified employees only)*

- 88.3 The performance management process (PMP) provides a method for employees and management to determine individual performance goals, assess performance against those goals and performance values, and establish developmental plans to address performance needs or gain additional knowledge, skills and abilities as necessary.
- 88.4 This process shall be conducted at least annually and may consist of activities such as goal setting, coaching and feedback, performance assessment, and employee development.
- 88.5 Documentation used as part of the PMP process shall be the same for all employees and consistent with the details provided within this clause.
- 88.6 Where training is identified and agreed during the PMP, applications shall be submitted in accordance with the Company's Training policy (IS200). Employees may request leave for study purposes in accordance with the Study Leave clause of this Agreement.
- 88.7 The PMP process shall be reviewed jointly by the parties in accordance with clause 78 (CONSULTATION), clause 79 (CONSULTATIVE COMMITTEE) and 93 (CONTINUOUS IMPROVEMENT) of this Agreement. Changes shall only be made by agreement between the parties.

- 88.8 Each employee, in conjunction with their manager, shall participate in individual performance management discussions, which may be initiated by either party. Discussions should promote a mutual understanding of all factors that contribute to or are affected by performance, such as:
- (a) job assignment, responsibilities, and expectations;
  - (b) education and/or significant experience gained by the employee and related to their career progress within the Company;
  - (c) other assignments (domestically and/or internationally), skills, or functions that the employee may be qualified to/wish to perform in future;
  - (d) Business needs and plans.

#### *Performance Feedback Discussion*

- 88.9 A performance feedback discussion between an employee and their immediate supervisor/ manager will take place at least annually upon employee request. The Company will develop, release, and maintain a policy in accordance with clause 78 (CONSULTATION) and clause 79 (CONSULTATIVE COMMITTEE) of this Agreement to provide the framework for such discussions.
- 88.10 The discussion will include:
- (a) Performance feedback in current role;
  - (b) The career development of the employee and the opportunities that may exist for knowledge and skills development given business needs/requirements; such as:
    - (i) Job rotation;
    - (ii) Training and/or development programs;
    - (iii) Secondment or exchange programs with other Boeing business units;
    - (iv) Access to a suitable mentor and mentoring program (upon request or as required by the Company).
- 88.11 Key elements of the discussion will be documented, signed by the employee and supervisor / manager, and kept on file. Applications for training agreed to during discussion shall be submitted in accordance with the Company's training policy. Employees may request leave for study purposes in accordance with clause 74 (STUDY LEAVE) of this Agreement.
- 88.12 From the performance feedback discussion and documented outcomes, Company will assist the employee to implement this development subject to business requirements.
- 88.13 Performance Feedback discussions will not be used for disciplinary purposes.

#### *Training Committee*

- 88.14 The parties agree to the continuing operation of a training committee of equal numbers of management and employee representatives.
- 88.15 The committee's role shall be:
- (a) To oversee the development of the Company's training program consistent with:

- (i) the current and future skill needs of the Company and the aerospace industry;
- (ii) the development of relevant vocational skills through courses conducted by accredited educational institutions and providers;
- (iii) the nature of the Company's various operations;
- (iv) the aspirations and skill needs of individuals for career path progression;
- (v) the need to ensure equal employment and training opportunities (particularly for disadvantaged groups such as people from non-English speaking backgrounds, people with disabilities or particular family commitments).

(b) Review the effectiveness of the training program;

(c) Review the applicability of courses offered, both internal and external;

(d) Consider forward planning, skill profiles and needs as proposed by the Company to ensure skill acquisition priorities are met; and

(e) Acting as an appeals avenue for employees aggrieved in relation to training and/or progression.

88.16 Employee representatives will be granted leave with pay to attend committee meetings.

#### *Training Leave*

88.17 Training referred to in this clause shall be training relevant only to an employee career path and must be part of the Company's training program.

88.18 Training undertaken during normal working hours shall be without loss of pay.

88.19 Any costs associated with enrolment, tuition and text books incurred in connection with the undertaking of training shall be reimbursed upon production of evidence of such expenditure.

88.20 Provided that reimbursement shall be on an annual basis subject to the presentation of reports of satisfactory progress.

88.21 No reimbursement shall be made for text books, etc., which are available in the Company's technical library.

88.22 Travel costs incurred by employees undertaking training in accordance with this clause which exceed those normally incurred in travelling to and from work shall be reimbursed.

## **89 TERMINATION OF EMPLOYMENT**

### *Notice of Termination (Except for a Redundancy)*

89.1 To terminate an Employee's employment, either the Company or the Employee (whichever is initiating the termination) must give the other notice of:

Employee's continuous service	Notice required
1 year or less	1 week
1 to 3 years	2 weeks
3 to 5 years	3 weeks

5 years or more	4 weeks
-----------------	---------

- (a) If an Employee fails to give the notice required, they will only be entitled to payment of wages and entitlements up to and including the date of termination; and will not be entitled to any payment in lieu of notice.
- (b) If an Employee is over 45 years old and has 2 or more years' service at the time the Company gives them notice of termination, the Company must provide an additional 1 week of notice on top of the period set out above.
- (c) Consistent with the FW Act, the Company is not required to give notice of termination where the Employee:
  - (i) is dismissed for Serious Misconduct;
  - (ii) is a casual Employee;
  - (iii) is employed for a specific period of time or for a specific task(s);
  - (iv) is employed as part of a training arrangement (excluding apprenticeships) and their employment is limited to the duration of that training arrangement.

89.2 For the purposes of this clause, service shall be calculated in the manner prescribed by clauses 66.6-66.8.

## **90 PAYMENT IN LIEU OF NOTICE**

- 90.1 The Company may either give the employee the notice period set out at clause 89.1 above, and require them to work it; or may make payment in lieu. The Company can require part of the notice period to be worked out, and payment in lieu may be made for the rest of the notice period.
- 90.2 Payment in lieu of notice must include any wages the Employee would have received for ordinary time they would have worked during the notice period if their employment had not been terminated.

## **91 JOB SEARCH ENTITLEMENT**

- 91.1 Where the Company has given notice to an Employee, the Employee will be allowed up to one day off without loss of pay to seek other employment.
- 91.2 The job search day off will be taken at a time convenient to the Employee after consultation with the Company.

## **92 ABANDONMENT OF EMPLOYMENT**

- 92.1 If an Employee:
  - (a) does not attend work for more than three working days in a row; and
  - (b) is not on approved leave; then
  - (c) BAA may make enquiries and/or attempt to contact the Employee to understand why they are not at work.
- 92.2 If the Employee does not provide a reasonable explanation; or does not respond within 14 days of their first date of unapproved absence, BAA will consider the Employee has abandoned their



employment, as a conduct issue.

- 92.3 If BAA determines termination is appropriate, BAA will notify the Employee (or where that is not possible, their next of kin) in writing. The termination date will be the date of BAA's termination letter. The Employee will be entitled to payment in lieu of notice, as set out at clause 90.

### **93 CONTINUOUS IMPROVEMENT**

- 93.1 The parties to this Agreement are committed to the implementation in the workplace of the concept of Continuous Improvement.
- 93.2 As such, the practice of continuous improvement will apply throughout all BAA. Continuous Improvement activities will be fostered by all employees as required.
- 93.3 Continuous Improvement represents an incremental step by step improvement in job or process by utilising the ideas, suggestions and expertise of all employees which may include improvements/adaptations of equipment but which does not necessarily include major capital investments. The continuous improvement process will include supplier input to product use improvements (e.g. Hexcel, 3M).
- 93.4 Continuous Improvement also means that all employees can contribute to activities at work which increase the value of their work and adds value across all process at BAA with emphasis on Quality, Cost, Delivery, Safety and Morale.
- 93.5 In order to facilitate the achievement of Continuous Improvement, a range of provisions and initiatives will be implemented both immediately and as they evolve over the life of the Agreement. Initiatives that may be introduced in addition to established continuous improvement processes of Lean Manufacturing (incorporating Lean tools), could include the following:
- (a) Improvement in customer service levels;
  - (b) Improvement in product quality;
  - (c) Improvement in response time or Improvement in cycle time;
  - (d) Reduction in waste (including but not limited to raw materials, finished products, energy, fuel, absenteeism, etc.);
  - (e) Improvement in co-ordination between process areas;
  - (f) Improvement in process efficiency;
  - (g) Improvement in information flow and accuracy;
  - (h) Agreed new shift arrangements;
  - (i) Initiatives to optimise the use of plant and equipment;
  - (j) Improvement in use of materials;
  - (k) Improvement in availability of fitments and tools;
  - (l) Improvement in equipment down time and idle time;
  - (m) Improvement in work organisation and job design;
  - (n) Introduction of new technology;



(o) Visual measures displayed in the work area (as per agreed policy);

(p) Other potential CIP initiatives.

93.6 The parties to this Agreement are committed to ensuring the long term viability of BAA, and as such all means to ensure this will be jointly supported. Continuous improvement is a key strategy.

PROPOSED AGREEMENT

## Part 9: Redundancy Process

### 94 REDUNDANCY PROCESS OBJECTIVE

- 94.1 The objective of any Redundancy Process is to effect a fair and orderly reduction in workforce numbers such that the Company retains all the necessary skills to continue its operations in a viable manner for the benefit of both organisation and the remaining employees. At the same time the process attempts to minimise the impact of redundancies on all concerned and treat those employees identified as redundant with dignity and compassion.

Consultation between the Company, employees and the unions represented on site is an integral part of achieving those objectives.

The purpose of this consultation is:

- To minimise the loss of jobs
- To allow for an objective process to identify redundant jobs.
- To retain all necessary skills to perform current and future workload requirements.

### 95 SELECTION OF REDUNDANCY

- 95.1 If a redundancy program is undertaken by the Company, it is anticipated there will be four types of redundancy occurring:

#### **(a) Voluntary Redundancy**

Where assessment of volunteers determines that they do not possess knowledge, skills or attributes required by the Company then those employees will be allowed to take voluntary redundancy. This process is outlined in Attachment 1 to this Part 9.

#### **(b) Job Redundancy**

Where the Company has made a definite decision that the Company no longer wishes the job the employee has been doing done by anyone and this is not due to the ordinary and customary turnover of labour and that decision leads to the termination of employment of the employee then the employee(s) in that function(s) are consequently redundant.

#### **(c) Job Amalgamation**

Where a job function(s) is amalgamated with another (others), then the employees in those functions are technically redundant. In order to minimise the impact of those redundancies it is proposed that the redundant employees would be interviewed for placement in the newly created position(s) should they wish to be considered. No other applications for this position would be considered.

If none of the redundant employees wished to be considered for the new position then the job would be held open for applications from other surplus employees.

#### **(d) Redundancy by Work Area**

Where the Company determines that it needs to reduce the overall numbers in a designated work area (a "Work Assessment Group") then it will not be possible to identify a specific individual whose job has disappeared. In this event the Company will apply a process to assess the group of employees against pre-determined criteria to identify those least suitable for the job. At the conclusion of the assessment exercise the Company will have a ranking of employees and will have determined the number at the bottom of the list that will be made redundant.

The Company has developed a KSA process to assess employees' Knowledge, Skills and Attributes. This process is outlined in Attachment 2 to Part 9. A Final Review/Appeals Process for the KSA process is outlined in Attachment 3 to Part 9.

## **96 STEERING COMMITTEE**

- 96.1 A joint union/management Steering Committee will oversee the Redundancy Process.

This Committee would consist of an Organiser of the AMWU and Professionals Australia; a maximum of five delegates or other employee nominated representatives, eight representatives of the Company and a minute secretary.

### *Process Principles*

## **97 PROCESS CONTINUITY**

- 97.1 It is important that each assessment group session continue for as long as possible to try and complete the Work Assessment Group in one sitting if possible.

Once the KSA process is complete, the scores will remain valid for 12 months from the date of completion of the Assessment Panel and signed score sheet.

## **98 TRAINING**

- 98.1 Each panel member will attend training and level set of the use of the KSA tool prior to participating in the panel assessment.

## **99 CONFLICT OF INTEREST (COI)**

- 99.1 This clause is applicable only to the redundancy process.

Participants in the redundancy process will declare any conflicts of interest to be managed during the redundancy process, prior to or as soon as identified by any parties to the conflict.

A participant has a Conflict of Interest (COI) when involved in an activity, or has a personal or financial interest in an activity, that would cause a reasonable person with knowledge of the relevant facts to challenge the participant's impartiality when performing duties and responsibilities.

As a principle any participant with a conflict of interest will be unable to participate in or observe activities that are related to the conflict of interest.

## **ATTACHMENT 1 – VOLUNTARY REDUNDANCIES**

If the voluntary redundancy applications are called for, the Company will, on request, provide employees with indicative details of the value of their redundancy packages calculated to a particular point in time. The Company will also arrange for a presentation to interested employees from a reputable financial services organisation. Employees will also be able to make more detailed enquires by nominating to attend one on one sessions with the financial advisers, to be held on site.

- STEP 1** Volunteers will be called for within a nominated timeframe. A list of Volunteers will be provided to the Steering Committee.

- STEP 2** The process for selecting employees for redundancy will be carried out.
- STEP 3** The Steering Committee will discuss the list of volunteers and those selected for retrenchment and consider the possibility of their release.
- STEP 4** Management will assess the list of volunteers to determine those who will be accepted for redundancy.
- STEP 5** Successful volunteers will be informed and will be able to leave the Company at the earliest practical date.

Management at all times reserves the right to determine whether or not an application by a volunteer will be accepted.

## **ATTACHMENT 2 – KSA PROCESS**

- STEP 1** For each employee in a Work Assessment Group a panel of assessors will be identified consisting of a Chairperson, each employee's immediate manager, and at a minimum a secondary manager. A Human Resources observer and a union observer will also be present during the KSA assessment. These identified managers will be known as the Panel Members and will form the Assessment Panel.
- STEP 2** List of names of employees in Work Assessment Group is distributed to Assessment Panel in review order. Each employee who is subject to a Work Assessment Group under this KSA process will have the right to have known to them exactly who will be judging / assessing their respective scores. i.e., Panel Members. In this case, the employee must ask for this information before it can be provided to them.
- STEP 3** Panel members record initial rating of employee prior to convening discussions as an Assessment Panel.
- STEP 4** Immediate Manager leads discussion of employee's KSAs.
- STEP 5** All panel members contribute to discussion (including Chairperson where appropriate).
- STEP 6** Discussions held to achieve consensus.
- STEP 7** Once the consensus score is reached, the score is recorded by the Chairperson. Panel members confirm the scores recorded by the Chairperson as correct.
- STEP 8** HR and subject to employee consent, union observers to be informed of the identity of the individual at the conclusion of his/her assessment.

- STEP 9** Upon completion of each panel sitting, panel members sign their own score sheet to indicate completion.
- STEP 10** Upon completion of each panel sitting, observers will be given the opportunity to record any relevant notes on the score sheet or cross reference to their own notes as applicable. Observers will then also sign off score sheet to confirm their presence.
- STEP 11** HR ensure no individual takes any record of scores from the room in either their notes or their rough score sheets. All such information is gathered by HR. The official score sheet held by the chairperson, with the appropriate signatures, is given to HR.
- STEP 12** HR collate the scoring data for each Work Assessment Group, rank the employees and determine the cut off point by reference to the number of redundancies identified for that Work Assessment Group.
- STEP 13** Where a number of individuals on the same score fall across the cut off point, HR will re-convene the assessment panel to differentiate between those employees. These individuals will be rated against each other on each of the selection criteria by utilising a numbering system from 1 to the number of employees in the group (e.g. 4 employees will be rated 1 to 4, 10 employees will be rated 1 to 10). All other aspects of the process will be as above and HR will again gather and collate the results.

### **ATTACHMENT 3 – FINAL REVIEW / APPEAL PROCESS**

- STEP 1** HR will provide the Steering Committee with the ranking of employees in each work assessment group (no scores) and identify the cut-off line for those to be retrenched.
- STEP 2** Discussions will take place based on the notes of observers to the assessment process and the ranking will be reviewed and varied if necessary.
- STEP 3** Advise individuals at the bottom of each ranking of their position and where asked for, provide the individual their score and confirm that they are on the preliminary list for redundancy. Advise that if the Company goes ahead with the redundancy then it will be from a defined date. Collect, employee ID, property clearance, provide employee with package details, provide employee with outplacement assistance details.
- STEP 4** All employees have the right to review the grounds for their redundancy. Within 48 hours, the employee has the opportunity to:

(a) Appeal and Additional Information

An employee may seek to appeal the process of selection and provide any additional information they wish the Company to consider in relation to their initial identification. This additional information need not be limited to items relating to skills and competencies and may include other matters considered relevant by the employee.

(b) “Mix and Match”

“Mix and match” may allow an employee who is initially selected for redundancy by the Company to be substituted by a later volunteer. The option of mix and match may provide the opportunity for employees not nominated for redundancy, who may desire to avail themselves of redundancy, to indicate that they wish to be considered as an alternative to employees already nominated via a process of “mix and match”.

The “mix and match” process is designed to mitigate the effect of redundancies and may include retraining. This process will be carried out on the basis of an objective assessment of the skills required to ensure the new organisation operates efficiently, effectively and productively.

Should an employee be retained following a mix and match process then be made redundant in a future round of redundancies then the employees redundancy package will be calculated to include a pro-rata rate of pay for service in both the employees role prior to the mix and match and the employees subsequent role after mix and match.

If an employee:

- participates in a mix and match process; and
- accepts a role arising out of the mix and match process; and
- in a future round of redundancies, holds a position that is made redundant by the Company (**Final Role**),

the employee’s severance payment upon termination of employment will be calculated on a pro-rata basis based on the rates of pay applicable to the relevant roles at the times each was held by the employee, as explained further below.

The pro-rata rates of pay will be calculated for each of the:

- (i) first period of service in a role (and, where applicable, any subsequent periods of service in roles) held by the employee prior to the Final Role, based on the rate of pay that applied to that role as at the date the employee ceased in the role pursuant to the mix and match process; and
- (ii) last period of service (i.e. in the Final Role), based on the rate of pay that applied as at the time of termination of the employee’s employment due to redundancy.

If the employee’s rate of pay prescribed in (ii) above is higher than the rate(s) of pay in paragraph (i), the Company will calculate the severance payment based entirely on the rate of pay prescribed in (ii).

**STEP 5** The review/appeal panel to be made up of the employees Senior Manager and Chairperson of work assessment group panel. Delegates may be present with employee if so requested.

**STEP 6** The panel will give consideration to each individual employee case and provide a response in line with the following timeframes:

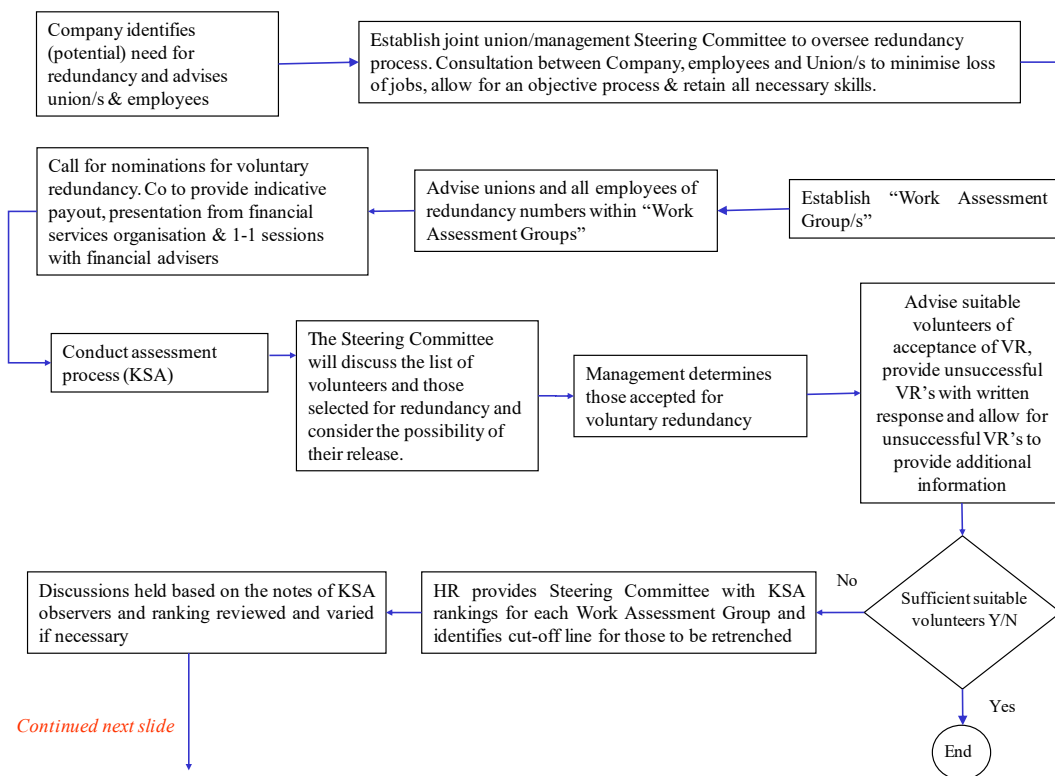
- (a) review and/or provision of additional information within 24 hours;
- (b) reviewing a mix and match program within 5 working days.

**STEP 7** Finalise pay and other details for those unsuccessful in review, provision of additional information, and/or mix and match and those who do not attend review.

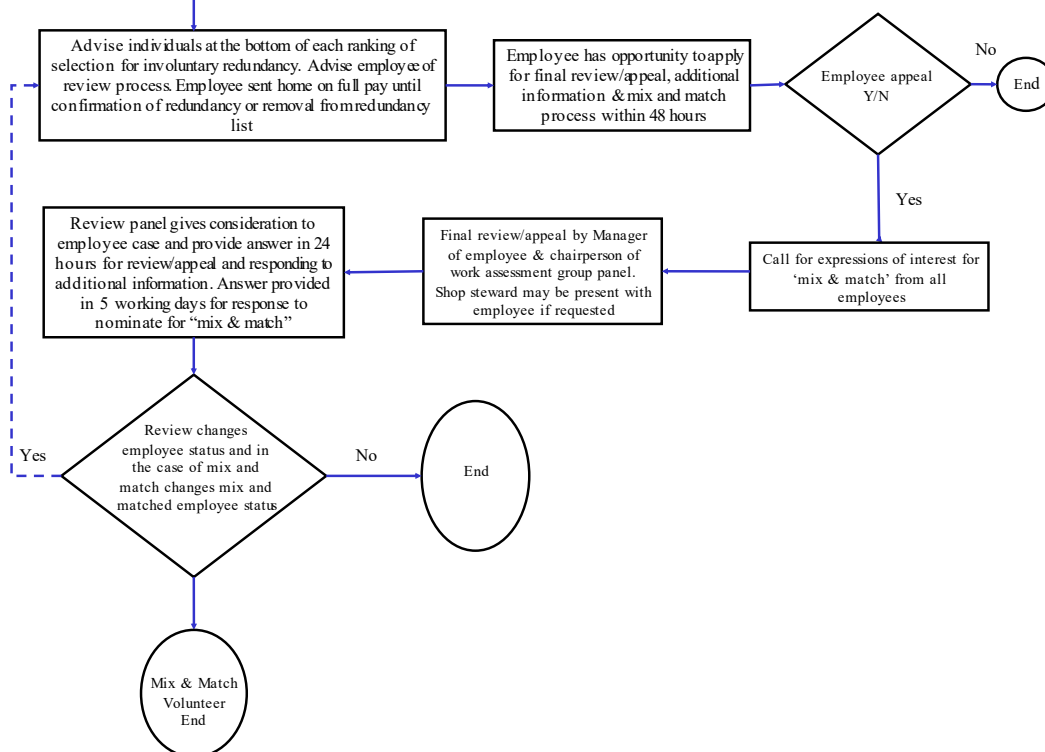
Where an appeal is successful and an employee is removed from the preliminary list for redundancy then HR will identify the next employee from the KSA rankings to go onto the preliminary list and the final review/appeal & mix and match processes will be applied to that employee.

PROPOSED AGREEMENT





Continued from previous slide



## Part 10: Heat Stress Policy and Procedure

### POLICY

BAA will strive to minimise any negative health effects of Seasonal Heat on affected employees.

The Heat Stress Policy will not adversely impact employee Health and Safety whilst attempting to cause minimal disruption to the Business.

BAA will implement a Risk Assessment and structured incremental Risk Mitigation strategy to Seasonal Heat, in line with Vic WorkSafe recommendations and legislative requirements.

Any employee that feels ill or stressed (at any temperature) should approach their Supervisor for support and assistance regardless of this Policy and Procedure.

Employees must remain onsite when the temperature in their work area reaches 36 degrees or above.

### SCOPE

This Policy applies to BAA Fishermans Bend.

### PROCEDURE

This procedure adopts the Risk Management strategy of:

- Risk Identification
- Risk Assessment
- Risk Control

#### *Risk Identification*

The Company will undertake a Risk Analysis of all areas on site. This study will consider the likelihood of work areas being exposed to excessive Seasonal Heat and the possible consequences of such exposure to individuals working in those specific areas.

The device used to determine the temperature at BAA FB is the Thermal Hydrograph.

#### Annual Risk Analysis

On an annual basis, and before the month of October each year, the Company will conduct a Site Risk Analysis. It will review the previous years' Risk Analysis data and determine the need for a further Risk Analysis based on any change of circumstances to the previous year (i.e. physical inspection in first year and desk-top assessment in subsequent years depending on Plant changes).

The Risk Analysis will consider a wide range of factors that may impact on an individual's exposure levels. Considerations are to include:

Type	Example
Indoor / Outdoor	People working outdoors are also exposed to radiant heat from the sun which needs to be included in the risk assessment

Air Flow	Air speed/air circulation aids in evaporative cooling to reduce operator's core temperature
Air Temperature	Exposure to high air temperature over a period of time can cause heat related illness
Humidity	Is the moisture content in the air? The higher the humidity the less evaporative cooling occurs
Heat Sources	Radiant heat sources such as the sun, hot pipes, ovens
Physical Work	Strenuous or light physical work as defined by ISO 7243
Work Practices	Procedures, cool environment work to hot environment

Table 1 – Risk Considerations

#### Incidental Risk Analysis

Where a weather forecast is for temperatures to reach and or exceed 30 Degrees on a given day, the OH&S representative and/or Supervisor in the work area should monitor the work areas thermal hydrograph every hour and report to the Manager or Supervisor as soon as possible when the temperature reaches 30 degrees.

Both Site and Incidental Risk Analyses will incorporate the following parameters:

- Consultation

The Company will involve OH&S Representatives from affected work areas when undertaking the Risk Analysis.

- Documentation

A Site Risk Analysis checklist will be developed and this will be completed each time the annual Risk Analysis is conducted. The personnel required to undertake the workplace monitoring will document the readings and display the results in the local area.

- Incident Data

Risk Analyses will consider previous incidence of injuries and illness resulting from exposure to Seasonal Heat conditions.

#### *Risk Assessment*

After having identified potential risks, the Company will arrange for each Risk to be assessed to determine the severity of that risk.

The risk assessment will identify the following risks:

- Sources of heat
- Nature of work undertaken
- Duration of exposure to heat

- Ventilation

Physical condition and capability of the worker

The likelihood of that risk leading to an impact on the health of affected employees will be determined. In making that assessment of risk, the factors shown in Table 1 (above) should be evaluated.

The Company will ensure that serviceable Dry Bulb thermometers are available on site.

### *Risk Control*

The Company will attempt to eliminate the risks associated with Seasonal Heat.

Where the Risk Analysis has identified an area as having potential risk during periods of excessive seasonal heat, the Company will develop a Risk Control Plan for each area.

Risk Control Plans will:

- Identify the type of exposure to the heat source, and
- Establish preventative strategies for each exposure type.

Risk Controls include the possibility of:

- Isolating the workers from the heat source
- Removing heat by exhausts
- Fans to circulate the air
- Use equipment to reduce physical exertion
- Insulate hot equipment
- Rotate work
- Provide cool drinking water that is readily accessible

Risk Control Plans will adopt the above strategies in the first instance. When these are not sufficient in reducing employee heat stress to a sufficient level, the Company will initiate Work/Rest and Alternative Work regimes.

### Work/rest Regimes

The following table details the work/rest regimes for employees who are exposed to seasonal heat. The temperatures stated in this table are based on normal (air) temperature using a dry bulb thermometer.

<b>Duration of rest break within each hour when the temperature reaches and/or exceeds temperature shown</b>	<b>Temperature (Celsius)</b>
75% Work 25% Rest	30 degrees

50% Work 50% Rest	32 degrees
25% Work 75% Rest	34 degrees
0% Work 100% Rest	36 degrees

The above stated temperatures are based on the temperature of the working environment (i.e. they do not apply to persons working in environments less than 30 degrees Celsius).

#### How Work Rest and Alternate Work Regimes are applied

- Where a rest break is to be taken as a result of the Work/Rest Regime, it will be taken on the hour, every hour, whilst the Work/Rest regime is applicable.
- Where a meal/tea break occurs within the hour where a rest break has been allocated, this time should be included within the rest period allocated.
- Generally, overtime will not be worked whilst a Work Rest regime is active. However, if it is necessary for operational requirements, the Work Rest regime will be applied. The need for overtime to be worked will be at the discretion of the Program Manager.

#### Employee Training

The Company will provide training to employees and managers on the procedure and the risks associated with working in hot and cold environments.

#### Health Effects

Employees are responsible for reporting any symptoms associated with a heat related illness to their Supervisor and then the Site medical centre immediately.

# Part 11: Integrated Classification Structure

## 100 INTEGRATED CLASSIFICATION STRUCTURE

- 100.1 The parties recognize that the existing Integrated Classification Structure contained in this and previous Enterprise Agreements has historically delivered the appropriate needs to the business and its employees. Notwithstanding this, the parties agree that with the introduction of new skills, production technology and processes into the business over a period of time, the existing Integration Classification Structure needs to be modernized and revamped.

The result of a modernized and revamped classification structure will not deviate from previous obligations to provide development of career opportunities for employees and will also provide:

Clarity to employees as to the skills and knowledge to fulfil their duties,  
Recognize and reward employees for achievements,  
Encourage further training and development of employees to increase their personal skill levels and provide the company with a more efficient, flexible and productive workforce.

On this basis, it is agreed that during the life of this agreement the development of a new modernized classification structure will occur for all classification, excluding Engineering/Scientist classified employees. The new classification structure will be developed by a joint working party made up of equal numbers of full-time management and union representatives (2 management representatives, 2 union representatives and 2 subject matter experts) and will be implemented subject to consultation with and endorsement by a majority of employees covered by this Enterprise Agreement.

The working party will be responsible for the development and any implementation process & have access to any training required in order to assist them with the development of a new classification structure. The working party will use the National Metal & Engineering Industry Competency Standards and its Implementation Guide as a reference point to commence the development of a new classification structure.

The working party will have access to external assistance and subject expertise (SME) from one Company and one Union nominated provider and any costs associated will be the responsibility of the company.

Until a new classification structure is endorsed and implemented, the current Integrated Classification Structure and position descriptors contained in this agreement will continue to apply. Any introduction of a new classification structure will replace the current Integrated Classification Structure at the point in time that it is formally implemented.

A \$500 bonus payment will be paid to all employees in the manufacturing and manufacturing support areas where the implementation of a new modernised Classification Structure occurs within 6 months of a successful endorsement of the new classification. Vote for endorsement of the new modernised classification structure will occur after gate 4 of the process has been completed.

To formalise any implementation, an application to vary this agreement will be made to the Fair Work Commission (FWC) by the parties if required.

The classification structure has been developed to allow for the development of career opportunities based on training and a flexible approach to work organisation and output.

The definitions for each classification reflect training qualifications and the broad work skills for employees at each level. As such the definitions are broadly based and generic in nature.

The structure sets appropriate relativities, wage rates, skill levels and training requirements.

The structure has been agreed by the parties and is believed to be appropriate to the needs of the Company, Unions and Employees.

There are three generic trade streams, as well as technical, professional, administrative and supervisory vocational fields and a general non-trade area.

## **101 TRADE STREAMS**

- 101.1 Electrical/Electronics/Avionics Stream - including the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service and overhaul of all electrical, electronic and avionic devices and/or systems, controls, instruments, PLC's and other electronic controls, telecommunications and communication systems.

Mechanical Stream - including the design, assembly, manufacture, installation, modifications, testing, fault finding, commissioning, maintenance and service and overhaul of all mechanical equipment, machinery, fluid power systems, aircraft mechanics, automotive mechanics, instruments and the use of related computer controlled equipment, e.g., Computer Numerically Controlled machine tools.

Structures Stream - including fabrication, spray painting, plumbing, electroplating, carpentry, metal spinning, metal polishing, sheet metal work and the use of related equipment including computer controlled equipment. This includes fabrication in all metals, plastics, carbon fibre, composite materials, ceramics and other materials.

## **102 TECHNICAL FIELD**

- 102.1 Production planning including scheduling, method engineering, estimating, materials handling, production control, etc.

Laboratory work, non-destructive testing, design and development work (e.g., prototypes, models, specifications) in both product and process areas, quality control/assurance and like work.

Design drafting and like work.

Technical support, including diagnostics, programming and like work.

## **103 PROFESSIONAL FIELD**

- 103.1 Includes an employee who possesses an academic qualification which enables that employee to become a graduate member of the Institution of Engineers, Australia.

### *Engineering Graduate Program*

- 103.2 BAA will introduce a stand-alone 24-month Engineering Graduate Program. Only employees entering this Program will be classified as Engineer/Scientist Graduate.
- 103.3 Upon the completion of the Engineering Graduate Program, these employees will transition to a role at Engineering/Scientist 1A classification, subject to meeting the behavioural attributes in clause 110.3.

## **104 ADMINISTRATIVE FIELD**



104.1 Clerical functions, use of switchboards and keyboards, secretarial work, bookkeeping and accounting.

## **105 SUPERVISORY FIELD**

105.1 Supervision of trade and non-trade employees.

## **106 NON-TRADE**

106.1 Production/engineering and associated functions not requiring a trade, technical or professional qualification.

- (a) Employees are required to perform additional functions to their core functions when those additional functions are identified as being incidental or ancillary to work within the relevant stream/field or their competency given their skills and training.
- (b) Employees classified at a higher level will, as required, perform duties at a lower level within their stream/field or training, provided such duties are not designed to promote deskilling.
- (c) Reclassification for acquisition of additional qualifications or skills will only occur where the employee involved is required to exercise them in the course of employment. Employees holding additional skills or qualifications relevant to their job will be classified accordingly.
- (d) Where it is consistent with the needs of the Company, the Company will provide every reasonable opportunity for employees to put to use the skills they have acquired.
- (e) Where an employee uses the skills relevant to a higher grade or completes relevant Company sponsored and accredited training for that grade then the employee shall be classified at the higher grade, subject to approval by the Training Committee.
- (f) At all levels of the new classification structure, employees will receive appropriate training in quality awareness, control/assurance to enable them to undertake quality control/assurance work relevant to their role/position.
- (g) Equal Employment Opportunity principles and relevant Occupational Health and Safety legislation shall be an integral part of the operation of the classification structure.

## **WAGE GROUP 1**

### **AEROSPACE WORKER 1 / ASSISTANT TECHNICIAN 1**

#### **AEROSPACE WORKER 1**

An employee entering the industry with no experience in the aerospace or related industries who may perform basic labouring, engineering, process and fabrication type work including:

- basic labouring and cleaning
- trades assisting
- non-trade maintenance functions
- basic storage and distribution functions

Undergoing training in one or more the following areas:

- Company induction
- use of basic hand tools and other equipment
- awareness of EEO practices and OHS policies and practices

- understanding and interpreting written drawings, plans, etc.
- basic QC/QA practices
- use of measuring equipment and concept of tolerance
- basic engineering skills
- computer/keyboard skills
- basic tracing skills
- basic soldering skills
- basic metrology
- operating mobile equipment
- storage and packing of goods and materials in accordance with appropriate procedures and/or regulations
- housekeeping and stock checks
- work methods

#### ASSISTANT TECHNICIAN 1

An employee who holds no formal qualifications and who while working under direct supervision performs basic technical and other related duties in the following fields:

1. Planning, including scheduling, methods engineering, estimating, materials handling systems and like work.
2. Technical, including inspection, quality control/ assurance, supplier evaluation, laboratory, non-destructive testing, technical purchasing, and design and development work (prototypes, models, specifications) in both product and process areas and like work.
3. Drafting and like work.
4. Technical Support, including diagnostics, programming and like work.

#### WAGE GROUP 2

##### AEROSPACE WORKER 2 / ASSISTANT TECHNICIAN 2

##### AEROSPACE WORKER 2

An employee who has completed training as a Aerospace Industry Worker I and is undertaking training for a Production Engineering Certificate (Aerospace) (or equivalent level of accredited training).

Generally works to a level beyond an Aerospace Worker 1 and is one of the following:

##### Level A

Competent in one or more of the following skills:

- assemble components using written, spoken and/or diagrammatic instructions in a single or multi-station assembly environment
- receiving, dispatching, expediting and basic inventory control including use of VDUs
- understanding and implementing basic quality control/assurance procedures
- repetitive machine operation, including use of multiple machines
- equipment and/or machine loading and operation
- basic process duties
- licensed operation of all appropriate materials handling and other equipment
- understanding relevant work techniques

##### Level B

An employee who performs above and beyond Level A and is competent in one or more of the following skills:

- working to complex instructions or procedures
- using precise measuring equipment and working to fine tolerances
- basic fault finding in mechanical and electrical streams
- intermediate keyboard/computer skills
- rigging (licensed)
- full range of duties in complex inventory and production control
- responsible for quality of own work
- complex process duties

## ASSISTANT TECHNICIAN 2

### Level A

An employee who holds no qualifications and who may be undertaking training toward an agreed qualification and while working under direct supervision performs routine technical and other related duties to a level in excess of Assistant Technician I in the following fields:

1. Planning, including scheduling, methods engineering, estimating, materials handling systems and like work
2. Technical including inspection, quality control/assurance, supplier evaluation, laboratory, non-destructive testing, technical purchasing, and design and development work (prototypes, models, specifications) in both product and process areas and like work
3. Drafting and like work
4. Technical support, including diagnostics, programming and like work

### Level B

An employee who holds no formal qualifications who is undertaking training towards an agreed qualification and who works under general supervision performing routine technical and other related duties to a level in excess of Level A.

## WAGE GROUP 3

### AEROSPACE WORKER 3 / BASE TRADESPERSON

#### AEROSPACE WORKER 3

An employee who, while still being primarily engaged in engineering/production work applies the skills acquired through the successful completion of a Production Engineering Certificate (Aerospace) (or equivalent level of accredited training) in production, engineering, distribution, or stores functions according to the needs of the Company.

Works above and beyond an Aerospace Worker 2 and to the level of training:

1. Understands and applies quality control techniques
2. Exercises good interpersonal, communications skills
3. Exercises keyboard/computer skills at a level higher than Aerospace Worker 2
4. Exercises discretion within the scope of this grade
5. Performs work under general supervision either individually or in a team environment
6. Has knowledge of relevant safety standards

Duties may include:

- works from production drawings, prints or plans

- operates, sets up and adjusts all production machinery in a plant.
- operates all lifting and handling equipment
- production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- understands and applies computer techniques as they relate to production process operations or for purposes such as the maintenance of a deposit storage system, information input and retrieval
- high level stores and inventory responsibility beyond the requirements of an Aerospace Worker 2
- provides on-the-job training for those employees up to and including Aerospace Worker 2
- has a sound knowledge of the relevant production processes

## BASE TRADESPERSON

An employee who holds a Trade Certificate or Tradesperson Rights Certificate in one of the electrical/electronic, mechanical or structures streams and is able to exercise the skills and knowledge of that trade, which may include:

1. Understands and implements quality control assurance techniques
2. Exercises good interpersonal, communications skills
3. Exercise keyboard/computer skills at a level higher than an Aerospace Worker II
4. Exercises discretion within the scope of this grade
5. Performs work under general supervision either individually or in a team environment
6. Operates all lifting equipment (some of which may require a license) incidental to their work
7. Perform trade tasks incidental to their core skills
8. Perform non-trade tasks incidental to their work
9. Works from drawings, prints or plans
10. Has knowledge of relevant safety standards

## WAGE GROUP 4

### AEROSPACE TRADESPERSON 1 / AEROSPACE TECHNICIAN 1

An employee who holds an aircraft Trade Certificate in electrical/electronics/avionics, mechanical or structures streams or who has undergone an aircraft conversion course (or equivalent level of accredited training).

Generally works to a level beyond a Base Tradesperson and to the level of training:

1. Exercises a high level of independent judgement and capable of working under less direct supervision than a Base Tradesperson
2. Undertakes basic drafting, planning and estimating
3. Understands and implements quality control/assurance techniques including where appropriate signing off own work i.e., certifies that the work completed conforms (by use of stamp) with the specifications or instructions given
4. Performs all trade work incidental to core skills

Duties may include:

- exercises high precision trade skills using various material and/or specialist techniques

- performs developmental/prototype work without the aid of drawings, plans etc., in conjunction with design technicians and engineers
- operates CNC machines, including tape loading and supervision of non-trade machinists; basic operations of a CAD/CAM terminal
- managing stores operations within business units including liaising with management, suppliers and customers.
- maintaining control register including inventory control and being responsible for the preparation and reconciliation of regular reports or stock movements, despatches, etc.

## AEROSPACE TECHNICIAN 1

An employee who holds a relevant Trade Certificate or equivalent level of training and/or experience as an Aerospace Tradesperson I who while working under general supervision is engaged in routine detail drafting or production planning or technical tasks requiring technical knowledge.

Technicians at this and subsequent levels work in one of the following fields:

1. Production planning, including scheduling, methods engineering, estimating, materials handling systems and like work
2. Technical including inspection, quality control/ assurance, supplier evaluation, laboratory, non-destructive testing, technical purchasing, and design and development work (prototypes, models, specifications) in both product and process areas and like work
3. Design drafting and like work
4. Technical support, including diagnostics, programming and like work

## WAGE GROUP 5

### AEROSPACE TRADESPERSON 2 / AEROSPACE TECHNICIAN 2

#### AEROSPACE TRADESPERSON 2

##### Level A

An employee who is qualified as an aircraft mechanic (mechanical, structures or avionics) or aircraft maintenance engineer (mechanical, structures or avionics) or who has completed 50% of training towards an agreed relevant Post Trade Certificate (or equivalent level of accredited training) and generally works to a level beyond Aerospace Tradesperson 1.

Duties may include:

- exercises basic knowledge and application of other trade streams beyond Aerospace Tradesperson I
- in accordance with quality control/assurance policies and practices signs off other employees work
- performs operations on a CAD/CAM terminal in the performance of routine modifications to NC/CNC programs as necessary and ancillary to the trade task exercises intermediate drafting, planning, estimating skills

##### Level B

An employee who is undertaking who has completed training towards an agreed relevant Post Trade Certificate (or equivalent level of accredited training) and generally works to a level beyond Aerospace Tradesperson I. Duties may include:

- working on plant, machinery, components, etc., involving a combination of complex electrical/electronic circuitry and hydraulic/fluid power systems to a level beyond Level A
- intermediate knowledge and application of other trade streams beyond Level A

- as necessary and ancillary to the trade task undertakes advanced duties in estimating, scheduling, planning or designated quality role

## AEROSPACE TECHNICIAN 2

An employee who has an equivalent level of training to an Aerospace Tradesperson 2 and who has completed the following training requirements and/or demonstrates an equivalent level of experience:

- Successful completion of 50% of training towards an agreed relevant Post Trade Certificate
- Successful completion of an agreed relevant Post Trade Certificate

and is engaged in the following fields:

- detail drafting or planning or technical duties requiring judgement and skill in excess of that required by an Aerospace Technician 1 under the general supervision of technical staff
- has training and/or experience of an Aerospace Technician 1 and exercises a level of cross-skilling in technical fields

## WAGE GROUP 6

### SPECIAL CLASS AEROSPACE TRADESPERSON 3 / AEROSPACE TECHNICIAN 3 /

### SPECIAL CLASS AEROSPACE TRADESPERSON

An employee who has completed the following training requirements (or equivalent level of accredited training):

- An agreed Post Trade Certificate plus agreed accredited training modules
- Successful completion of the first year part-time of an agreed Advanced Certificate
- Successful completion of an agreed Advanced Certificate

and who generally works to a level beyond an Aerospace Tradesperson 2 and to the level of training in one or more of the following skills:

1. Sets up and operates sophisticated maintenance production or test equipment involving application of high level computer operating and programming skills.
2. Works unsupervised as necessary.
3. Has design capabilities.
4. Has a high level of knowledge in work organisation.
5. Prepares reports of a technical nature on specific tasks or assignments as directed.
6. Has an overall knowledge and understanding of the operating principles of the systems and equipment on which he/she is required to carry out tasks.

Duties may include:

- exercises advance knowledge and application of other trade skills beyond Aerospace Tradesperson 2
- install, repair, modify, maintain, test, commission, diagnose or fault find complex machinery, equipment or aircraft systems which utilise complex interface of mechanical, electrical, electronic or avionics systems at a level beyond Aerospace Tradesperson 2
- exercises CAD/CAM skills beyond Aerospace Tradesperson 2
- applies advanced CNC techniques in machining, cutting or welding
- hold relevant core and specific group subjects for an Aircraft Maintenance Engineers Licence applicable to the Company's activities in a category other than his/her basic trade and uses those skills

### AEROSPACE TECHNICIAN 3

An employee who has an equivalent level of training as a Special Class Aerospace Tradesperson and who has completed the following training requirements and/or demonstrates an equivalent level of experience:

- A. An agreed Post Trade Certificate plus agreed accredited training modules
- B. Successful completion of the first year part-time of an agreed Advanced Certificate
- C. Successful completion of an agreed Advanced Certificate

and who is engaged in one of the following fields:

- detail drafting, involving originality of thought which requires the exercise of judgement and skill in excess of that required of an Aerospace Technician II under the general supervision of technical and/or professional staff
- is engaged in planning or technical duties requiring judgement and skill in excess of that required of Aerospace Technician 2 under the supervision of technical staff
- has training and/or experience of an Aerospace Technician 2 and also exercise a level of cross skilling in technical fields.

### WAGE GROUP 7

#### AEROSPACE TECHNICIAN 4

An employee who has completed the following training requirements and/or demonstrates an equivalent level of experience:

- A. Successful completion the third year part-time of an agreed Associate Diploma
- B. Successful completion of an agreed Associate Diploma
  - and who, while working under limited supervision, is engaged in the following fields:
  - undertakes drafting or planning or technical duties which required the exercise of judgement and skills in excess of that required of an Aerospace Technician 3
  - exercises a level of cross skilling in technical fields greater than an Aerospace Technician 3

### WAGE GROUP 8

#### AEROSPACE TECHNICIAN 5

An employee who works under minimal or limited supervision to a level beyond Aerospace Technician IV and who has completed the following training requirements and/or demonstrates an equivalent level of experience:

- A. Successful completion of the fifth year part-time of an agreed Diploma
- B. Successful completion of an agreed Diploma
- C. Successful completion of an agreed Diploma plus agreed accredited training modules

Duties may include but not be limited to:

- perform work requiring mature technical knowledge involving a high degree of autonomy, originality and independent judgement
- look after and be responsible for projects and co-ordinating such projects with other areas of the organisation as required by the operation of the organisation
- be responsible for the co-ordination of general and specialist employees engaged on projects requiring complex and specialised knowledge
- plan and implement those programs necessary to achieve the objectives of a particular project
- in the performance of the above functions, apply knowledge and/or guidance relevant in any or all of the field of designing, planning and technical work as required by the Company's operation



- operate within broad statements of objectives without requiring detailed instructions or
- perform work at the above level of skill in a particular technical field
- have as the overriding feature of his/her employment the ability to perform creative, original work of highly complex and sophisticated nature
- provide specialised technical guidance to other employees performing work within the same technical field

PROPOSED AGREEMENT

<b>ENGINEER/SCIENTIST GRADUATE</b> Contributes to professional engineering/scientific tasks whilst exercising a basic level of individual judgment and initiative. Works under close supervision.	
<b>Knowledge:</b>	<b>Entry level use and application of job principles, theories, and concepts.</b>
<b>Problem Solving:</b>	Participates in solutions to routine technical problems of limited scope
<b>Discretion:</b>	Follows directions for routine work under close supervision; receives detailed instructions for specific assignments.
<b>Impact:</b>	Contributes to the completion of routine tasks. Failure to achieve results has minimal effect to schedules and programs.
<b>Liaison:</b>	Interacts primarily with direct lead immediate supervisor and able to seek, accept and benefit from advice from mentors and more experienced colleagues.
<b>Typical Educ/Expr:</b>	Bachelor of Engineering or Science degree recognised by professional body representing Engineers and Scientists.

<b>ENGINEER/SCIENTIST 1</b> Performs professional engineering/scientific duties whilst exercising limited individual judgment and initiative. Works under close supervision.	
<b>Knowledge:</b>	<b>Limited use and application of job principles, theories, and concepts.</b>
<b>Problem Solving:</b>	Develops solutions to routine technical problems of limited scope
<b>Discretion:</b>	Follows directions for routine work under close supervision; receives detailed instructions for specific assignments.
<b>Impact:</b>	Contributes to the completion of routine tasks. Failure to achieve results has minimal effect to schedules and programs.
<b>Liaison:</b>	Interacts primarily with immediate supervisor and other personnel within the group.
<b>Typical Educ/Expr:</b>	Bachelor, Master or Doctorate of Engineering or Science degree recognised by professional body representing Engineers and Scientists.

<b>ENGINEER/SCIENTIST 2</b> Performs professional engineering/scientific duties whilst exercising individual judgement and initiative. Works under general supervision. May control small projects and supervise and lead technical staff and less experienced engineers/scientists.	
<b>Knowledge:</b>	Makes use of and applies job practices, techniques, standards, principles, theories, and concepts.
<b>Problem Solving:</b>	Provides solutions to a variety of technical problems of moderate scope and complexity.
<b>Discretion:</b>	Works under general supervision, and no instructions are needed for routine work. Receives general instructions for special assignments. Work is reviewed for sound technical judgment and overall adequacy.
<b>Impact:</b>	Contributes to the completion of specific project milestones. Failure to achieve results, reaching erroneous decisions or making faulty recommendations may cause delays in program schedules and may result in the allocation of additional resources.
<b>Liaison:</b>	Interacts primarily with internal personnel and infrequently with inter-organizational and external customers on routine matters.
<b>Typical Educ/Expr:</b>	Degree and typical experience in an engineering classification: Bachelor's and 2 or more years' experience or a Master's degree with experience. Bachelor, Master or Doctorate of Engineering or Science degree recognised by professional body representing Engineers and Scientists.

<b>ENGINEER/SCIENTIST 3</b> Performs professional engineering/scientific duties requiring the application of mature professional engineering/scientific knowledge. Works under general direction. Will lead, coordinate and supervise the work of other professional and technical staff and/or small project teams.	
<b>Knowledge:</b>	Completely understands and applies job practices, techniques, standards, principles, theories, and concepts. Possesses general knowledge of other related disciplines.
<b>Problem Solving:</b>	Provides technical solutions to a wide range of difficult problems. Develops solutions that are imaginative, thorough, practicable, and consistent with organization objectives.
<b>Discretion:</b>	Independently determines and develops approaches to solutions. Receives general direction for work that is reviewed upon completion for adequacy in meeting objectives.
<b>Impact:</b>	Contributes to the completion of specific programs and projects. Failure to obtain results, reaching erroneous decisions or making recommendations would typically result in serious program delays and considerable expenditure of resources.
<b>Liaison:</b>	Interacts frequently with inter-organizational personnel and external customers. Represents the organization by providing solutions to difficult technical issues associated with specific projects.

<b>Typical Educ/Expr:</b>	Degree and typical experience in engineering classification: Bachelor's and 5 or more years' experience, Master's degree with 3 or more years' experience or PhD degree with experience. Bachelor, Master or Doctorate of Engineering or Science degree recognised by professional body representing Engineers and Scientists.
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<b>ENGINEER/SCIENTIST 4</b> Performs professional engineering/scientific duties involving independence of approach, originality, ingenuity and judgment. Works under minimal direction. Will lead and exercise authority and technical control over a group of professional staff, including multi-functional teams engaged in complex engineering/scientific applications	
<b>Knowledge:</b>	Applies extensive job practices, techniques, standards, principles, theories, and concepts. Has full knowledge of other related disciplines. Recognized as a job expert within the department/organization.
<b>Problem Solving:</b>	Provides technical solutions to complex problems that require ingenuity and creativity.
<b>Discretion:</b>	Exercises considerable latitude in determining technical objectives of assignment. Completed work is reviewed for desired results from a relatively long-term perspective.
<b>Impact:</b>	Guides the successful completion of aspects of major programs and may function in a project leadership role. Erroneous decisions or recommendations may result in failure to achieve major organizational objectives.
<b>Liaison:</b>	Represents the organization as the prime technical contact on contracts and projects. Interacts with senior external personnel on significant technical matters often requiring coordination between organizations.
<b>Typical Educ/Expr:</b>	Degree and typical experience in engineering classification: Bachelor's and 9 or more years' experience, Master's with 7 or more years' experience or PhD with 4 or more years' experience. Bachelor, Master or Doctorate of Engineering or Science degree recognised by professional body representing Engineers and Scientists.

## CLERICAL/ADMINISTRATIVE LEVELS

### CLERICAL OFFICER 1

Is an adult employee who:

1. Works under direct supervision. This means that the employee receives detailed instructions on the work to be performed and is subject to frequent personal progress checks on the work being performed.

The degree of direct supervision is expected to reduce as the employee gains necessary experience, competency and training.

2. Works within established routines, methods and procedures.
3. Understands the quality requirements of their tasks.
4. Applies basic literacy and numeracy skills essential to their tasks.
5. Operates office equipment (e.g.: fax, typewriter/word processor, photocopier).
6. Is willing to undertake training.

Examples of the type of work which may be performed include:

- checking figures;
- matching documents;
- sorting or filing papers;
- photocopying;
- handling mail;
- repetitive or simple typing on typewriter or word processor.

### CLERICAL OFFICER 2

Is an adult employee who:

1. Works under general supervision. This means that the employee:
  - receives instructions on what is required on unusual or difficult features of the work and on the method of approach when new procedures are involved; and
  - is normally subject to progress checks which are usually confined to unusual or difficult aspects of the task; and
  - has the knowledge and experience required to perform the duties usually without specific instructions but has assignment reviewed on completion.
2. Is responsible for the quality of their own work, and may check others.
3. Has oral and written communication skills.
4. May operate multiple pieces of office equipment with high competency; in addition to basic cleaning and maintaining, attends to operating problems.
5. Has a knowledge of the ability to perform specific work system requirements.
6. Has the ability to demonstrate and explain their own tasks to another.
7. Understands the importance of service and therefore can meet internal and external customer requirements.
8. Has a knowledge of the industry and enterprise products and services.

Examples of the type of work which may be performed include:

- reception;
- operation of a switchboard;
- complex work processing/high quality typing;
- complex data entry;
- secretarial duties including shorthand.

### CLERICAL OFFICER 3

Is an adult employee who:

1. Works under limited or minimal supervision. This means that the employee:
  - may be subject to progress checks which will be principally confined to establishing that satisfactory progress is being made; and
  - may have assignments reviewed on completion.

As the employee gains experience, competency and training the level of supervision is expected to reduce.
2. May participate in team problem solving and/or decision making in relation to operational issues within the work section or other sections.
3. Exercises considerable discretion as necessary within defined limits. This may include limited interpretation of policy.
4. Is responsible for quality of own work and may check the work of others.
5. Prepares reports and may provide advice on work processes and immediate operational issues.
6. Has a knowledge and ability to operate complex office equipment; and/or administer work systems and processes.
7. Provides on-the-job training.
8. Plans own work schedule and may plan others.
9. Delivers internal and external customer service requirements.
10. May be responsible for day to day operational planning and problem solving.
11. May assist in implementing changes to work processes.

Employees at this level may be team leaders, and be responsible for counselling and/or discipline of employees. Examples of the type of work which may be performed include:

- complex accounts payable/receivable;
- complex work associated with payrolls;
- private secretarial/ executive assistance.

## Part 12: 110% Aerospace Tradesperson Reclassification Assessment

### RECLASSIFICATION ASSESSMENT REVIEW PROCESS

Applications for Reclassification are open from 1<sup>st</sup> January - 30th September each year.

When an employee wishes to have their classification assessed, the Reclassification Assessment Request form needs to be completed as follows:

The employee is to fill out Box 1

The employee is to fill out "Attachment 1" (**Reclassification Assessment Request**) and provide supporting evidence in relation to the "Common Standards". The "Common Standards" are listed on the **Reclassification Assessment** section of this document.

**Optional** – The Training Department is available for pre-assessment consultation. This will assist the employee to understand what supporting evidence is required for each Common Standard.

The Manufacturing Lead and Manager counter sign Box 2 as a verification that the duties listed in Attachment 1 are accurate and that the requirements of IS003 are met (e.g. The operator must have held a "C" Stamp for the last six months without any demerit points or cautions).

The employee lodges their **Reclassification Assessment Request** (with supporting documentation) to the Human Resources Department. Human Resources must sign and date the receipt of the **Reclassification Assessment Request** and provide the employee with a copy.

Assessments will commence 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October each year. The employee will be provided with an outcome from the Review Panel 1 month after the assessment.

Successful applicants will be reclassified from the date they lodged the **Reclassification Assessment Request** with Human Resources.

If unsuccessful, the employee is unable to reapply for reclassification for 6 months from the date they lodged the **Reclassification Assessment Request** with Human Resources.

Box 1: Employee Details.

Employee Name: \_\_\_\_\_

Employee Number (BEMS ID): \_\_\_\_\_

Cost Centre: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Pre-assessment Consultation: \_\_\_\_\_

(Optional)

(Date)

(Training Department Signature)

Box 2: The duties listed in Attachment 1 are accurate.

Manufacturing Lead \_\_\_\_\_  
(Print Name) (Signature)

Manager \_\_\_\_\_  
(Print Name) (Signature)

Box 3: Human Resources to complete.

Human Resource: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



ATTACHMENT 1:

RECLASSIFICATION ASSESSMENT REQUEST

The employee is to fill out "Attachment 1" and provide supporting evidence in relation to the "Common Standards". The "Common Standards" are listed on the **Reclassification Assessment** section of this document.

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Employee Name:\_\_\_\_\_

Employee Signature:\_\_\_\_\_

Employee Number (BEMS ID):\_\_\_\_\_ Date:\_\_\_\_\_

PROPOSED AGREEMENT

## ATTACHMENT 2:

RECLASSIFICATION ASSESSMENT							
COMMON STANDARDS ACCROSS BOEING AEROSTRUCTURES AUSTRALIA MANUFACTURING CENTRES – FISHERMANS BEND							
AWARD CLASSIFICATION: AEROSPACE TRADEPERSON 2 WAGE GROUP 5 110% / W5A	RATINGS						REVIEW PANEL COMMENTS
	0	1	2	3	4	5	
<b>Works with limited supervision</b> Eg. Competently works on most jobs independently and makes contact only when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Train others</b> Eg. Structured OTJ and/or (class room) by using a training check list or shop aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D' stamp</b> Successfully completed required Quality Modules, awarded & uses "D" stamp within 3mths of being re-classified	Yes / No						
<b>Undertakes basic planning tasks.</b> Eg. Ability to recommend operational sequence and Methods of manufacture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Competent in performing all tasks within work area (within the same stream) and a small level of cross training, including repairs.</b> Eg. Basic cross skilling ie take on task of releasing shop orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Perform basic PC skills for input or retrieval of data.</b> Eg. SPC Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assist ML to organise work plans and resources.</b> Eg. Able to prioritise and make suggestions that utilise resources to achieve maximum efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Undertaking basic maintenance tasks, when practical.</b> Eg. Maintain hoses etc, repair a trolley/racks etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Develop manufacturing techniques</b> Eg. Streamlining methods. Suggesting improvements to achieve project efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Design/Manufacture tooling &amp; equipment</b> Eg. Drill jigs, fixtures, one off aids for repairs etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Manufacture tools/equipment for repairs or modifications using drawings or sketches.</b> Eg. Working from minor tooling requests & TRJ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Good Interpersonal Skills</b> Eg. Ability to liaise with Team Members, ML's, MQEs / Engineering & Technical Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Undertaking Basic Estimating Tasks</b> Eg. Determining approximate times, material requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Attitude Assessment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Productivity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Performance on the job</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>RECLASSIFICATION SUCCESSFUL</b>	<input type="checkbox"/>						
<b>RECLASSIFICATION UNSUCCESSFUL</b>	<input type="checkbox"/>						
<b>REVIEW PANEL:</b>							
Training Department (Name, Signature and Date)							
Manufacturing Lead (Name, Signature and Date)							
Manager (Name, Signature and Date)							

## Part 13: Assessment Criteria 110% to 115%

Assessment for Transition from 110% to 115%

### RATING SCALE

Currency Rating	Performance Rating	Description
1. never	marginal	newly appointed or having difficulty, requiring constant guidance. Never performs the function
2. rarely	adequate	able to meet most key job requirements, but needing regular guidance and assistance. Is capable but rarely performs the function.
3. sometimes	competent	successfully meeting key job requirements with little need for guidance. Carries out the function as required.
4. often	commendable	is exceeding key job requirements on a consistent basis. Carries out the function regularly and without being requested.
5. always	outstanding	making a significant contribution to the business in excess of normal job requirements at all times.

This table is representative of the level of performance for the item being assessed and how often the individual undertakes the function. It is expected that at 115% the persons would achieve the currency and performance levels indicated for each assessment item.

### Notice to assessors

Assessors will be required to use discretion when conducting assessments, as opportunity to conduct some activities may be limited. For example, a person may be involved in reprogramming the autoclave, which is a highly complex task that would be undertaken infrequently. This would be rated the same as, a person who undertook less complex tasks on a more frequent basis.

	YES	NO	COMMENTS
1. Qualifications			
An employee who is undertaking or who has completed training toward an agreed relevant post trade certificate (or equivalent level of accredited training) and generally works to a level beyond Aerospace Tradesperson 1. This is mandatory. It is understood that an RPL process may need to be initiated to demonstrate qualification equivalence.			

2. Work with others and in Teams											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
Participate in team planning											
Develop team commitment and co-operation											
Manage and develop team performance											
Participate in and facilitate work team/group											
Level achieved should be sometimes and competent											

3. Good personal and interpersonal skills											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
Manage self											
Set and meet own work priorities											
Develop and maintain professional competence											
Level achieved should be sometimes and competent											

4. Participate in formal interviews and negotiations with internal and or external customers and suppliers											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
Identify and source information needs											
Collect, analyse and report information											
Prepare resource material proposals											
Plan to meet internal and external customer requirements											
Ensure delivery of quality products and services											
Level achieved should be sometimes and competent											

5. Research and conduct training courses for shopfloor and classroom presentation											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
Create learning opportunities											
Facilitate and promote learning											
Monitor and improve learning effectiveness											
Level to be achieved should be competent											

Notice for assessors — As this system has been recently re-established at BOEING AEROSTRUCTURES AUSTRALIA, applicants will be provided with information in relation to the training system in the form of a mini-guide for training. It is expected that applicants will be familiar with the training process described within the mini-guide for training, and that assessors will seek information in relation to the process. It is an expectation of a person operating at 115% to research and conduct training courses. Where required, trainer training will be provided by the Company as future applications are identified.

Agreed that currency for these criteria should be a knowledge of the mini guide and processes defined within.



6. Is involved in a broad range of complex, non-routine activities in a wide variety of contexts			
	YES	NO	COMMENTS
Involved in a broad range of complex, non-routine activities in a wide variety of contexts.			
Examples: Lean manufacturing Ergonomic exercise leader Occupational Health & Safety breach investigations Audits Member of a committee eg emergency response team training committee working parties consultative committee EBA committee interview panels assessment committee			
For assessment purposes one example or an equivalent alternative will be utilised.			

Notice for assessors.

Examples other than those listed may be considered

Night shift applicants will be considered on a case by case basis

Examples would generally relate to activities outside an individual's work area, participating in non-technical activities.

7. Provides technical guidance and support to non-routine and contingency situations											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
provide technical solutions eg. tooling design equipment maintenance repair centre new project set-up bid preparation troubleshooting planning, flow charting and fault diagnosis											
For assessment purposes two of the examples or an equivalent alternative will be utilised— Level achieved should be sometimes and competent											

8. Use of technology through understanding its' principles and a practical ability to adapt the technology to new situations.

Currency						Performance					COMMENTS
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	
<p>The skills required for these technologies would include programming and development of new applications. Examples:</p> <p>programming PC skills (minimum 3 programs, eg word, excel, PowerPoint)</p> <p>laser projection</p> <p>measuring systems (CAT)</p> <p>wheatstarch machine</p> <p>autoclave</p> <p>machining centres</p> <p>processing line transporters</p> <p>core carver</p> <p>NC cloth cutter</p> <p>faro arm</p> <p>laser tracker</p> <p>water treatment plant</p> <p>robotics</p>											
<p>For assessment purposes two of the examples or an equivalent alternative will be utilised— Level achieved should be sometimes and competent</p>											

9. Problem solving to achieve continuous improvement through critical thinking											
	Currency					Performance					
	never	rarely	sometimes	often	always	marginal	adequate	competent	commendable	outstanding	COMMENTS
Implement continuous improvement systems and processes											
Monitor, adjust and report performance											
Consolidate opportunities for further improvement eg											
job techniques manning estimating design and manufacture of shop floor aids safety quality budget manufacturing hours cycle time planning											
For assessment purposes tow of the examples or an equivalent alternative will be utilised— Level achieved should be sometimes and competent											

# Part 14: Engineering/Scientist Classification Standards

## 107 PURPOSE

- 107.1 In conjunction with Part 11 (Integrated Classification Structure) and the Company's Reclassification Policy (IS201-3), Part 14 outlines the processes for assigning an employee's initial classification and any subsequent reclassifications when employed within the Engineer/Scientist classification structure under this Agreement. It provides descriptions for the sub-classifications (A through D, as applicable) within each level referred to within Part 11.

## 108 SCOPE

- 108.1 The technical disciplines (job function), under which an Engineer/Scientist classified employee shall be engaged are:

- (a) Design;
- (b) Manufacturing
- (c) Mechatronics
- (d) Structural Analysis
- (e) Materials and Processes
- (f) Industrial
- (g) MRB/Liaison
- (h) Tooling
- (i) Quality
- (j) Test
- (k) Research - Composites
- (l) Research - Automation
- (m) For each technical discipline, there are specific;
- (n) level descriptors,
- (o) applicable skills, and
- (p) matrices (establishing number of skills to be acquired)

These are contained in Part 11: Integrated Classification Structure. In some cases there may be other specialised skills/competencies that may be considered applicable from other BAA technical disciplines and/or the SJC/IJC categories. These classification standards recognise individual flexibility may be required to avoid disadvantage, and therefore an employee may replace up to two technical skills in their discipline, or up to three technical skills where the number of required skills is 20 or greater, where they have gained that skill through work performed and there is a business need for those skills to be used and developed.

- 108.2 The above technical disciplines, including their level descriptors, applicable skills, and matrices shall be reviewed jointly by the parties in accordance with clause 78 (CONSULTATION), clause 79 (CONSULTATIVE COMMITTEE) and clause 93 (CONTINUOUS IMPROVEMENT) of this Agreement. Changes shall only be made by agreement between the parties.

## 109 ALIGNMENT OF BAA ENGINEER/SCIENTIST LEVELS TO SJC/IJC LEVELS

- 109.1 Salaried Job Classification (SJC) and International Job Classification (IJC) are Boeing-wide definitions. The BAA Engineer/Scientist Levels are aligned to respective SJC/IJC Level, e.g. a BAA Engineer/Scientist Level 1=SJC/IJC Level 1.

## 110 RECLASSIFICATION REQUIREMENTS

### *Responsibilities*

- 110.1 The overall responsibilities in the Engineer/Scientist reclassification process are the same as in the general BAA Reclassification Policy (IS201-3).

### *Additional Documentation*

- 110.2 In addition to the proforma in IS201-3, the following additional documentation shall be supplied by the applicant as part of any reclassification request:

- (a) A self assessment of skills per the relevant descriptors; and
- (b) A self assessment of behavioural attributes per clause 110.3 (Behavioural Attributes), with supporting evidence.

### *Behavioural Attributes*

- 110.3 Behavioural attributes, as well as application of technical knowledge and skills, will be a consideration within the reclassification process. Assessments shall be conducted using the following 6 attributes as part of the reclassification process:

- (a) Problem Solving;
- (b) Communication;
- (c) Quality;
- (d) Leadership;
- (e) Customer Satisfaction;
- (f) People Working Together.

## **111 LEVEL DESCRIPTORS, APPLICABLE SKILLS, AND MATRICES FOR EACH TECHNICAL DISCIPLINES**

All Disciplines

Progression Matrix

A common progression matrix defining the mix of skills appropriate for progression between skill levels is used across all disciplines.

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced												0.40
Extensive									0.33	0.67	0.80	0.60
Complete						0.33	0.67	0.80	0.67	0.33	0.20	
General			0.33	0.67	0.80	0.67	0.33	0.20				

Basic		0.90	0.67	0.33	0.20							
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### Applicable Skills

Each discipline defines the skills normally applicable for each level at BAA. An N/A signifies not generally required at a particular competency level by BAA, although there may be occasions where this competency level is held or used at BAA. 80% of the total of normally applicable competencies is used to determine the number of competencies required to progress between levels.

## 112 DESIGN

### Discipline Definition.

Develops, integrates and documents structural and interior payload system requirements to establish the system design. Develops, maintains and modifies structural and interior payload system and component designs, using 3-D Computer Aided Design tools and/or other design methods, to provide product definition to other engineering groups, production operations, suppliers and external customers throughout the product lifecycle. Performs, integrates analytical and test results to validate and verify systems and components meet requirements and specifications. Manages supplier development, test and production activities and coordinates with the supplier to optimize the design and achieve program goals. Develops new design/analysis processes and tools to improve the effectiveness, quality and efficiency of the development effort. Investigates emerging technologies to develop concepts for future product designs to meet projected requirements.

### Competencies

Design competencies are derived from SJC Skill code 6G5C, subgroup 647.

Design		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes					N/A
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.				N/A	N/A



Design		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).					
Configuration/ Data Mgmt	Knowledge of drawing/data systems (e.g., ""used on"" drawings, part relationships, product data management) and configuration management principles and processes (e.g., part number control, revision level, naming conventions, product identification numbering systems).				N/A	N/A
Design / Produce Process	Knowledge of Boeing design, production, and build processes (e.g., maintenance access solid, dependability cost model, produceability trade offs) to effectively influence product design.					N/A
Design Concepts & Techniques	Knowledge of design concepts and techniques (e.g., concurrent engineering, Design for Manufacture/Assembly [DFM/A]).					N/A
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).					N/A
Structural Design	Knowledge of structural design principles and practices from requirements generation to production and product support.					N/A
Analysis/Design Optimisation	Ability to evaluate complex vehicles and systems from a multitude of perspectives. Includes the ability to apply figures of merit and integrated optimization tools. Ability to perform multi-disciplinary trade studies to evaluate configuration alternatives for functional and spatial integration.					N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					

Design		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.				N/A	N/A
Certification & Qualification	Knowledge of verification, validation, certification and qualification processes and procedures, Ability to assess and document test or analysis data to show compliance. (e.g., Technical review of Engineering Data, Laboratory simulation, or actual procedure demonstration).				N/A	N/A
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).					N/A
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.				N/A	N/A
Materials & Processing	Knowledge of material processing for metals (e.g., welding forging, heat treat, machining, forming), polymers and composites (e.g., autoclave curing, lay-up, co-curing, repair), sealants and finishes processing (e.g., plating, painting, surface preparation, fay surface sealing, fillet sealing), and ceramic (e.g., high temperature processing, machining) and electronic materials (e.g., soldering, printed circuit board cleaning, conformal coating).				N/A	N/A

Design		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Modelling and Simulation	Knowledge of programming languages (e.g., C++, Matlab, Visual Basic, C, Assembly, C#, Java). Knowledge of modelling and prototyping tools (e.g., Matlab, MathCAD, manufacturer specific tools for signal processing software). Knowledge of computing equipment and its operating systems (e.g., Windows, Unix, Linux). Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage.			N/A	N/A	N/A
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).				N/A	N/A
Structural Repair	Knowledge of structural repair principles (e.g., fatigue and corrosion, stress analysis, statics, materials strength, material characteristics, repair techniques). Knowledge of structural repair, overhaul, nondestructive inspection, corrosion control, and composites.			N/A	N/A	N/A
Supplier Tech Management	Knowledge of project and supplier techniques (e.g., design reviews, schedule reviews, production readiness) required for the management of the supplier's technical activities (e.g., design, development, test). The ability to develop technical requirements and evaluate supplier performance as related to those requirements. The ability to distinguish between requirements and objectives and to balance between those requirements and the supplier's capabilities and limitations. Capable of working effectively with supplier technical team in assessing product/system issues or designs.			N/A	N/A	N/A

Skill Level – Number of Competencies Table

BAA EBA Classification

Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C	Number of Competencies
Advanced Expert												1	
Extensive Specialised									3	5	6	5	
Complete						5	9	11	9	5			
General			5	11	13	11	5	3					
Basic		14	11	5	3								

### 113 MANUFACTURING

#### Discipline Definition

Integrates producibility and manufacturability knowledge, information and requirements into the acquire and define program phases as the designated Integrated Product Team (IPT) interface. Conceptualizes, designs and manages the program architecture for build. Defines, develops and implements the manufacturing plan and represents the program as the primary manufacturing integrator throughout the acquire, define, produce and support phases of the product life cycle. Develops advanced manufacturing and engineering technologies and advocates, teaches and deploys company Lean Enterprise analysis methods and application of lean processes and tools. Interfaces with regulatory agencies, professional associations, suppliers and internal and external customers to implement program initiatives.

#### Competencies

Manufacturing competencies are derived from SJC Skill code 6H6H, subgroups 66R and 66S.

Manufacturing		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.					
Customer/Supplier Knowledge	Knowledge of customer's/supplier's organization, processes, policies and procedures, products, requirements, capabilities, practices, support resources, preferences, constraints, etc.					

Manufacturing		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Design / Produce Process	Knowledge of Boeing design, production, and build processes (e.g., maintenance access solid, dependability cost model, produceability trade offs) to effectively influence product design.					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).				N/A	N/A
Manufacturing Methods	Knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.					
Operations Processes	Knowledge of the responsibilities and tasks performed by various Operations departments/disciplines (e.g., Fabrication, Assembly, Tooling, Quality, Industrial Engineering, Manufacturing Engineering). Knowledge of the interactions between departments/disciplines and how their products/processes affect one another and impact non-operations processes (e.g., Engineering, Business, Logistics).				N/A	N/A
Project Leadership	Ability to accept, direct, and perform responsibilities and work assigned tasks as a project team member in support of the overall project. Ability to lead and direct the activities and resources of assigned projects and support higher graded employees in large scale and complex projects.					
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					N/A

Manufacturing		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).				N/A	N/A
Design Concepts & Techniques	Knowledge of design concepts and techniques (e.g., concurrent engineering, Design for Manufacture/Assembly [DFM/A]).					
Product Structure	Knowledge of product structure, materials strengths and properties, design criteria, loading conditions, and processes (e.g., non destructive testing, corrosion prevention).					N/A
Critical Path Methodology	Knowledge of critical path network methodology (e.g., logic, relationship/interdependency, early/late, start/complete, minimum duration).					N/A
Materials & Processing	Knowledge of material processing for metals (e.g., welding forging, heat treat, machining, forming), polymers and composites (e.g., autoclave curing, lay-up, co-curing, repair), sealants and finishes processing (e.g., plating, painting, surface preparation, fay surface sealing, fillet sealing), and ceramic (e.g., high temperature processing, machining) and electronic materials (e.g., soldering, printed circuit board cleaning, conformal coating).				N/A	N/A
Operational Analysis	Knowledge and ability in examining operations and procedures, formulating policies, and developing and implementing lean strategies and procedures.					
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).					N/A

Skill Level – Number of Competencies Table

BAA EBA Classification

Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C	Number of Competencies
Advanced Expert												2	
Extensive Specialised									3	6	7	5	
Complete						4	8	10	8	4			
General			4	8	10	8	4	2					
Basic		11	8	4	2								

## 114 MECHATRONICS

### Discipline Definition

Integrates producibility and manufacturability knowledge, information and requirements into the acquire and define program phases as the designated Integrated Product Team (IPT) interface. Conceptualizes, designs and manages the program architecture for build. Defines, develops and implements the manufacturing plan and represents the program as the primary manufacturing integrator throughout the acquire, define, produce and support phases of the product life cycle. Develops advanced manufacturing and engineering technologies and advocates, teaches and deploys company Lean Enterprise analysis methods and application of lean processes and tools. Interfaces with regulatory agencies, professional associations, suppliers and internal and external customers to implement program initiatives.

### Competencies

Mechatronics competencies are derived from SJC Skill codes 6H6H, 6H6F, 6F4B, 6G5B, 8AAG, 8AFU, subgroups 6G5, 6B8, 6B3, 6A7, 67K, 66S, 66R, 828, 823.

Mechatronics		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.					
Manufacturing Methods	Knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.					



Mechatronics		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).					N/A
Design / Produce Process	Knowledge of Boeing design, production, and build processes (e.g., maintenance access solid, dependability cost model, produceability trade offs) to effectively influence product design.					
Operational Analysis	Knowledge and ability in examining operations and procedures, formulating policies, and developing and implementing lean strategies and procedures.				N/A	N/A
Operations Processes	Knowledge of the responsibilities and tasks performed by various Operations departments/disciplines (e.g., Fabrication, Assembly, Tooling, Quality, Industrial Engineering, Manufacturing Engineering). Knowledge of the interactions between departments/disciplines and how their products/processes affect one another and impact non-operations processes (e.g., Engineering, Business, Logistics).				N/A	N/A
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).				N/A	N/A
Machine Design	Knowledge of machine design principles and methodologies.					
Machine Tool System Knowledge	Knowledge of set up, maintenance, trouble shooting and repair of complex machine tools. System knowledge of hydraulics, pneumatics, drive systems, control systems, vision systems, and industrial computers.					

Mechatronics		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Machine Control Data	Ability to utilize or create source geometry for generation of machine control data (MCD) for a variety of equipment, materials, parts and assemblies. Ability to verify MCD and create documentation to support manufacturing processes.					
Project Management	The ability to achieve desired outcomes on projects, on-time and within budget. Ability to define the project, design and plan the project, and manage the project team. Ability to control and deliver project deliverables, project accounting and appraisal, and optimize the contribution of the people involved.				N/A	N/A
Test Program Design	Knowledge of test program design (e.g., design of experiments, test plan development, validation).				N/A	N/A
Automated Equipment Controls	Knowledge of machine and process control hardware and software' (e.g., Computer Numerical Control (CNC), Programmable Logic Control (PLC), Personal Computer (PC), robot). Ability to create hard real time, on and off line programs for control systems, using a variety of 3 dimensional Computer Aided Design/ Computer Aided Manufacturing (CAD/CAM) systems and software development tools. Ability to integrate hardware and software into systems for aerospace manufacturing processes.					

Mechatronics		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Hardware/Software Development	Knowledge of programming languages (e.g., C#, Java, Java 2 Enterprise and Mobile Editions (J2EE, J2ME), C++, Visual Basic, C, Assembly, Ladder Logic, Numerical Control (NC) Programming, Matlab). Knowledge of communications, networking, and protocols (e.g., Transport Control Protocol/Internet Protocol (TCP/IP), File Transfer Protocol (FTP), Extensible Mark-up Language (XML), Wireless Access Protocol (WAP)). Knowledge of computing equipment and its operating systems (e.g., Windows, Unix, Linux). Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage. Ability to apply knowledge of database engines to the design of databases and reporting structures. Ability to integrate hardware and software components into a functional system. Knowledge of software testing and usability theory. Knowledge of testing, usability practices. Ability to write and execute test scripts and perform usability analyses.				N/A	N/A
Industry Awareness	Complete understanding to build and use industry knowledge for planning and performance accomplishment. This includes knowledge of competition and strategic partners.					
Production Measurement Tech.	Knowledge of measurement systems (e.g., photogrammetry, coordinate measuring machines, laser tracker, laser radar, laser alignment, portable measurement tools). Capable of designing measurement systems and tools.				N/A	N/A
Materials and Processing	Working knowledge of materials processing for metals (eg welding forging, heat treat, machining, forming ), polymers and composites (eg autoclave curing, layup, co-curing, repair), sealants and finishes processing (eg, plating , painting, surface preparation, fay surface sealing, fillet) and ceramic (eg, high temperature processing, machining) and electronics materials (eg, soldering, circuit board cleaning, conformal coating)				N/A	N/A

Mechatronics		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Supplier Tech Management	Complete knowledge of project and supplier techniques (e.g., design reviews, schedule reviews, production readiness) required for the management of the supplier's technical activities (e.g., design, development, test). The ability to develop technical requirements and evaluate supplier performance as related to those requirements. The ability to distinguish between requirements and objectives and to balance between those requirements and the supplier's capabilities and limitations. Capable of working effectively with supplier technical team in assessing product/system issues or designs.					
Mech/Elec Design Tech	Knowledge of mechanical and/or electrical design techniques (e.g., machine and mechanisms design, sheet metal design, equipment installation design, wire harness design, control systems design). Knowledge of computer aided design tools and systems (e.g., PSpice, AutoCAD, CATIA, Unigraphics).				N/A	N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												3
Extensive Specialised									3	6	7	5
Complete						5	11	13	11	5		
General			5	11	13	11	5	3				
Basic		14	11	5	3							
												Number of Competencies

## 115 STRUCTURAL ANALYSIS

### Discipline Definition

Develops, integrates and documents structural requirements to establish the system design. Coordinates with other engineering groups to establish the product's environment. Guides product design and verifies structural integrity by using analytical methods, finite element models/simulations and other analysis tools throughout the product lifecycle to develop the

structural environment, characteristics and performance. Develops test plans and configurations, supports test execution and analyses/reports test results to validate and verify systems and components meet requirements and specifications. Defines and documents certification and test results to substantiate for customers and regulatory agencies that requirements are satisfied. Supports in-service products by investigating failures and analysing improvements. Develops analytical processes/tools to improve effectiveness, quality and efficiency of the development effort. Investigates emerging technologies to develop future product designs to meet projected requirements.

#### Competencies

Structural Analysis competencies are derived from SJC Skill code 685D, subgroups 698 and 63Y.

Structural Analysis		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes					
Analysis/Design Optimisation	Ability to evaluate complex vehicles and systems from a multitude of perspectives. Includes the ability to apply figures of merit and integrated optimization tools. Ability to perform multi-disciplinary trade studies to evaluate configuration alternatives for functional and spatial integration.					N/A
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).					N/A
Environment Analysis	Knowledge of vibration, acoustic and shock definition and analysis principles, processes, methods and tools for vehicles, including industry and company standard practices; and ability to perform analysis tasks.					N/A
Structural Analysis	Knowledge of structural analysis principles, processes, methods, and tools for vehicles, including industry and company standard practices; and ability to perform structural analysis tasks.					
Structural Repair	Knowledge of structural repair principles (e.g., fatigue and corrosion, stress analysis, statics, materials strength, material characteristics, repair techniques). Knowledge of structural repair, overhaul, nondestructive inspection, corrosion control, and composites.				N/A	N/A

Structural Analysis		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Advanced Math & System Model	Knowledge of mathematical modelling or advanced mathematics to provide information for known problems.				N/A	N/A
Aerodynamic Analysis	Knowledge of aerodynamic or aerothermodynamic analysis principles, processes, methods, and tools for flight vehicles, including industry and company standard practices; and ability to perform aerodynamic analysis tasks.				N/A	N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.			N/A	N/A	N/A
Certification & Qualification	Knowledge of verification, validation, certification and qualification processes and procedures, Ability to assess and document test or analysis data to show compliance. (e.g., Technical review of Engineering Data, Laboratory simulation, or actual procedure demonstration).					N/A
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).			N/A	N/A	N/A

Structural Analysis		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).			N/A	N/A	N/A
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.				N/A	N/A
Materials Engineering Principles	Knowledge of materials engineering and scientific principles to develop, design, analyse, test, and validate solutions for complex systems, sub-systems and designs.				N/A	N/A
Modelling and Simulation	Knowledge of programming languages (e.g., C++, Matlab, Visual Basic, C, Assembly, C#, Java). Knowledge of modelling and prototyping tools (e.g., Matlab , MathCAD, manufacturer specific tools for signal processing software). Knowledge of computing equipment and its operating systems (e.g., Windows, Unix, Linux). Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage.				N/A	N/A
Structural Testing	Knowledge and ability required to plan, conduct, coordinate and/or develop test requirements; and knowledge of multi-disciplinary structural testing of vehicles, their components or supporting technology.					N/A



Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												1
Extensive Specialised									2	5	6	4
Complete						4	8	10	8	4		
General			5	10	12	10	5	3				
Basic		13	10	5	3							
												Number of Competencies

## 116 MATERIALS & PROCESSES

### Discipline Definition

Defines requirements for materials, parts and processes used in the manufacture of products. Produces specifications and other documents to manage the deployment of materials, parts and processes. Maintains compliance with contractual and regulatory obligations. Promotes standardization across business activities. Evaluates emerging technologies for potential application to business needs. Develops and qualifies new materials, parts and processes to meet requirements. Integrates new technologies as appropriate. Manages test and audit programs to qualify suppliers to applicable requirements. Conducts analysis to determine reasons for failures of materials, parts or processes. Implements corrective and preventive actions. Designs, develops and qualifies computer and production systems to satisfy user requirements.

### Competencies

Materials and Processes competencies are derived from SJC Skill codes 6F4B and 6G5C, subgroups 6A7, 6B5, 6A7, 6A8, 6B6 and 6B3.

Materials & Processes		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Adhesive Materials/Processes	Knowledge of adhesive materials (such as epoxy, urethane, polyimide, reinforcements, etc)and processes.					



Materials & Processes		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.					
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).					
Supplier Tech Management	Knowledge of project and supplier techniques (e.g., design reviews, schedule reviews, production readiness) required for the management of the supplier's technical activities (e.g., design, development, test). The ability to develop technical requirements and evaluate supplier performance as related to those requirements. The ability to distinguish between requirements and objectives and to balance between those requirements and the supplier's capabilities and limitations. Capable of working effectively with supplier technical team in assessing product/system issues or designs				N/A	N/A
Inorganic Chemical Processing	Knowledge of inorganic chemical processing (such as chromic acid anodizing, phosphoric acid anodizing, sulphuric acid anodizing, etching, plating).				N/A	N/A
Materials & Processing	Knowledge of material processing for metals (e.g., welding forging, heat treat, machining, forming), polymers and composites (e.g., autoclave curing, lay-up, co-curing, repair), sealants and finishes processing (e.g., plating, painting, surface preparation, fay surface sealing, fillet sealing), and ceramic (e.g., high temperature processing, machining) and electronic materials (e.g., soldering, printed circuit board cleaning, conformal coating).					
Metallic Materials	Knowledge of metal alloys and their physical, structural and chemical properties.				N/A	N/A

Materials & Processes		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Organic Chemical Processing	Knowledge of organic chemical processes (such as top-coating, priming, surface cleaning).				N/A	N/A
Polymers & Composite Materials	Knowledge of polymers and composite materials (e.g., carbon, fiberglass, aramid, adhesives, thermoset/thermoplastic resins).					
Standard Parts	Knowledge of mechanical fastening/joining systems and associated procurement and process specifications.				N/A	N/A
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes					N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.				N/A	N/A
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.				N/A	N/A
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).			N/A	N/A	N/A
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					N/A

Materials & Processes		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).					N/A
Engineering Standards	Knowledge of specification format requirements, guidelines, and change control processes. Understanding of relationship between specifications/standards and aircraft/product certification systems.					N/A
Failure Analysis	Knowledge of failure modes and analysis for material processes and parts.					N/A
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.				N/A	N/A
Materials Engineering Principles	Knowledge of materials engineering and scientific principles to develop, design, analyse, test, and validate solutions for complex systems, sub-systems and designs.					N/A
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).					N/A
Structural Repair	Knowledge of structural repair principles (e.g., fatigue and corrosion, stress analysis, statics, materials strength, material characteristics, repair techniques). Knowledge of structural repair, overhaul, nondestructive inspection, corrosion control, and composites.				N/A	N/A
Test Program Design	Knowledge of test program design (e.g., design of experiments, test plan development, validation).					N/A
Process Modelling	Apply advanced knowledge of modelling techniques (e.g., mathematical modelling, simulation, design of experiments, operations research) to analyse a system					N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												2
Extensive Specialised									4	7	9	7
Complete						6	12	15	12	6		
General			6	13	15	13	6	4				
Basic		17	13	6	4							
												Number of Competencies

## 117 INDUSTRIAL

### Discipline Definition

Develops, implements and evaluates processes to optimize operational efficiency. Uses mathematical, process and simulation models to optimize use and integration of facilities, equipment, materials, processes and personnel.

### Competencies

Industrial competencies are derived from SJC Skill code DFKE.

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Lean Manufacturing	Lean is a set of principles, concepts, and techniques designed to eliminate waste and produce an efficient production system. Lean Manufacturing involves redesigning the product build processes, as well as other work environment and support services to achieve these objectives. Lean identifies waste and non-value added operations, and then redesigning the production system to eliminate that waste. The focus is to create standard, reliable, mistake-proof processes, which are reactive to customer needs and requirements, while taking ergonomics and safety into account to improve quality. Results will be faster processes that require fewer resources with higher quality.					

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Improvement Workshops	<p>A hands-on workshop focusing on rapid implementation of Lean and/or 3P (Production, Preparation, Process) principles.</p> <p>LEAN - The purpose of a Lean workshop is to eliminate waste (non-value added activities) in a selected area with a specific scope and boundary. Applying a learn / do methodology that is rapid, rigorous and disciplined during the workshop can lead to immediate implementation of improvements and resulting in immediate benefits. The AIW/Lean event is usually a weeklong event that requires detailed planning prior to the workshop. It also requires a commitment to follow up activities that promotes continuous improvement.</p> <p>3P - 3P is a lean process that utilizes an extensive set of many lean design tools such as the 7 Flows of Manufacturing, Time-Based Strategy, Fishbone diagram, 7 ways evaluation, and simulation during a workshop. 3P workshop is usually several weeks long with team members representing cross-functional skills / organizations. Focusing on a selected product, 3P workshop is used to understand the transformational process steps to build the product; developing the best method for performing each step and then building right sized machines, tools or equipment to support that process. The purpose of 3P workshop is to systematically design and develop a smooth and effective production process in which the scope and boundary is typically larger than a weeklong AIW.</p>					
Cost Benefit Analysis	Used to establish a business case for a production improvement. Typically, the IE will gather both non-recurring as well as the recurring cost benefit information in the assessment of an improved production method. Works closely with Finance to develop a Return on Investment (ROI).					

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Process Modelling	The use of modelling techniques (mathematical modelling [linear programming, non-linear programming, network optimization, and/or discrete optimization], simulation, queuing theory) to model, analyse, optimize, and/or evaluate “what if” scenarios on a system.					
Root Cause Analysis	Root Cause Analysis is a structured and thorough review of a problem that is designed to find out what is causing the symptoms. It is a process of investigating and identifying the underlying reason(s) why a problem exists and identifying the action(s) that must be taken to eliminate the problem.				N/A	N/A
Statistical Methods	The use of Statistical Methods (Probability, Statistical Process Control, hypothesis testing, ANOVA, Regression Analysis and/or Design of Experiments,) to calculate estimates and/or analyse data.					
Time Standard Development	A work measurement technique consisting of collecting time measurements of a work activity with a time measuring instrument. The work activity is broken down into short relatively homogeneous work elements, each of which is treated separately as well as in combination with the rest. Time Study results are used in developing time standards and determining process improvement opportunities.					N/A
Touch Time Analysis	An application of random sampling techniques to the study of work activities so that the proportions of time devoted to different elements of work can be estimated with a given degree of statistical validity. Work Sampling Studies can be applied to all areas of work to identify a proportional relationship to concurrent and/or successive activities. This type of Work Measurement provides high-level information and must be applied with vigilance to ensure statistical validity. The metrics that result from Work Sampling Studies provide for a simplified look at the current state of work activities. Used as one measure of potential improvement opportunities.				N/A	N/A

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Value Stream Mapping	A Value Stream Map is a visual tool to help see and understand the flow of material and information for the entire set of activities running from raw material to finish product for a specific product. It provides a big picture perspective that focuses on improving the whole, not optimizing pieces of the process. There are usually two diagrams made: one is of the current state and one is of the future state. The map identifies areas of the largest leverage, where implementation plans can be developed to support business objectives. Examples of improvement opportunities are: overproduction, defects, unnecessary inventory, unnecessary processing, unnecessary transportation, waiting, and unnecessary motion.					
Facilities Layout and Design	Knowledge of Industrial Engineering tools and techniques applied to systematic layout of entire factory systems or sub-assemblies or individual work cells. The outcome of the Layout Design should address the following elements: flow of parts, people, information, space constraints, resource utilization, transportation, and material handling systems. Illustration of the layout should be graphically displayed in either 2-dimensional or 3-dimensional format.					



Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Production System Design	Apply knowledge of the main system activities that support the production process in designing or redesigning the Production System. This includes the following support systems: tooling, inventory and parts control, supplier management (SM&P), production control, material handling, transportation, maintenance, design engineering, industrial engineering, manufacturing engineering, and research & development. Projects would require the ability to adapt and integrate processes and process improvements to ensure that the right parts, the right plans, and the right people with the right skills merge at the right time to produce quality products and/or perform quality services. Uses a systems thinking approach to understand the impact changes in one process have on another process. The scope of some projects may directly tie to the shop floor or directly with various functional support areas such as Tool Services, Parts Control Areas (PCAs), Material Handling, Quality Assurance, Site Security, Maintenance, Shared Services Group, Supplier Management, etc.					
Manufacturing Process Design	Apply knowledge of the structure, relationship, and interfaces necessary to design or redesign Manufacturing Processes. This involves understanding the relationships between design, production, and people for a specific manufacturing area (e.g. Integrated Product Team [IPT], Drawing and Change Management System). Ability to apply and adapt process design tools such as Design for Manufacturing, Critical Chain, Systems Diagrams, Process Flows, Responsibility Matrices, and Simulation. Has knowledge of the site specific manufacturing systems and how they are being utilized.					N/A



Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Non-Manufacturing Design	Apply knowledge of the structure, relationship, and interfaces necessary to design or redesign Non-Manufacturing Processes. Ability to apply and adapt process design tools such as User Centred Design, Critical Chain, Systems Engineering, Process Flows, Responsibility Matrices, and Simulation (in a non-production environment). Examples of non-production environment include Engineering, Materials Management Organization, Facilities, Quality, Human Resources, etc.				N/A	N/A
Project Management	The ability to plan and organize time to work productively and efficiently. Ability to determine long term vs. short term priorities, and achieve desired outcomes on projects, within budget and on time. Define project design, scope, plan, as well as manage the project team. Capable of controlling and adjusting the scope and priorities of the project, according to multiple demands and unanticipated events.				N/A	N/A
Process Measurement	Can identify and create qualitative and/or quantitative measures of process quality, variation, capacity and capability constraints, and/or costs. Able to select the key parameters and develop ways to monitor progress, provide updates of performance, and plot trends over time. Can analyse data and present findings. Also includes recommending process measurements and controls for large scale implementations following a project.					
Risk Measurement	Knowledge of Risk Management requirements, concepts and techniques to assess risk, associated with business strategies, courses of action, and commitments under consideration. This includes the ability to mitigate or balance risk through risk identifications, quantification, analysis/assessment, sharing, limitation, and avoidance. An example of a risk management tool is BORIS.				N/A	N/A

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Ergonomics and Human Factors	It is the science and practice of designing jobs or workplaces to match the capabilities and limitations of the human body. It attempts to enhance the performance and wellbeing of the worker in the workplace.				N/A	N/A
Operating Plans	Operating Plan development, maintenance, and revisions include understanding the statement of work (jobs) in a given area; job duration; developing a sequence of work within a given area; establishing number of people, machines, and tools required; determining a sequence of jobs for each plan; crew, tool, and equipment cycling; obtaining shop agreement and checking for revisions, additions and deletions to work statement and resources.					N/A
Job Data	Basic job attributes that support the job scheduling process. The data may include, but is not limited to, basic job information, engineering definition, time durations, skill, tooling, model affectivity, zone mapping, ergonomics, and predecessor / successor relationships. The data, combined with scheduling parameters, is required for capacity plans, job scheduling, flow analysis, recovery planning, constraint-based scheduling, and other I.E. processes. A job can be an order, plan, part number, or installation.					N/A

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Scheduling	Develops plans and schedules, evaluates costs and risks, and manages changes to program plans and schedules. Establishes planning and scheduling systems, forecasts demand, develops strategic plans, conducts risk assessment and make/buy analyses and analyses new scheduling techniques for current programs and new business proposals. Develops and directs production master schedules and time-phased manufacturing sequence plans. Performs flow-time calculations, validates the schedule data with supervisors and produces schedule status data for management. Provides program schedule strategy and progress information to customers, suppliers and Company management. Determines such requirements as rate and rotatable tools necessary to support manufacturing build plans. Interfaces with program management, fabrication management, assembly management and tooling to ensure the accuracy of forecasting information and schedule feasibility.					
Recovery Planning	A coordinated plan outlining additional resources to correct behind schedule deviations resulting from parts shortages, high labour loss upstream/back shop travellers, quality issues, and out of sequence work. The Recovery Plan will be a visual representation of the deviation and return to the Master Schedule production or load plan by manufacturing / tooling. The Recovery Plan will indicate where manufacturing / tooling deviated from Master Schedule production or load plan, what efforts are required to return Manufacturing / tooling to the production / tool schedule and when that is estimated to occur. The Recovery Plan should include all basic relevant information; flow days, dates, work packages, Estimated Completion Dates, staffing required and overtime.					N/A

Industrial		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Budgets and Forecasts	The development of production labour hours, staffing, and overtime forecasts through evaluation of the current and future work statement. Non-baseline elements are accounted for using Master Schedule/Firing order information. The following are elements commonly used when developing a forecast: Unit Values, Learning/Improvement Curve, Skews/Parameters/Back offs and Spreader Use, Barchart Reduction Plan, Headcount and Overtime Worksheet, Budget Transfer Request (BTR) or Budget Request, Skills Forecast / Enterprise Skills Planning, performance trends, etc.					
Capacity Planning	Capacity planning is the analysis and determination of the work statement that can be accomplished in a given area or work centre in a specific amount of time. Analysis includes such things as customer demand/production rates, Space Constraints and Zone Loading, Precedence Network and/or critical path diagram, tool and equipment utilization, work shifts, skill-mix availability and other resources, Lifeline Parts (BPI 3878), and Limiting Flow must be considered when developing capacity plans and analysing work flow. Considers the capability of the area to perform to the plan and is able to incorporate buffer or other mitigation to account for unforeseen events. Tools are available to perform advanced scheduling techniques, which help an analyst in performing constraint-based scheduling. These tools can also be used for capacity analysis, balancing the line analysis, constrained critical path determination, and recovery planning.					N/A
Inventory Control	The principles, concepts, and techniques for planning and controlling inventory in all its states from raw material to finished products. This includes requirements planning (e.g. economic lot sizes, work in process [WIP] calculations, inventory burn down schedules), management and control (e.g. Kanban, Just in time [JIT], Kitting, Point of Use [POU], inventory turn rate).				N/A	N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												4
Extensive Specialised									5	9	11	8
Complete						6	13	15	13	6		
General			6	13	15	13	6	4				
Basic		17	13	6	4							
												Number of Competencies

**118 MRB/LIAISON**

## Discipline Definition

Applies knowledge of Boeing design principles to assess and resolve product/process issues through the product lifecycle. Analyses, conducts root cause analysis and develops dispositions for design non-conformances. Identifies, documents and communicates deviations that could impact design intent and safety. Develops and implements product/process improvements. Provides comprehensive build knowledge of the end product to ensure producibility. Represents the engineering community in the post production environment. Develops and implements technical training.

## Competencies

MRB/Liaison competencies are derived from SJC Skill code 6H6B, subgroups 62E and 6E1.

MRB/Liaison		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes				N/A	N/A
Analysis and Corrective Action	Knowledge of root cause analysis and corrective action of non-conformances to reduce scrap, minimize rework, reduce cost and improve quality to meet all requirements. Develops, reviews and approves product definition data including emergent design changes.					N/A

MRB/Liaison		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.				N/A	N/A
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.				N/A	N/A
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).					N/A
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).					N/A
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					

MRB/Liaison		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).				N/A	N/A
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.					N/A
Liaison Repair Methodology	Knowledge of liaison repair methodology including: repair processes, component repair concepts (e.g. structural, electrical/avionics, systems, weapons), procedures (e.g., inspection, disassembly, re-assembly, testing, manufacturing), warranty processes, contractual agreements. Identifies areas requiring additional engineering disposition.					
Maintenance and Retrofit	Knowledge of repair, maintenance, and retrofit processes and practices (e.g., unplanned event system, technical orders, kitting, overhaul and depot support).					
Materials Engineering Principles	Knowledge of materials engineering and scientific principles to develop, design, analyse, test, and validate solutions for complex systems, sub-systems and designs.					N/A
Operations Processes	Knowledge of the responsibilities and tasks performed by various Operations departments/disciplines (e.g., Fabrication, Assembly, Tooling, Quality, Industrial Engineering, Manufacturing Engineering). General knowledge of the interactions between departments/disciplines and how their products/processes affect one another and impact non-operations processes (e.g., Engineering, Business, Logistics).				N/A	N/A
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).				N/A	N/A



MRB/Liaison		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Product Review Process	Knowledge of Universal Product Review (UPR) including Material Review Authorization (MRA), Materials Review Board (MRB) processes, supplier delegated MRB processes (e.g., authorization, qualification, maintenance, disclosure), and post-production review.					
Structural Repair	Knowledge of structural repair principles (e.g., fatigue and corrosion, stress analysis, statics, materials strength, material characteristics, repair techniques). Knowledge of structural repair, overhaul, nondestructive inspection, corrosion control, and composites.					

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												2
Extensive Specialised									3	6	7	5
Complete						5	9	11	9	5		
General			5	9	11	9	5	3				
Basic		12	9	5	3							
												Number of Competencies

## 119 TOOLING

### Discipline Definition

Designs and modifies aerospace manufacturing tools. Develops, authorizes and implements alternative methods and interim solutions for damaged and unsafe tools and equipment to meet functional requirements. Analyses and revises preventive maintenance requirements for tools. Researches, develops and evaluates new technical approaches and tool engineering processes for applicability to programs and products. Investigates design-engineering changes to maintain engineering configuration and initiates action.

### Competencies

Tooling competencies are derived from SJC Skill code 6D.



Tooling		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources with clients, customers and/or suppliers.					
Computer Aided Design Tools	Computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA), Mentor Graphics, Unigraphics). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).					
Engineering Drawings & Specs	Ability to read and understand basic and complex engineering drawings and specifications.					
Information Technology Fluency	Ability in the use of personal and network computing hardware and software to maintain and direct project information, such as task status, cost estimating and tracking, etc. Knowledge of processes and tools to maintain, archive, and retrieve digital files. Ability in constructing/building and providing reports and presentation material as needed for assigned projects. Knowledge of identifying and gaining approval of testing of established applications to meet project requirements.					
Manufacturing Methods	Knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.					
Material/Engineer Principles	Knowledge of composite and elastomer materials engineering and scientific principles to develop, design, analyse, test, and validate solutions for complex systems and sub-systems.					

Tooling		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Operations Processes	Knowledge of the responsibilities and tasks performed by various Operations departments/disciplines (e.g., Fabrication, Assembly, Tooling, Quality, Industrial Engineering, Manufacturing Engineering). Knowledge of the interactions between departments/disciplines and how their products/processes affect one another and impact non-operations processes (e.g., Engineering, Business, Logistics).					
Process Management Skills	Ability to determine the process to be used to accomplish goals, properly document processes, know how to organize people and activities, understand how to separate and combine tasks into efficient work flow, identify opportunities for synergy and integration, and simplify complex processes.					
Industry/Gov Standards	Knowledge of industry, military and government specifications, handbooks and standards.					
Mathematical Reasoning	Ability to determine, apply, and perform arithmetic operations in order to solve practical math problems. This includes the ability to extract/interpret relevant information from tables, charts, graphs, and text.					
Packaging (PHS&T)	Knowledge of packaging, handling, storage, and transportation (PHS&T) to meet customer requirements.					
Prod Sup and Eng Relationships	Knowledge of product support practices and interactions with other disciplines.					

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												1

Extensive Specialised									2	3	4	3	Number of Competencies
Complete						3	5	6	5	3			
General			3	6	8	6	3	2					
Basic		9	6	3	2								

## 120 QUALITY

### Discipline Definition

Integrates contractual and Boeing Quality Management System requirements into all aspects of proposals and program processes and documentation. Develops quality metrics, design and production certification plans to ensure compliance with contractual, Company and regulatory requirements. Conducts capability assessments and process validations to support supplier selection activities. Participates in various reviews to ensure quality attributes are incorporated into product designs. Performs analysis and process audits to ensure manufacturing and test readiness. Provides material review dispositions for non-conformances. Analyses non-conformance trends to evaluate effectiveness of corrective actions. Performs benchmarking and other forms of analysis to ensure specified processes capability levels are achieved.

### Competencies

Quality competencies are derived from SJC Skill codes JA and NA, subgroups CD, CZ, DC, DE and FQ.

Quality		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes				N/A	N/A
Analysis and Corrective Action	Knowledge of root cause analysis and corrective action of non-conformances to reduce scrap, minimize rework, reduce cost and improve quality to meet all requirements. Develops, reviews and approves product definition data including emergent design changes.					N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					N/A

Quality		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.					N/A
Auditing Skills	Knowledge and ability in applying audit standards, procedures and techniques. Complete knowledge and ability to perform research, complete risk assessment, execute fieldwork, report results, follow up on management actions and support process improvement activities. Capable of applying auditing techniques using quantitative models. Using complete knowledge, applies auditing techniques using quantitative models. Knowledge of how to derive and allocate requirements (e.g., system, sub-system, software) and show traceability throughout the product lifecycle.					
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.					
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).				N/A	N/A
Configuration/ Data Mgmt	Knowledge of drawing/data systems (e.g., "used on" drawings, part relationships, product data management) and configuration management principles and processes (e.g., part number control, revision level, naming conventions, product identification numbering systems).				N/A	N/A

Quality		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Customer/Supplier Knowledge	Knowledge of customer's/supplier's organization, processes, policies and procedures, products, requirements, capabilities, practices, support resources, preferences, constraints, etc.					N/A
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).				N/A	N/A
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).				N/A	N/A
Exp Hardware Inspect & Valid	Knowledge of precision measurement tools and techniques for the inspection and validation of mechanical test hardware components and assemblies (e.g. conventional gages and measurement tools, CMM, laser tracker, theodolites). Familiarity with associated validation software for comparative analysis. Complete ability to document and report on results, and address discrepancies.					
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.					

Quality		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Manufacturing Methods	Knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.					N/A
S/W Development Tools	Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage.					N/A
Operations Processes	Knowledge of the responsibilities and tasks performed by various Operations departments/disciplines (e.g., Fabrication, Assembly, Tooling, Quality, Industrial Engineering, Manufacturing Engineering). Knowledge of the interactions between departments/disciplines and how their products/processes affect one another and impact non-operations processes (e.g., Engineering, Business, Logistics).				N/A	N/A
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).					
Product Review Process	Knowledge of Universal Product Review (UPR) including Material Review Authorization (MRA), Materials Review Board (MRB) processes, supplier delegated MRB processes (e.g., authorization, qualification, maintenance, disclosure), and post-production review.				N/A	N/A
Project Leadership	Ability to accept, direct, and perform responsibilities and work assigned tasks as a project team member in support of the overall project. Ability to lead and direct the activities and resources of assigned projects and support higher graded employees in large scale and complex projects.					

Quality		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Quality Systems Process	Knowledge of production quality systems to analyse and resolve customer technical concerns. Extensive knowledge of QA organizations addressing customer quality concerns. Knowledge of the quality system (e.g., Boeing Quality Management System (BQMS), International Organization for Standardization (ISO9001), Aerospace Standard (AS91001).					
Risk Assessments Methodology	Knowledge of risk assessment methodologies and tools to update and develop mission essential lists/minimum equipment lists (MEL).					
Airplane Systems	Knowledge of one or more airplane systems (e.g., Airframe, Component, Power plant, Structure).					N/A
General Shop Processes	Knowledge of shop processes to include Foreign Object Damage/Debris (FOD) prevention, material handling, safety, calibration requirements and Electrostatic Discharge (ESD).					N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												3
Extensive Specialised									5	9	11	8
Complete						6	13	15	13	6		
General			6	13	15	13	6	4				
Basic		17	13	6	4							
												Number of Competencies

**121 TEST**

## Discipline Definition

Develops test plans, procedures and test equipment/software in order to insure company products and services comply with customer, regulatory, and company requirements. Designs, develops and integrates calibration systems. Designs test hardware, software and systems to achieve test requirements that encompass the full spectrum of testing. Analyses, reviews and validates test data. Prepares and publishes test reports. Conducts research in test technologies to improve efficiency and capability. Interfaces with other members of project or program teams, management, and technical staff to define and implement test engineering solutions.

## Competencies

Test competencies are derived from SJC Skill codes 6G5D, subgroups 698, 63Y and 63Z.

Test		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes					
Analysis/Design Optimisation	Ability to evaluate complex vehicles and systems from a multitude of perspectives. Includes the ability to apply figures of merit and integrated optimization tools. Ability to perform multi-disciplinary trade studies to evaluate configuration alternatives for functional and spatial integration.					N/A



Test		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Engineering Drawings and Specs	Ability to read, understand and interpret engineering technical information (e.g., drawings, handbooks, industry standards and specifications).					N/A
Environment Analysis	Knowledge of vibration, acoustic and shock definition and analysis principles, processes, methods and tools for vehicles, including industry and company standard practices; and ability to perform analysis tasks.					N/A
Structural Analysis	Knowledge of structural analysis principles, processes, methods, and tools for vehicles, including industry and company standard practices; and ability to perform structural analysis tasks.					
Structural Repair	Knowledge of structural repair principles (e.g., fatigue and corrosion, stress analysis, statics, materials strength, material characteristics, repair techniques). Knowledge of structural repair, overhaul, non-destructive inspection, corrosion control, and composites.				N/A	N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					
Boeing Knowledge	Knowledge of Boeing's organizations, processes, program plans, policies and procedures, and products required to effectively perform functional responsibilities of the occupation.			N/A	N/A	N/A
Certification & Qualification	Knowledge of verification, validation, certification and qualification processes and procedures, Ability to assess and document test or analysis data to show compliance. (e.g., Technical review of Engineering Data, Laboratory simulation, or actual procedure demonstration).					N/A

Test		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).			N/A	N/A	N/A
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.					
Engineering Processes	Knowledge of responsibilities and tasks performed by various Engineering departments/disciplines (e.g., design, test, software, technology, avionics, labs). Knowledge of the interaction between departments/ disciplines and how their products/processes affect one another and impact non-engineering processes (e.g., Operations, Logistics, Business).			N/A	N/A	N/A
Government Laws/Regulations	knowledge of relevant government laws and regulations impacting the functional responsibilities of the occupation.				N/A	N/A
Materials Engineering Principles	Knowledge of materials engineering and scientific principles to develop, design, analyse, test, and validate solutions for complex systems, sub-systems and designs.				N/A	N/A

Test		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Modelling and Simulation	Knowledge of programming languages (e.g., C++, Matlab, Visual Basic, C, Assembly, C#, Java). Knowledge of modelling and prototyping tools (e.g., Matlab , MathCAD, manufacturer specific tools for signal processing software). Knowledge of computing equipment and its operating systems (e.g., Windows, Unix, Linux). Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage.				N/A	N/A
Structural Testing	Knowledge and ability required to plan, conduct, coordinate and/or develop test requirements; and knowledge of multi-disciplinary structural testing of vehicles, their components or supporting technology.					N/A
Test Configuration Control	Knowledge of test article/vehicle configuration control procedure required to prepare for a given test. This requires the use of configuration control management process to track and maintain article/vehicle configuration. Basic ability to configure the test article using test requirements gathered from test plans, government regulations, and safety rules.					
Test Hardware/Equipment Design	Knowledge of design of experimental models, mechanisms, prototypes, test rigs and fixtures, test equipment, and load measurement devices. Includes mechanical, hydraulic and pneumatics systems design. Knowledge of machine shop tools and processes. Ability to integrate wide range of test instrumentation (e.g. strain, pressure, and temperature). Utilizes analytical tools (e.g. classical stress analysis, finite element analysis, CAD based kinematics) to validate design and document in report format					
Test Conduct	Ability to lead a team to conduct a test, compilation of test sequence, monitor progress of the test, and record test activities while being able to accommodate any unforeseen events that occur during the test.					

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												2
Extensive Specialised									3	6	8	6
Complete						4	9	10	9	4		
General			5	10	12	10	5	3				
Basic		14	10	5	3							
												Number of Competencies

## 122 RESEARCH – COMPOSITES

### Discipline Definition

Defines requirements for materials, parts and processes used in the development and manufacture of products. Manage deployment of materials, parts and processes to necessary contractual, regulatory and business operation processes. Evaluates emerging technologies for potential application to business needs. Research, develops and qualifies new materials, parts and processes to meet requirements. Integrates new technologies as appropriate. Manages customer and suppliers test programs for developing materials, parts and processes to meet requirements. Conducts analysis and design optimisation to develop improvements to materials or parts.

### Competencies

Research - Composites competencies are derived from SJC Skill codes 6F4B, 6F4A, 6F4B, 6G5C, 6G5D, 6G5H and 6L9B, subgroups 6B5, 647, 653, 698, 6A6, 6A7, 6A8 and 6F4.

Research - Composites		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Aircraft Structure	Knowledge of aircraft structure, materials strengths and properties, design criteria, loading conditions, and processes					N/A
Analysis/Design Optimisation	Ability to evaluate complex vehicles and systems from a multitude of perspectives. Includes the ability to apply figures of merit and integrated optimization tools. Ability to perform multi-disciplinary trade studies to evaluate configuration alternatives for functional and spatial integration.					N/A

Research - Composites		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.				N/A	N/A
Assembly Process	Knowledge of assembly and production processes, manufacturing capabilities (e.g., composites, structures), and data needed for defining delivery configurations (e.g., design definition, program directives, engineering drawings, change memos, wiring diagrams and schematics, functional tests, supplier data). Ability to differentiate production (manufacturing) processes and requirements from in-service procedures and requirements.					
Certification & Qualification	Knowledge of verification, validation, certification and qualification processes and procedures, Ability to assess and document test or analysis data to show compliance. (e.g., Technical review of Engineering Data, Laboratory simulation, or actual procedure demonstration).					N/A
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).				N/A	N/A
Design/Build Prototype	Knowledge of manufacturing processes, materials, prototyping techniques and applicable technologies to build initial concepts through final validation pre-production models.					N/A
Engineering Economics Analysis	Advanced knowledge of mathematics and the financial acumen to conduct business case analysis (e.g., cost benefit analysis, trade studies, benchmarking, design to cost, economic analysis, risk analysis, bid proposals).				N/A	N/A

Research - Composites		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Engineering Judgment	Exercises engineering judgment in developing appropriate decisions considering decision criteria, implications, and possible consequences, to ensure product design integrity. Demonstrates understanding of the applicable scientific and engineering knowledge and appropriately involves subject matter experts and others as appropriate to obtain good information for the engineering decision-making process.				N/A	N/A
Engineering Standards	Knowledge of specification format requirements, guidelines, and change control processes. Understanding of relationship between specifications/standards and aircraft/product certification systems.				N/A	N/A
Intellectual Property	Knowledge of intellectual property interests, and the ability to recognize and/or exploit the value of intellectual property as part of business transactions.				N/A	N/A
Manufacturing Methods	Knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.					
Materials & Processing	Knowledge of material processing for metals (e.g., welding forging, heat treat, machining, forming), polymers and composites (e.g., autoclave curing, lay-up, co-curing, repair), sealants and finishes processing (e.g., plating, painting, surface preparation, fay surface sealing, fillet sealing), and ceramic (e.g., high temperature processing, machining) and electronic materials (e.g., soldering, printed circuit board cleaning, conformal coating).					
Polymers & Composite Materials	Knowledge of polymers and composite materials (e.g., carbon, fiberglass, aramid, adhesives, thermoset/thermoplastic resins).					

Research - Composites		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Process Improvement Methods	Knowledge of producibility and process improvement methodologies (e.g., statistical process control [SPC], Hardware Variability Control [HVC], 6-Sigma, statistical concepts, root cause analysis).				N/A	N/A
Process Modelling	Apply advanced knowledge of modelling techniques (e.g., mathematical modelling, simulation, design of experiments, operations research) to analyse a system.					
Project Management	The ability to achieve desired outcomes on projects, on-time and within budget. Ability to define the project, design and plan the project, and manage the project team. Ability to control and deliver project deliverables, project accounting and appraisal, and optimize the contribution of the people involved.				N/A	N/A
Structural Analysis	Knowledge of structural analysis principles, processes, methods, and tools for vehicles, including industry and company standard practices; and ability to perform structural analysis tasks.					N/A
Structural Design	Knowledge of structural design principles and practices from requirements generation to production and product support.					N/A
Structural Testing	Knowledge and ability required to plan, conduct, coordinate and/or develop test requirements; and knowledge of multi-disciplinary structural testing of vehicles, their components or supporting technology.					N/A
Supplier Tech Management	Knowledge of project and supplier techniques (e.g., design reviews, schedule reviews, production readiness) required for the management of the supplier's technical activities (e.g., design, development, test). The ability to develop technical requirements and evaluate supplier performance as related to those requirements. The ability to distinguish between requirements and objectives and to balance between those requirements and the supplier's capabilities and limitations. Capable of working effectively with supplier technical team in assessing product/system issues or designs.				N/A	N/A



Research - Composites		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Test Program Design	Knowledge of test program design (e.g., design of experiments, test plan development, validation).					N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												2
Extensive Specialised								3	7	8	6	
Complete						6	12	14	12	6		
General			6	12	14	12	6	4				
Basic		16	12	6	4							
												Number of Competencies

## 123 RESEARCH - AUTOMATION

### Discipline Definition

Defines requirements for materials, parts and processes used in the manufacture of products. Produces specifications and other documents to manage the deployment of materials, parts and processes. Maintains compliance with contractual and regulatory obligations. Promotes standardization across business activities. Evaluates emerging technologies for potential application to business needs. Develops and qualifies new materials, parts and processes to meet requirements. Integrates new technologies as appropriate. Manages test and audit programs to qualify suppliers to applicable requirements. Conducts analysis to determine reasons for failures of materials, parts or processes. Implements corrective and preventive actions. Designs, develops and qualifies computer and production systems to satisfy user requirements.

### Competencies

Research - Automation competencies are derived from SJC Skill codes 6F4B, 6G5B, 6H6F, 6H6G, 6J7B, 8AAG, 8AFU and BBAP, subgroups 823, 828, 67A, 67K, 6A7, 6B3, 6B5, 6B8, 6D7, 6G5 and B50.



Research - Automation		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Project Management	The ability to achieve desired outcomes on projects, on-time and within budget. Ability to define the project, design and plan the project, and manage the project team. Ability to control and deliver project deliverables, project accounting and appraisal, and optimize the contribution of the people involved.				N/A	N/A
Test Program Design	Knowledge of test program design (e.g., design of experiments, test plan development, validation).					N/A
Automated Equipment Controls	Knowledge of machine and process control hardware and software' (e.g., Computer Numerical Control (CNC), Programmable Logic Control (PLC), Personal Computer (PC), robot). Ability to create hard real time, on and off line programs for control systems, using a variety of 3 dimensional Computer Aided Design/ Computer Aided Manufacturing (CAD/CAM) systems and software development tools. Ability to integrate hardware and software into systems for aerospace manufacturing processes.					

Research - Automation		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Hardware/ Software Development	<p>Knowledge of programming languages (e.g., C#, Java, Java 2 Enterprise and Mobile Editions (J2EE, J2ME), C++, Visual Basic, C, Assembly, Ladder Logic, Numerical Control (NC) Programming, Matlab). Knowledge of communications, networking, and protocols (e.g., Transport Control Protocol/Internet Protocol (TCP/IP), File Transfer Protocol (FTP), Extensible Mark-up Language (XML), Wireless Access Protocol (WAP)).</p> <p>Knowledge of computing equipment and its operating systems (e.g., Windows, Unix, Linux). Knowledge of software development and testing tools (e.g., editors, compilers, linkers, desktop simulations, configuration management tools, requirements management tools) capability and usage. Ability to apply knowledge of database engines to the design of databases and reporting structures. Ability to integrate hardware and software components into a functional system. Knowledge of software testing and usability theory. Knowledge of testing, usability practices. Ability to write and execute test scripts and perform usability analyses.</p>					
Industry Awareness	Complete understanding to build and use industry knowledge for planning and performance accomplishment. This includes knowledge of competition and strategic partners.				N/A	N/A
Analytical Skills	Skill and ability to: collect, organize, synthesize, and analyse data; summarize findings; develop conclusions and recommendations from appropriate data sources.					N/A
Computer Aided Design Tools	Knowledge of computer aided design tools and systems (e.g., computer aided design/computer aided manufacturing (CAD/CAM), computer aided three dimensional interactive (CATIA)). Able to manipulate data sets, (e.g., compare CATIA to measurement data, create stereo lithography files).				N/A	N/A

Research - Automation		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Manufacturing Methods	Complete knowledge of manufacturing, methods, fabrication processes (e.g., forming, stamping, machining, heat treatment, machines/machine tools, cutting tools and fluids, N/C programming, instrumentation, data acquisition and control systems). Ability to select the best method of producing parts, tools or assemblies.				N/A	N/A
Equipment Design & Prototyping	Complete knowledge of electro-mechanical design and machine controls, computer aided design tools (e.g., CATIA, Autocad Inventor), and machine shop processes. Ability to develop prototype production equipment by designing, simulating, building, modifying, testing, and integrating components to minimize risk and demonstrate concept feasibility.					
Production Measurement Tech.	Knowledge of measurement systems (e.g., photogrammetry, coordinate measuring machines, laser tracker, laser radar, laser alignment, portable measurement tools). Capable of designing measurement systems and tools.					N/A
Supplier Tech Management	Complete knowledge of project and supplier techniques (e.g., design reviews, schedule reviews, production readiness) required for the management of the supplier's technical activities (e.g., design, development, test). The ability to develop technical requirements and evaluate supplier performance as related to those requirements. The ability to distinguish between requirements and objectives and to balance between those requirements and the supplier's capabilities and limitations. Capable of working effectively with supplier technical team in assessing product/system issues or designs.				N/A	N/A
Machine Control Data	Ability to utilize or create source geometry for generation of machine control data (MCD) for a variety of equipment, materials, parts and assemblies. Ability to verify MCD and create documentation to support manufacturing processes.					

Research - Automation		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Fabrication & Assembly Tools	Knowledge of tool functions and capabilities (e.g., indexing, fixturing, handling) to support the manufacturing processes and flow.				N/A	N/A
Requirements/ Tracing	Complete knowledge of how to derive and allocate requirements (e.g., system, sub-system, software) and show traceability throughout the product lifecycle					N/A
Systems Trade Studies	Knowledge of trade study process (e.g., benchmarking, best value).				N/A	N/A
Machine Design	Knowledge of machine design principles and methodologies.					N/A
Machine Tool System Knowledge	Knowledge of set up, maintenance, trouble shooting and repair of complex machine tools. System knowledge of hydraulics, pneumatics, drive systems, control systems, vision systems, and industrial computers.				N/A	N/A
Robotics	Extensive and specialized ability to research distributed control, sensory data, image processing and fusion, advanced control schemes, high fidelity world perception modelling of systems and man-machine interfaces. Extensive and specialized ability to research robot kinematics and dynamics, robot vision and navigation, design control structures for robot systems and manufacturing systems, artificial intelligence systems such as expert systems, neural networks and fuzzy logic for robotics applications, computer architectures and applications for automated and man/machine systems.					
World Modelling, Sim and Reason	Extensive and specialized knowledge of science and technologies involved in modelling and simulating the physical and/or data environment in such a way that a computer can correctly interpret it and computationally reason on it. Extensive and specialized ability to employ various software modelling and simulation tools.					

Research - Automation		Basic	General	Complete	Extensive Specialised	Advanced Expert
Competency	Attribute					
Auto Plan, Rsn, Guide and Nav	Extensive and specialized knowledge of methodologies, algorithms and architectures governing the control of autonomous agents from low-level guidance and navigation to high-level mission planning and replanning.					N/A

Skill Level – Number of Competencies Table

BAA EBA Classification												
Skill Level	1A	1B	2A	2B	2C	3A	3B	3C	3D	4A	4B	4C
Advanced Expert												2
Extensive Specialised									3	6	8	6
Complete						5	11	13	11	5		
General			5	11	13	11	5	3				
Basic		14	11	5	3							
												Number of Competencies

## Part 15: Letter of Guarantee

Letter of Guarantee

Date: 15 November 2021

The Boeing Company will ensure that in the event of the:

- (a) insolvency of Boeing Aerostructures Australia Pty Ltd (BAA); or
- (b) closure of the BAA site at Fisherman's Bend, Port Melbourne (Site),

each employee covered by the enterprise agreement between BAA and applicable employees at the Site, as proposed at the date of execution of this guarantee (Proposed EA), will on termination of employment or a transfer of employment, to the extent permitted by law receive their full employment entitlements earned and payable under the Proposed EA and/or pursuant to statute (including annual leave, long service leave, notice payments and redundancy pay) and outstanding wages.

The Boeing Company's obligations pursuant to this guarantee:

- (a) cease in relation to BAA if BAA ceases to be a related company of the Boeing Company.
- (b) are conditional on the approval by the Fair Work Commission and continuing operation of the Proposed EA, provided that the Boeing Company may agree by notice in writing to extend the operation of this guarantee to further approved enterprise agreements on such terms as it sees fit.

The Boeing Company's obligation to make a particular payment to a particular employee is conditional upon the employee signing any document reasonably required by the Boeing Company for the purpose of facilitating payment, ensuring that tax is appropriately withheld and remitted and other statutory obligations are met.

11/11/2021

  
MICHAEL SORRENSON 11/11/2021

FOR

X Tim Groves

Signed by: securebadqe  
Tim Groves

**FOR:** Peter Johnson

Time Groves  
Senior HR Director

Vice President  
Fabrication Composites and Manufacturing  
The Boeing Company

BCA Supply Chain & Boeing Fabrication  
The Boeing Company

Signed for and on behalf of:

Boeing Aerostructures Australia Pty Ltd 226 Lorimer Street Port Melbourne VIC 3207	Signed  Michael Sorrenson  Managing Director _____ Position
Employee Representative (AMWU) 226 Lorimer Street Port Melbourne VIC 3207	_____ Signed  _____ Print Name  _____ Position
Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union (AMWU) Level 1, 251 Queensberry Street Carlton South VIC 3053	_____ Signed  _____ Print Name  _____ Position
Employee Representative (Professionals Australia) 226 Lorimer Street Port Melbourne VIC 3207	_____ Signed  _____ Print Name  _____ Position
Association of Professional Engineers, Scientists and Managers (Professionals Australia) 148-152 Miller Street West Melbourne VIC 3003	_____ Signed  _____ Print Name  _____ Position