

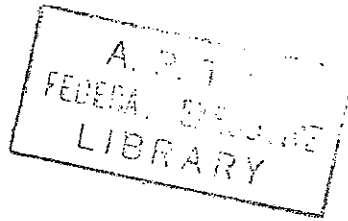
COMMUNICATIONS OFFICER CATEGORY

GENERAL INFORMATION

AUGUST 1989



Telecom Australia



COMMUNICATIONS

OFFICER

CATEGORY

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JULY 1989

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1. INTRODUCTION

The Communications Officer structure is the result of a joint Telecom/Australian Postal and Telecommunications Union (APTU) study of Telecom's external plant area which took place during 1985/86.

The structure was agreed to by Telecom management and APTU Federal Executive in July 1988 and a book titled "Communications Officer Category - Joint Telecom/APTU Working Party" was printed and distributed to all external plant staff.

State briefing sessions for management and staff were conducted during late 1988/early 1989 and new organisations were established.

Following the decision of the Australian Industrial Relations Commission National Wage Case Full Bench on 25 May 1989 to ratify the Communications Officer structure, this document has been prepared to assist Telecom management in the implementation and ongoing management of the new organisation.

This document contains information in relation to general conditions, position classification standards, salary and position translation and other relevant matters. All Sections must be read in conjunction with each other.

2. DESIGNATIONS

Position designations which comprise the Communications Officer Category are:-

- Communications Officer Grade 1
- Communications Officer Grade 2
- Communications Officer Grade 3
- Communications Officer Grade 4
- Communications Officer Grade 5
- Communications Officer Grade 6

3. COMMUNICATIONS OFFICER CATEGORY - RANGE OF WORK

Staff in the Communications Officer Category undertake external plant work involved in providing and maintaining telecommunications services to customers. Typical of this work is:-

- performance and supervision of the construction, installation, rearrangement, maintenance, repair and recovery of all telecommunications lines, cables, radio antenna systems and associated housings, equipment and support structures, all of which are generally located from the exchange side of the main distribution frame;

- performance and supervision of the installation, maintenance, repair, removal and recovery of a range of customers' terminal equipment;
- performance and supervision of associated Region/District/Branch/Section office based and field depot tasks including clerical tasks such as plan preparation and amendment and the preparation and maintenance of records, statistics, reports, accounts and correspondence;
- performance of technical tasks which are usually of a design, estimating and project nature and which are limited to the application of established external plant engineering technology;
- administrative management and control of external plant field works, field depot and Region/District/Branch/Section office activities, and external plant technical activities;
- provision of technical aid to professional staff in the performance and organisation of external plant project work and in the development of external plant engineering practices, techniques and specification;
- instruction of recruits and experienced Communications Officer staff in external plant field works, supervision and administrative skills, practices, procedures and techniques.

4. GENERAL CONDITIONS

4.1 Work Role

Field operatives at the Communications Officer Grade 1, Grade 2 and Grade 3 level mainly work within groups under the direct control of a Communications Officer Grade 4 or, in the case of major construction activity, a Communications Officer Grade 5. Within this group a field operative can, depending upon the work to be done:-

- work alone, and often at a distance without direct oversight;
- work with some or all of the remaining members of the group, and often at a distance without direct oversight.

As required, it may be necessary for Communications Officers Grade 2 and/or Grade 3, as a member of a group, to direct the activities of part of the group. In all situations the Communications Officer Grade 4 or Grade 5 still retains overall responsibility for direction and control.

4.2 Circumstances Justifying the Provision of Assistance

Normally, staff employed on cable jointing, the clearance of faults and the installation of telephones will work alone.

- . When the exact nature of the task to be performed is not known, the individual will proceed to the work location and after assessing the situation, request assistance if necessary.
- . In situations where the Supervisor considers it necessary in the interests of safety or in the circumstances below, the employment of an assistant or assistants will be authorised:
 - a) where exit from a manhole is complicated by cables, scaffolding, loading coils, etc, or where a manhole is over 2 metres in depth;
 - b) when working in roadway manholes;
 - c) where there is an inadequate supply of fresh air and mechanical ventilation is not available;
 - d) where frequent pumping of water is necessary;
 - e) where there is a danger of flooding from the street in adverse weather conditions;
 - f) where any possible hazard exists, e.g. fire danger, proximity to large petrol storage, etc;
 - g) within a defined electrical hazard area in accordance with the various Codes of Practice;
 - h) working in extremely confined spaces (e.g. where it is necessary to crawl under very low houses);
 - i) outside urban built up areas during thunderstorms;
 - j) between sunset and sunrise outside urban built up areas;
 - k) between sunset and sunrise in urban built up areas with minimal pedestrian traffic;
 - l) between sunset and sunrise in urban built up areas where local knowledge indicates a record of serious street crime;
 - m) where the work may require a dropwire or aerial cable to be run across a road;
 - n) where work is undertaken in a tunnel;
 - o) where work is undertaken away from the public view, e.g. heavily timbered area, mountainous regions or dangerous country or when local knowledge indicates a hazard;
 - p) where work on open wire is undertaken;

- q) where it is necessary to use a ladder over 5 metres maximum working length or where a ladder cannot be secured;
- r) when working on street corners where access points to plant are either not installed in accordance with current guidelines, or are in obviously hazardous situations and no safe alternatives exist.

- . An employee may work alone in an exchange cable chamber under 2 metres in depth. However, when the Supervisor considers it necessary in the interests of safety the use of an assistant will be authorised. Assistance will not normally be provided if another employee is working within sight or hearing.
- . Staff should not be required to undertake handling tasks beyond their capacity.

4.3 Work Level

As required, it will be necessary for any staff member, possessing the appropriate skills, to undertake external plant work at any level below their nominal or acting designation.

However, officers at the Communications Officer Grades 4, 5 and 6 levels will only perform work at a lower level for a short term, ie. in emergency situations and/or not more than one week.

4.4 Establishment of Positions

A Region/District/Branch/Section will determine its skill-mix/profile requirements based on actual workload, the complexity of the work, technical and organisational requirements and geographical situations.

To provide a guide in relation to the requirements of the supervisory functions associated with various positions, minimum and maximum staff numbers are included in the Position Classification Standards. Under normal conditions the overall skill mix/profile requirements of a Region/District Branch/Section should not be based on an across the board application of the minimum figures.

4.5 Provision of Staff in Country Towns/Isolated Locations

Where two (2) to six (6) staff are located at a small country town or geographically isolated location, then one of the positions will be at the Communications Officer Grade 4 Field Supervisor level provided that:

- . an ongoing need to maintain staff at the location exists, and
- . the Communications Officer Grade 4 Field Supervisor position is required to handle the normal range of Communications Officer Grade 4 Field Supervisor duties, and

- . the Communications Officer Grade 4 Field Supervisor position reports to a Communications Officer Grade 6 Field Manager.

In this situation the Communications Officer Grade 4 Field Supervisor is expected to perform operative work as part of the normal functions.

Typical examples of such locations are:-

- Normanton and Winton in Queensland;
- Jerramungup and Mullewa in Western Australia;
- Jabiru and Nhulumbuy in South Australia;
- Brewarrina and Gilgandra in New South Wales.

Circumstances will arise where staff are located at a small country town or geographically isolated location following amalgamation of Depots. In these situations these remotely located staff report to a Communications Officer Grade 4 Field Supervisor at a distant location and a Communications Officer Grade 4 Field Supervisor will not be provided at the remote location.

Typical examples of such locations are:-

- Julia Creek and Springsure in Queensland;
- Wagin and Toodyay in Western Australia;
- Keith in South Australia;
- Trundle and Lake Cargellico in New South Wales;
- Swansea in Tasmania.

N.B. Circumstances in some of the above examples may have changed. However, they are indicative of the situations when a Communications Officer Grade 4 is or is not required.

4.6 Vehicles and Plant

As required, it will be necessary for any staff member possessing the appropriate skills and licence to drive, operate and maintain, in accordance with operating procedures, any:-

- motorised vehicles;
- mobile cranes;
- mechanical aids, such as tractors, dozers, trenchers, large power tools, etc.;
- electrical tools;

necessary to complete the task being performed.

4.7 Keyboard and Screen Based Equipment/Systems

As required it will be necessary for staff to undertake the operation of keyboard and screen based equipment/systems in order to complete the task being performed.

4.8 Clerical Activities

As required it will be necessary for staff to undertake appropriate clerical activities in order to complete the task being performed.

4.9 Incremental Advancement/Allowances

Incremental advancement and allowances previously paid in accordance with Schedule B - "Salaries Lines Staff", Ranges A, B, C, D, E and F and Schedule C - "Allowances Lines Staff", Items 2, 3, 4, 6, 6A, 7, 7A, 8, 8A, 12 and 13 of the Telecom/APTU Award 1986 are incorporated in the Salary Ranges of Communications Officer staff and are no longer applicable.

4.10 Hours of Duty

Section 28. Hours of Duty - General, Clause 5 of the Telecom/APTU Award 1986 applies, with the addition of:-

- The rest period/s specified can be taken provided that:-

- (i) prior approval has been obtained from the Communications Officer Grade 4 or, in situations where a Communications Officer Grade 3 reports direct to a Communications Officer Grade 5, the Communications Officer Grade 3;
- (ii) the reduction of hours for each individual is recorded by the Communications Officer Grade 3 or Grade 4 against the "Manipulative Hours Short Worked" Cost Account.

4.11 Recruitment

Most recruitment is expected to be at the Communications Officer Grade 1 level, particularly in multifunctional areas. However, recruitment may, in certain circumstances, be at the Communications Officer Grade 2 level. In such cases, recruitment to the Communications Officer Grade 2 level can only occur where the appropriate skill level cannot be achieved from the Communications Officer Grade 1 level.

In some functional areas (such as radio lines areas) the base level will normally be Communications Officer Grade 2 level. Recruitment direct to the Communications Officer Grade 2 level would therefore be expected.

Also, recruits with specialist skills (such as plant operating, driving) that are appropriate to the Communications Officer Grade 2 level could be expected to be recruited directly to that level.

In addition, suitable recruits with appropriate skills gained through previous experience with Telecom or other telecommunications companies ought to be recruited at the appropriate level, following skill testing.

4.12 Qualifications

There are no specific academic qualifications for designations in the Communications Officer Category.

For Communications Officer Grades 4, 5 and 6 positions it is desirable that applicants should have four (4) years practical experience at the Communications Officer Grade 1 level or above.

4.13 Training

Instructional Workload

Determination of the instructional workload and staff numbers will recognise such non-instructional functions as course preparation, staff development, course amendment to incorporate new practices, progressive skill evaluation of students, development of State special courses and State course notes etc., and the development of devolved national training packages.

The number of students per instructional staff member will be determined by either an "X" or "Y" or "Z" coding.

- . "X" will denote up to sixteen (16) students per instructor.
- . "Y" will denote up to twelve (12) students per instructor.
- . "Z" will denote up to eight (8) students per instructor.

Due to the high complexity of their content some modules will have a smaller ratio of students per instructor. Modules that meet this criteria will have the ratio specified in the syllabus details.

Training Modules

Appropriate training modules will be available to adequately train staff to perform their required functions in a safe and efficient manner. These modules will be available to all Communications Officer Category staff who have been selected for training and who have the necessary pre-requisite knowledge and skills.

Training modules appropriate to each Communications Officer Category are detailed in the "Training Handbook".

Qualifying Training

- . Communications Officer Grade 1

There is no qualifying training at the Communications Officer Grade 1 level. However, all staff recruited to this level must complete the following modules within the timeframe indicated.

- i) The 'induction process', at the commencement of employment.

- ii) The training module 'External Plant - Safety Induction', which must be completed within four (4) weeks from recruitment.
- iii) A training module which introduces staff to a particular work function, within three (3) months of commencing as a Communications Officer Grade 1.
- iv) A training module of the Plant Sections choice relative to the work function for which the person was recruited, within twelve (12) months of commencing as a Communications Officer Grade 1.

- Communications Officer Grade 2

Communications Officers Grade 2 engaged on radio lines, manhole building, operating plant and driving will be trained as required.

Communications Officers Grade 2 engaged on all other activities will receive training in the Basic Cable Practices module and the Installing Telephone Services module after selection to the position and after the elapse of time for appeals. These modules must be completed within six (6) months.

- Communications Officer Grade 3

Communications Officers Grade 3 engaged on driving and/or as a member of a team employed on major construction activity taking responsibility for Communications Officers Grade 1 and/or Grade 2 will be trained as required.

Communications Officers Grade 3 engaged on all other activities will receive training in the Advanced Cable Practices module after selection to the position and after the elapse of time for appeals. These modules must be completed within six (6) months.

- Communications Officers Grades 4, 5 and 6

All training will be modular and on an as required basis.

NOTE: Staff without jointing qualifications will not be prevented from performing higher duties in positions that do not involve cable jointing functions.

Tiered Training

To assist with the provision of training in an effective and timely manner a tiered training scheme will be introduced. The tiers are defined as follows:

• Tier I

- Training modules which must be conducted by instructional staff from the Training Centre. These include:

- all modules over five (5) days duration,

- and

- all modules, with the exception of the module 'Installing Telephone Services', which are required to be completed for qualifying purposes for Communications Officers Grade 2 and Grade 3,

- and

- modules of less than five days designated:

- Pole Inspection Refresher.
- Co-axial Cable Maintenance.
- Optic Fibre.
- External Plant Technology (1).
- External Plant Technology (2).
- Shotfirer Class 1 or 2 Re-examination.
- Shotfiring Appreciation.
- Lifting Devices.
- All modules from the Supervision and Administration Stream.

Tier I modules may be conducted in the Training Centre or in the field.

• Tier 2

- Training modules which may be conducted by Field Training Officers (assisted where necessary by Region/District/Branch/Section staff) or by instructional staff from the Training Centre. These include all modules of five (5) days or less in duration.

Field Training Officers would, as necessary, select experienced District/Branch/Section staff made available to act as 'Temporary Trainers' to assist with the training of staff on practical skills associated with their work practices.

Tier 2 modules may be conducted in the field or in the Training Centre.

- Tier 3
 - This tier covers 'on the job instruction' and embraces the development of manipulative skills during the completion of work on the job and complements training received at tiers 1 and 2. Knowledge and practical skills can be imparted by experienced staff or supervisors to enable staff to perform their functions in a safe and efficient manner.

Methods of Instruction

All training modules will be conducted by suitably trained staff. Staff selected to impart theoretical and practical training course content will be required to;

- successfully complete a prescribed 'Methods of Instruction' course, and
- receive satisfactory assessments of their ability to impart theoretical and practical training over a nominal 6 month period.

Staff selected to train field staff in practical skills associated with their work practices will be required to successfully complete the prescribed basic 'Methods of Instruction' course.

Instructor Selection, Assessment and Qualifying Procedures

Prospective Training Centre instructional staff will be recruited from the Communications Officer Category and staff will be engaged on a 6 to 12 months temporary transfer to the Communications Officer Grade 4 level. During this period a Methods of Instruction course will be undertaken.

Recruits will be used for the less complex instructional tasks, eg. instruction in courses in the "General Stream" or for selected theoretical and practical course content for a minimum period of 6 months, with an option of an extension in marginal cases or where large non-teaching periods are included in the assessment period, eg. the Christmas break. Promotion/transfer to the Communications Officer Grade 4 level will be made available on the completion of this period depending upon satisfactory performance. Assessments will be by supervisory levels within the Training Centre.

The following 12 month period would permit further skill and instructional development and, subject to satisfactory assessment by supervisory staff, the Communications Officer Grade 4 recruits will then be offered a permanent position at the Communications Officer Grade 5 level.

4.14 Safety

All staff are responsible for the wearing of safety equipment provided and to follow established safety practices and procedures.

Managers and supervisors take responsibility for ensuring maintenance of safety standards and for ensuring safety practices are implemented and followed. They are also responsible for the instruction of staff on safety matters and to ensure that staff are capable of carrying out work in accordance with safety instructions. They are further required to investigate and report on accidents.

5. POSITION CLASSIFICATION STANDARDS

5.1 Communications Officer Grade 1

Work performed at this level includes:-

- . Aerial cable installation and maintenance;
- . Open wire plant installation and maintenance;
- . Cable laying and hauling;
- . Cable ploughing;
- . Pit and pipe installation and maintenance;
- . Conduit installation and maintenance;
- . Shotfiring in accordance with certificate held;
- . Driving and operation of:-
 - pneumatic tyred tractors up to and including 110kw brake power (excluding front-end and overhead loaders);
 - crawler tractors up to and including 18 tonne operating mass;
 - ladder-type trenching machines with a depth up to and including 2.4 metres and width up to and including 45cm and bucket wheel trenchers with equivalent capacity in cubic metres per hour;
 - front-end and overhead loaders up to and including 2.3 cubic metre capacity;
 - power operated graders below 35kw brake power;
 - excavators up to and including 0.5 cubic metre capacity;
- . Driving a vehicle, articulated vehicle, road train or double articulated vehicle or machinery float having a makers carrying capacity up to 27 tonnes;
- . Driving a vehicle with accommodation for 30 persons or more.

5.2 Communications Officer Grade 2

Work performed at this level includes:-

- . Simplex service, including 1+1 and 4 channel customer carrier systems, installation/repair/maintenance and associated rewiring/terminating/jointing/interconnecting;
- . Jointing/sealing/identifying all paired cable up to and including 100 pair;
- . Jointing/sealing/identifying all paired cable over 100 pair not in service;
- . Pair transfers associated with service orders;
- . Terminating/jumpering/identifying conductor wires on, for example, distribution frames, pillars, cabinets, cable boxes and customer connecting terminals;
- . Locate external plant belonging to Telecom and other authorities and businesses;
- . Earthing systems installation and maintenance;
- . External radio plant installation and maintenance;
- . Manhole building and maintenance;
- . As a member of a team, oversight two (2) to six (6) Communications Officers Grades 1 in the absence of the Communications Officer Grade 4 or, in the case of major construction activity, the Communications Officer Grade 3;
- . Region/District/Branch/Section office and field depot administration;
- . Driving and operation of all plant;
- . Driving a vehicle, articulated vehicle, road train or double articulated vehicle or machinery float having a makers carrying capacity up to 57 tonnes.

5.3 Communications Officer Grade 3

Work performed at this level includes:-

- . Composite service installation/repair/maintenance and associated rewiring/terminating/jointing/interconnecting;
- . Jointing/splicing/sealing all cable;
- . Cable re-arrangement and cut-overs;
- . Cable fault location and repair utilizing the full range of test equipment and techniques;
- . Pair gain, carrier and modulation systems installation and maintenance;
- . Cable pressure systems installation and repair;
- . As a member of a team permanently engaged in major construction activity performed across District boundaries and/or working autonomously and independently from a head station, if required, take responsibility for three (3) to ten (10) Communications Officers Grade 1 and/or Grade 2 staff controlled;
- . Where three (3) or more Communications Officers Grade 1 and/or Grade 2 are required to work together as a team within a District and the work involves activities such as:-
 - hauling of major cables into and out of conduits, manholes and tunnels;
 - conduit plant (four way and over);
 - river crossings;and the nature and/or circumstances of the work requires direction in the absence of the Communications Officer Grade 4, then one of the positions will be classified at the Communications Officer Grade 3 level and the person will undertake the necessary direction as required in the absence of the Communications Officer Grade 4;
- . In the absence of the Communications Officer Grade 4 from the office, give advice and/or functional direction to other staff and perform all office administration;
- . Driving all vehicles, articulated vehicles, road trains or double articulated vehicles or machinery floats.

5.4 Communications Officer Grade 4

Work performed at this level includes:-

As a Field Supervisor:-

- . Being responsible for controlling, leading, planning and co-ordinating the activities of a group of Communications Officers Grade 1 and/or Grade 2 and/or Grade 3 field operatives.

Under normal conditions this position must control a minimum of seven (7) and up to a maximum of fifteen (15) Communications Officers Grade 1 and/or Grade 2 and/or Grade 3 staff. However, this position can control up to twenty (20) Communications Officers Grade 1 and/or Grade 2 and/or Grade 3 staff for a period of unforeseen/emergent work fluctuation.

The position would be under the line control of and receive general direction from the Communications Officer Grade 6 and be the only level of field supervision above the Communications Officer Grade 2 and/or Grade 3 within the organisational unit.

As an Office Co-ordinator:-

- . Co-ordinate the office activities for a number of Communications Officers Grade 4 or Grade 5 - Field Supervisors. Under normal conditions this position is established where four (4) or more Communications Officer Grade 4 or Grade 5 Field Supervisors are co-located or where it is deemed by local management as the most efficient organisational arrangement under the Communications Officer Grade 6.

As a Technical Specialist:-

- . Region/District/Branch/Section office based external plant technical functions, such as layout and design work, estimating, cable assigning, etc., in accordance with standards, guidelines, procedures and instructions;
- . In accordance with standards, guidelines, procedures and instructions, be totally responsible for the inspection of and advice to management on the condition of poles and associated crossarms, etc. within a District, together with associated safety aspects.
- . Technical projects:
Some examples are;
 - undertake investigations and/or studies of methods, practices and procedures involving external plant;
 - schedule work for large size cable hauling activities for a metropolitan area;

. Training

- Conducting Plant Operator training in accordance with National Syllabi.
- Imparting theoretical and practical course content for less complex instructional tasks for the Training Centre;
- Assisting with the conduct of training modules for the Training Centre, under direction of supervisory staff, by imparting selected theoretical and practical course content;
- Conducting the training of field staff in practical skills associated with their work practices.

A Technical Specialist may be required to lead and control staff engaged in the functions described above.

5.5 Communications Officer Grade 5

Work performed at this level includes:-

As an Office Supervisor:-

- . Being responsible for controlling, leading, planning and co-ordinating the activities of Region/District/Branch/ Section external plant office based staff.

Under normal conditions this position must control a minimum of seven (7) Communications Officers Grade 4 - Technical Specialist office based staff.

As a Field Supervisor:-

- . Being responsible for controlling, leading, planning and co-ordinating the activities of a group of Communications Officers Grade 1 and/or Grade 2 and/or Grade 3 field operatives permanently engaged in major construction activity performed across District/Regional boundaries.

Under normal conditions this position must control a minimum of ten (10) and up to a maximum of twenty (20) Communications Officers Grade 1 and/or Grade 2 and/or Grade 3 staff.

The position would be under the line control of and receive general direction from the Communications Officer Grade 6 and be the only level of field supervision above the Communications Officer Grade 2 and/or Grade 3 within the organisational unit.

As a Technical Specialist:-

- . Performing quality assurance measurements, by, for example, investigating and applying techniques and procedures to measure the standard of quality of installation and maintenance of external plant;

- . Technical projects;

Some examples are:

- undertake the analysis and evaluation of statistical data and documentation relating to manpower, material and financial expenditure of a Region/District/Branch/ Section;
- conduct investigations into aspects of commercial and enterprise works with the aim of marketing enterprise works as a product;
- take charge of/undertake the planning and specification of conventional trunk, junction and major reticulation requirements and support facilities involving standard application of guidelines and practices.

. Training

- Imparting theoretical and practical course content as appropriate and/or direct and assist other instructional staff on this activity;
- Developing course details and preparing training packages for use at Region/District/Branch/Section level, within Training Centres or for National training purposes;
- Directing and controlling Communications Officer Grade 4 - Technical Specialists engaged in field based training activities;
- As a Field Training Officer:-
 - . Imparting theoretical and practical course content and supervise Temporary Trainers;
 - . Providing guidance to Region/District/Branch management to determine training needs in collaboration with field staff;
 - . Organising instructional resources from both Training Centres and Regions/Districts/Branches in the presentation of courses;
 - . Undertaking field liaison duties.

A Technical Specialist may be required to lead and control staff engaged in the functions described above.

5.6 COMMUNICATIONS OFFICER GRADE 6

Work performed at this level includes:-

As a Field Manager:-

- . Being responsible for controlling, leading, planning and co-ordinating a significant component of a Region/District/Branch/Section field based activities, including all budgetary and financial management. This position may be required to manage field based and office based staff;

Under normal conditions one position must control a minimum of five (5) Communications Officers Grade 4 and/or Grade 5 - Field Supervisor staff and, dependant upon the complexity of the work and geographical considerations, a further position will be provided when more than eight (8) Communications Officers Grade 4 and/or Grade 5 - Field Supervisor staff are controlled;

As an Office Manager:-

- . Being responsible for controlling, leading, planning and co-ordinating the activities of a significant component of a Region/ District/Branch/Section external plant office based activity, including all budgetary and financial management. This position may be required to manage office based and field based staff;

Under normal conditions one position only is created for each District/Branch/Section;

As a Training Centre Manager:-

- . Being responsible for controlling, leading, planning and co-ordinating External Plant Training activities for a State or a Training Annex.

As a Technical Specialist:-

- . Technical projects;

Some examples are:

- investigate and develop new or improved methods, practices and procedures involving external plant, including the direction of staff provided to assist;
- assist the Manager/Engineer in the allocation of resources being utilised in the various work groups.

. Training

- Directing and controlling subordinate Training Centre instructional staff.
- On a State basis, co-ordinating the activities of staff undertaking field training duties.
- On a State basis, provide support for Training Centre Instructional Staff.

A Technical Specialist may be required to lead and control staff engaged in the functions described above.

6. SALARY VARIATIONS

Phase 1 salary, date of effect 25/5/89 and Phase 2 salary , date of effect 25/11/89 will be effected as a mass rate change by staff of the Accounting Services SRU.

The transfer to Communications Officer employment category will need to be processed at the employing branch level. New designation codes within the Communications Officer structure will be provided.

7. INDIVIDUAL TRANSLATION

Individual Lines Staff members will translate to the Communications Officer structure according to their nominal designation. Staff who have been continually acting in a position for twelve (12) months prior to the actual implementation date will translate as per their acting position. This means they will have their salary maintained at this level including subsequent wage adjustments until they are promoted to a position with a higher attainable maximum salary. This shall be their salary for all purposes.

All staff currently classified below Lines Serviceman who have obtained jointing qualifications will translate to the same level as a Lines Serviceman.

The following translations apply:-

<u>EXISTING DESIGNATION</u>	<u>TRANSLATE TO</u>
Lines Assistant	C01
Lines Assistant Grade 2 (Holding)	C01
Trainee Lineman	C01
Lineman	C01
Lineman Grade 2 (Holding)	C02
Radio Lineman	C02
Lines Serviceman-in-Training	C03 (when completed)
Lines Serviceman	C03
Line Supervisor Grade 1 (No jointing qualifications)	See Note 1
Lines Supervisor Grade 1	C03
Cable Assigner	C04
Lines Records Officer	C03
Lines Supervisor Grade 2 (Party Leader)	See Note 2
Lines Supervisor Grade 2	C04
Lines Supervisor Grade 3	C04
Lines Officer	C04
Senior Lines Officer Grade 1	C05

EXISTING DESIGNATION

TRANSLATE TO

Senior Lines Officer Grade 2	C06
Principal Lines Officer Grade 1	C06
Principal Lines Officer Grade 2	F1
Technical Instructor (2 years experience) (over 2 years)	C04 C05
Senior Technical Instructor Grade 1	C05
Senior Technical Instructor Grade 2	C06
Senior Technical Instructor Grade 3	C06
Senior Technical Instructor Grade 4	C06

NOTE 1:

Lines Supervisor Grade 1

Lines Supervisors Grade 1 without jointing qualifications will be given the opportunity before September 1990 of undertaking a cable jointing training course (Basic Cable Jointing Module); those successfully completing the course will advance through the Communications Officer Grade 3 increments; those not undertaking or completing the course will remain in a Communications Officer Grade 3 minimum holding position.

NOTE 2:

Lines Supervisor Grade 2 (Party Leader)

Under the previously agreed translation arrangements, Lines Supervisor Grade 2 (Party Leaders) would have translated as Communications Officer Grade 3. This would result in receipt of a salary increase less than the National Wage Case Decision.

To give Lines Supervisor Grade 2 (Party Leaders) the full benefit of that decision, they will now translate to the first salary point of Communications Officer Grade 4.

Those with three years or more service at the level of Lines Supervisor Grade 2 (Party Leader) will progress normally through the Communications Officer Grade 4 range. Those with less than 3 years service at that level will be provided, within 12 months, with any additional training necessary to equip them for the duties they are to perform. Successful completion of that training will lead to normal incremental advancement.

It will be necessary for Lines Supervisor Grade 2 (Party Leaders) to undertake work at the Communications Officer Grade 2/ Communications Officer Grade 3 level as required. (In accordance with the Blue Book, Clause 1 of paragraph 3.3).

8. POSITION TRANSLATION

8.1 General

Regional/District pre-implementation processes have led to the preparation of local organisation charts specifying the number of jobs at each classification level.

At translation there will not be any fewer operative level jobs. There will be fewer jobs with supervisory responsibility owing to the effects of broadbanding and fewer hierarchical levels.

8.2 Translation

The Telecommunications Act provides as follows:

Section 45 (2): where the classification of a position is altered, the position shall be deemed vacant.

Section 45 (3): where all positions having the same classification are translated to the same new classification then Section 45 (2) need not apply.

As all positions translate to a particular level, e.g. Lines Officer to Communications Officer Grade 4, Section 45 (3) applies.

9. ESTABLISHED POSITION AT LOWER LEVEL THAN INDIVIDUAL TRANSLATION

All staff will be translated as per the table which appears in Section 9.

In some situations staff will be nominally attached to an established position which is at a lower level than the salary level to which they have translated. Where this occurs staff will be paid at the translated level.

In effect such staff are over paid officers until such time as they are promoted to a position equal to or higher than their translated level.

10. SAVINGS CLAUSE

To ensure all staff at least maintain their current wage rate the following clause will be inserted in the relevant Awards.

"Savings Clause

Individual determinations will be issued to ensure that staff who, through the impact of absorption of functional allowances or for any other reason, would not otherwise receive the minimum salary increases set out in the National Wage Case Decision of 7th August 1989, i.e. \$15 on 25th May 1989 and \$15 on 25th November 1989 at the Tradesperson level and appropriate relativities at other levels, and to ensure the application of future National Wage Case increases for as long as the staff member occupies such a position".

11. INCREMENTAL ADVANCEMENT

A scale of rates of salary is applicable to each designation in the Communications Officer structure.

Where this is applicable to an officer, the officer may, subject to Section B3 - Salaries and Increments, Sub-section 5 to 8 of the Human Resources Department Guidelines and Procedures, be paid increments in accordance with the scale of rates.

12. TRAINING

Appropriate training modules will be available to adequately train staff to perform their required functions in a safe and efficient manner. These modules will be available to all Communications Officer staff on an as required basis.

At the Communications Officer Grade 1, 2 and 3 level certain qualifying training is required. These qualifying modules and the timeframe in which they must be completed are explained in Section 4.13.

Training modules appropriate to each Communications Officer level are detailed in the "Training Handbook" which can be obtained from Telecom Training Services.

It should be remembered that modules of five days or less, with the exception of those indicated in Section 4.13, Tiered Training, Tier 1, can be conducted by a local Field Training Officer and/or Temporary Trainers.

Field Training Officers and Temporary Trainers must have successfully completed the Methods of Instruction outlined in Section 4.13.

13. RADIO LINES FIELD ORGANISATION

Following Radio Lines fatalities in 1987 and 1988 a Telecom internal enquiry, chaired by the Chief General Manager, was formed.

As a result of this enquiry Telecom and the APTU investigated methods of ensuring that working practices in the Radio Lines area could be performed as safely as practicable.

To this end Telecom and the APTU have agreed that the following organisation would apply only in the Radio Lines area:

CO6	Field Manager	(Old SLO1)
CO4	Field Supervisor	(Old LS3)
CO2		(Old RLM)
CO1		(Old LM/LA)

In the event that the party under the CO4's control is split into two groups, e.g. CO2's up the tower and the CO4 and remaining CO2's on the ground, one of the CO2s in that part of the party away from the CO4, e.g. up the tower, would be deemed in-charge of that group and be paid at the CO3 level.

15. IMPLEMENTATION AGREEMENT

An Agreement has been reached with both the Australian Postal & Telecommunications Union (APTU) and the External Plant Officers Associations (EPOA) for the resolution of staff grievances arising out of the implementation of the Communications Officer structure.

The range of work, general conditions, position classification standards and translation arrangements covered in this document have been agreed upon by APTU, EPOA and Telecom and cannot form the basis of a grievance.

15.1 Australian Postal and Telecommunications Union

Since 1983, Telecom and the Australian Postal & Telecommunications Union (APTU) have ensured that all Lines Staff have been consulted and are aware of the proposals for restructuring and the new Communications Officer Structure.

The restructuring exercise has been achieved in a spirit of co-operation and it is anticipated that the parties will continue to resolve any implementation problems in that same spirit.

The union and Telecom have agreed on the following procedure for resolution of implementation issues.

The State Implementation Teams are to nominate one union and one Management representative to a State Committee for the resolution of implementation issues at the State Level. Decisions made by this Committee will be drawn from the August 1988 document entitled 'Joint Telecom/APTU Working Part - Communications Officer Category'. Decisions made by the Committee will be accepted by the union and management.

Should there be disagreements between the Committee members or if it is believed that the matter is of National significance, then it will be referred to the National representatives for resolution. This will be achieved by the following process.

It is agreed that problems arising during implementation of the Communications Officer Structure will be resolved in the following way:

1. In the first instance, any problems will be discussed by Union and Management representatives at the local level.
2. Should the problem not be resolved, it will be referred to the State Committee who will be bound by the principles as outlined in the agreed document of August 1988. The decisions of this representative committee will be binding.
3. Issues can be further referred to the National level for resolution by a management and union representative from the National Implementation Team.
4. Issues of National significance may be considered by all members of the National Implementation Team or their representatives. Decisions made at the National level will be binding.
5. In circumstances where there is still disagreement, the matter shall be referred to the Australian Industrial Relations Commission for decision.

15.2 External Plant Officers Association

1. The "Range of Work", "General Conditions", "Position Classification Standards" and "Translation" as outlined in the "Blue Book" - Joint Telecom/APTU Working Party report August 1988 - have been agreed upon by all parties and will not be the subject of a grievance.
2. Staff who consider they have been aggrieved as a result of the introduction of the Communications Officer structure should take the following steps to have their grievance heard:
 - i) Take the matter up with their State External Plant Officers Association (EPOA) representative who will, if necessary, arrange consultation with local management.
 - ii) Consultation shall take place between the aggrieved party, the EPOA representative and local management with a view to settling the grievance. Local management will consult with Regional/SRU management as necessary.
 - iii) If not satisfied with the outcome of ii), the matter will be referred to the State Grievance Panel who will consult with the aggrieved party with a view to settling the grievance.
 - iv) If the State Panel determine it is necessary, the matter will be referred to a National Panel. The National Panel will be empowered to override all previous decisions.
3. If the National Panel determine it is necessary, the matter will be referred to the Australian Industrial Relations Commission for resolution.
4. Local Telecom management must:
 - i) Ensure all staff are translated in accordance with the translation arrangement at page 22 of the Communications Officer "Joint Telecom/APTU Working Party" report of August 1988.
 - ii) Ensure all positions are filled on merit and selections conform to existing guidelines for promotion or transfer.
 - iii) Ensure that the reason for selection is fully documented.
5. During all stages of the grievance process the consultation that ensues, and the outcome of the consultation, will be fully documented by the aggrieved party and management.
6. The State Grievance Panel will be empowered to override any previous decision based on:
 - i) The facts presented to them by the aggrieved party;
 - ii) The facts presented by management;
 - iii) The Position Classification Standards and General Conditions outlined in the Communications Officer "Joint Telecom/APTU Working Party" report of August 1988.

7. The State Grievance Panel will consist of one (1) Telecom representative and one (1) EPOA representative.
8. In the event that the grievance is in respect of a matter which involves APTU coverage and EPOA coverage, one (1) APTU State Official will be included on the State Grievance Panel.
9. Should the grievance be an APTU related matter only, the State Grievance Panel will consist of the Telecom representative indicated in 5. above and one (1) APTU State Official.
10. No industrial action in respect to the grievance being processed shall take place during the abovementioned grievance process.
11. The above conditions will be binding for a period of six (6) months from the commencement of the Communications Officer Structure.

