

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA17/01

TITLE: New South Wales Institute of Sport Enterprise Agreement 2017 - 2019

CASE NO: 2016/369753

DATE APPROVED/COMMENCED: 1 January 2017 / 31 December 2019

TERM: 36 months

NEW AGREEMENT OR VARIATION: New

GAZETTAL REFERENCE: Serial C8683

NUMBER OF PAGES: 19

COVERAGE/DESCRIPTION OF EMPLOYEES:

The agreement applies to all employees employed by NSW Institute of Sport in classifications graded from Grade 1 through to Grade 4, located at Level 1 6B Figtree Drive, Sydney Olympic Park NSW 2127 who fall within the coverage of the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009.

PARTIES: Office of Sport -&- Employees of the New South Wales Institute of Sport Consultative Committee.



New South Wales Institute of Sport

Enterprise Agreement

2017 - 2019

Contents

1.	Title	3
2.	Definitions	3
3.	Application/Coverage/Scope	4
4.	Parties	4
5.	Statement of Intent	5
6.	Work environment and culture	5
7.	Work health and safety	5
8.	Remuneration	6
9.	Terms of Engagement	7
10.	Types of Employment	8
11.	Classifications	9
12.	Hours of work	9
13.	Allowance for Temporary Assignments to Higher Non-Executive Roles	10
14.	Staff development and training	10
15.	Travel Arrangements	11
16.	Leave	11
17.	Payment of membership/qualifications	12
18.	Working remotely/from home	12
19.	Seasonal employment	12
20.	Job sharing	12
21.	Grievance and dispute settling procedures	13
22.	Union access and membership fees	15
23.	Anti-discrimination	15
24.	No extra claims	16
25.	Savings of rights	16
26.	Duration	17

1. Title

This enterprise agreement will be known as the New South Wales Institute of Sport Enterprise Agreement 2017 - 2019.

2. Definitions

Affinity means a relationship that one spouse or partner has to the relatives of the other.

Casual Employment means employment to carry out irregular, intermittent, short-term, urgent or other work as and when required.

Chief Executive means the Chief Executive of the Office of Sport

Chief Executive Officer means the Chief Executive Officer of the New South Wales Institute of Sport

Contract employee means an employee on 'contract employment'.

Contract employment refers to full, part time staff employed against established positions in a specific four (4) year quadrennial period.

Delegate means a person who has been delegated particular power(s) in accordance with a relevant authority

Family means spouse, de facto spouse (including a same sex partner living with the staff member on a bona fide domestic basis), child or adult child (including adopted child, step child, foster child or ex nuptial child), parent (including foster parent and legal guardian), grandparent, grandchild or sibling of the staff member or of a spouse or de facto spouse of the staff member, or a Relative.

GSE Act means the Government Sector Employment Act 2013 or its successor.

GSE Regulation means the Government Sector Employment Regulation 2014.

GSE Rules means the Government Sector Employment Rules 2014.

High Performance means the Division of NSWIS known as High Performance.

Household means a family group living in the same domestic dwelling

NSWIS means the New South Wales Institute of Sport.

Part time means employee working less than 35 hours per week. Entitlements accrue on a pro-rata basis.

Policy or Policies means, unless otherwise stated, NSW Government policy or policies applicable as at the date of this Agreement and, thereafter as amended or replaced from time to time, with the original policy or policies no longer applicable once it/they has/have been amended and/or replaced.

Relative means a person related by blood, marriage, affinity or Aboriginal kinship structures.

Role means the duties and responsibilities assigned to an employee covered by this agreement, either on a contracted or temporary basis, at the NSWIS

Remuneration package means the annualised salary plus any above salary allowances (exclusive of annualized salary) plus the Superannuation Guarantee component.

Salary means the annualized rate of pay for a staff member.

Service means continuous period of employment for salary purposes.

Staff means all employees in classifications graded from Grade 1 through to Grade 4 in Schedule 1 and shall include staff who are engaged on a full time, part-time or casual basis. Unless otherwise specified in this Agreement, part-time employees receive full time entitlements on a pro-rata basis according to the number of hours an employee works in a part-time arrangement. Entitlements to paid leave will accrue on the equivalent hourly basis.

Supervisor means the immediate supervisor of the area in which a staff member is employed or any other staff member authorised by the Chief Executive Officer or delegate to fulfil the role of a supervisor.

Temporary employment is employment for a temporary purpose.

Workplace means wherever authorised NSWIS work is undertaken.

3. Application/Coverage/Scope

- a) The provisions of this Agreement shall apply to all NSWIS employees in classifications graded from Grade 1 through to Grade 4 in Schedule 1.
- b) The employees regulated by this Agreement will be entitled to the conditions of employment as set out in this Agreement. Where conditions of employment are not specified in this Agreement the terms and conditions of the Government Sector Employment Act 2013, the Regulation, the Rules, and the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 will apply.

4. Parties

4.1 The parties to this Enterprise Agreement are the Office of Sport, and the NSWIS staff as represented by the NSWIS Consultative Committee listed below and future employees employed in the operations of NSWIS.

Name	Surname	Position
Chris	Spinks	Senior Strength and Conditioning

Name	Surname	Position
Bjorn	Maddern	Senior Performance Analyst
Michael	Magee	Personal Excellence Advisor
Mike	Girven	Senior Coordinator, HP Staff & Coach Performance Planning
Peta	Gardiner	Finance Officer
Greg	Baxter	Manager, ITO
Chris	Wybrow	Head Coach, Men's Waterpolo
Melissa	Mitchell	Sport Consultant
Charles	Turner	CEO
Elizabeth	Akerboom	Human Resources Manager

5. Statement of Intent

- 5.1 The purpose of this Enterprise Agreement is to provide a customised industrial relations framework that supports and connects individual excellence to performance in the NSWIS through our greatest performance advantage, our people.

6. Work environment and culture

6.1 Leadership, position and culture

- a) The NSWIS is committed to enhancing and maintaining a performance centred work environment that:
- b) supports progression and retention planning principles;
- c) develops and implements a cultural framework that unites us in our purpose;
- d) operates a project based, results driven, collaborative system
- e) empowers staff through a shared accountability and leadership philosophy
- f) allows staff to support, enable and impact performance

7. Work health and safety

In consultation with its staff, the NSWIS will develop strategies aimed at achieving and maintaining a safe and healthy workplace in accordance with the *Work Health and Safety Act 2011 (NSW)* and the *Work Health and Safety Regulation 2011 (NSW)*.

8. Remuneration

8.1 Annualised salary

- a) The annualised salary in Schedule 1 covers all incidences of employment including, but not limited to, penalties, loadings, some allowances, additional hours, travel time, work outside business hours, overtime, public holidays worked and leave loading. Allowances excluded from this clause are those which are payable for additional responsibilities and are listed elsewhere in this Enterprise Agreement.
- b) Allowances are payable on top of the annualised salary where they represent payment for work done at a higher level.
- c) No further claims will be made or allowed to staff in respect of payment for working such hours.
- d) The annualised salary acknowledges the totality of the salary payable to a staff member.
- e) The Compulsory Superannuation Guarantee Contribution is calculated on the total salary package, i.e. Annualized salary plus any additional allowances payable (as per 7.1 b).

8.2 Broad remuneration Grades

This Enterprise Agreement prescribes the remuneration Grades for NSWIS staff shown at Schedule 1.

Variations to remuneration Grades

- a) Remuneration is to be paid in accordance with Schedule 1 subject to satisfactory performance.

8.3 Market Attraction Allowance

- a) This clause applies only to “high performance” staff;
- b) This discretionary allowance is above established salary remuneration Grades for a role where:
 - i) The strength of the preferred candidate is far superior than the rest of the field; and
 - ii) There is clear evidence of lack of alternative, comparable candidate from the field; and
 - iii) Verifiable market evidence.
- c) Recommendations from the Convenor are submitted for approval to the Chief Executive Officer.

This allowance is to be treated as salary for all purposes and is subject to annual general salary increases.

8.4 Appointment

- a) New staff may be assigned at any step within the remuneration grade/level relevant to the employee's role, depending on their experience, skills and qualifications.
- b) New staff will be appointed, in the first instance, on a probationary basis for a period that will normally not exceed 6 months. The probation period may be extended to a maximum of one year, at the discretion of the Chief Executive Officer on the recommendation of the Supervisor.

8.5 Salary progression

- a) Each staff member's performance will be formally appraised using the NSWIS's Professional Excellence Plan (PEP) biannually.
- b) Incremental progression to the next step will only be considered where it can be demonstrated through PEP assessments that the staff member's performance, contribution and competency level is equivalent to that stated competency, experience and contribution level of the next higher step based on the recommendation of the supervisor to the Chief Executive Officer. Recommendations will be considered on an annual basis in light of organisational equity and funding.
- c) Incremental progression may only occur between steps in a particular grade/level assigned to that role in consideration of 8.5.b.
- d) Additional informal performance conversations will occur throughout the annual cycle.
- e) Accelerated increments may be considered where a PEP formal appraisal demonstrates that a staff member's competency, experience and contribution is that of a level higher than the next level. The supervisor may recommend an accelerated increment for the consideration of the Chief Executive Officer. Approvals will be considered in light of organisational equity and funding.
- f) The Chief Executive Officer must approve all salary progressions.

9. Terms of Engagement

9.1 External funding is sourced by the NSWIS and is provided in accordance with the Olympic

cycle. Employees under this Agreement are engaged in accordance with the Olympic cycle four (4) year quadrennial period on a full time, part-time, casual or seasonal basis on an as required basis, for a fixed term or specific project.

- 9.2** On cessation of employment, a staff member is entitled to be paid the monetary value of their accrued recreation leave and/or extended leave/Long Service Leave balance (where applicable).

9.3 Re-engagement

- a) The NSWIS operates on quadrennial contracts. All roles (excluding fixed term/specific project) cease at the end of the quadrennial. In establishing the structure for the next quadrennial, based on funding and organizational and sport priorities, roles may be established which are equivalent or similar to the previous quadrennial.
- b) Where a role is established in the new quadrennial which is equivalent or similar to that of the previous quadrennial and a staff member can demonstrate a capability match to the new role, NSWIS can consider offering a new contract to the staff member.
- c) Where a staff member is offered an employment contract for the new quadrennial service will be considered continuous for all purposes.

10. Types of Employment

- 10.1** Employees under this Agreement will be employed in one of the following categories:

- a) full time
- b) part-time
- c) casual
- d) temporary / specific project
- e) seasonal

- 10.2** A full time employee is engaged to work an average of 35 hours per week averaged over 52 weeks.

- 10.3** The salaries in Schedule 1 compensates the employee for all incidences of employment including, but not limited to, penalties, loadings, allowances, overtime, public holidays worked and leave loading except for allowances as per 8.1.b.

- 10.4** A part-time employee is engaged to work less than 35 hours per week.

- 10.4.1 Unless otherwise specified in this Agreement, part-time employees receive full-time entitlements on a pro-rata basis calculated according to the number of hours an employee works in a part-time position or under a part-time arrangement. Entitlements to paid leave will accrue on the equivalent hourly basis.
- 10.4.2 The salaries in Schedule 1 (pro-rata for part-time employees) compensates the employee for all incidences of employment including, but not limited to, penalties, loadings, allowances, overtime, public holidays worked and leave loading except for allowances as per 8.1.b.

10.5 A casual employee is engaged and paid as such.

- 10.5.1 A casual employee will be engaged and paid on an hourly basis.
- 10.5.2 Casual employees shall be paid a loading on the appropriate ordinary hourly rate of pay of 15% which is all inclusive.
- 10.5.3 The loading specified in 10.5.2 of this subclause is in recognition of the casual nature of the employment and compensates the employee for all forms of leave and all incidences of employment including, but not limited to, penalties, loadings, allowances, overtime, public holidays, etc. and in lieu of stand down pay.

11. Classifications

11.1 The classifications are those specified in Schedule 1 of this Agreement.

12. Hours of work

12.1 The NSWIS recognises the nature of work in the sporting industry sometimes requires staff to work their required hours outside of normal office hours on occasions.

12.2 Ordinary hours of work may be worked between Monday to Sunday inclusive.

12.3 Ordinary hours of work are:

- a) Fulltime – ordinary hours are 35 hours per week averaged over 52 weeks
- b) Part-time – ordinary hours will be stated in the employee’s contract
- c) Casual – hours are ad-hoc, intermittent and irregular.

12.4 Staff are required to work such hours and at such times as are reasonably required to perform the duties required but only if it is reasonable for the staff member to be required to do so. In determining what is reasonable, the staff member’s prior commitments outside the workplace,

particularly the staff member's family responsibilities, community obligations or study arrangements shall be taken into account. Consideration shall be given also to the urgency of the work required to be performed, the impact on the operational commitments of the organisation and the effect on client services.

- 12.5** Where possible NSWIS will ensure that records regarding employee hours worked will be kept. The Supervisor/Manager has the authority to provide the employee with time off to ensure hours worked average 35 over 52 weeks.
- 12.6** Managers are responsible for monitoring the work hours of their staff. Managers have an obligation to ensure employees work within the parameters of these clauses and health and safety requirements.
- 12.7** Where possible staff members are to take meal breaks of at least 30 minutes' duration for every 5 hours worked.

13. Allowance for Temporary Assignments to Higher Non-Executive Roles

- 13.1** An NSWIS employee in a non-executive role who is temporarily assigned by the CEO to another non-executive role at a higher classification of work than the employee's current classification of work shall be paid an allowance in accordance with the provisions of clause 20 of the Government Sector Employment Regulation 2014.
- 13.2** Where that staff member is not performing all the duties of the higher role, they will be remunerated based on the proportion of the duties they are performing.
- 13.3** Prior to the commencement of higher duties the CEO will decide what proportion of the duties the staff member is performing after consulting with the supervisor.

14. Staff development and training

- 14.1** The NSWIS and its staff are jointly committed to ongoing professional development that is mutually beneficial. The PEP provides the framework for agreement of work and developmental priorities and performance feedback of each staff member.
- 14.2** Staff development and training activities include on-the-job training, external and internal training courses, attendance at conferences/ seminars/ events, coaching, shadowing, special projects, peer learning, higher duties, self-paced learning, mentoring and stakeholder visits.
- 14.3** Before making arrangements to attend a staff development and training activity, staff members

are to obtain the approval of their supervisor.

14.4 Approved staff development and training activities include those that:

- a) are essential for the effective operation of the NSWIS or
- b) contribute to the professional development of the staff member and are of direct benefit to the NSWIS.

14.5 When a staff member attends an approved staff development and training activity:

14.5.1 the staff member will be recognized as performing normal duties;

14.5.2 the NSWIS will pay the course fees and other necessary out-of-pocket expenses associated with attending the activity

14.6 Staff receiving a higher duties allowance that would normally cover the duration of the course will continue to receive the allowance while attending the approved training or developmental activity.

15. Travel Arrangements

The NSWIS will reimburse reasonably incurred costs for accommodation, flights and meals for preapproved travel in Australia and overseas. Reasonable reimbursement is outlined in the NSWIS Guidelines which are based on NSW Treasury Circulars.

16. Leave

16.1 Study Leave - Study leave applies only to relevant and NSWIS approved professional development. The maximum amount of study leave is 10 days per annum.

Where the manager approves the grant of study leave, the grant shall be subject to:

- a) The course being relevant to the Institute
- b) Time being taken at the convenience of the Institute
- c) Paid study leave does not exceed 10 days per year.

Study leave will count towards continuous service.

Study leave may be used for:

- Attending compulsory lectures, tutorials, exams, residential schools, field days etc. when held during working hours.
- Necessary travel
- Private study

Study leave may be granted to full time and part time employees. Part time employees shall be granted on a pro-rata basis.

16.2 Special Leave – Olympic, Paralympic and Commonwealth Games

Employees selected in an official capacity for Commonwealth, Olympic or Paralympic events are entitled to up to 4 weeks' special leave catering for event specific competition periods to support Australian team/s performance. An additional up to 4 weeks may be granted by the NSWIS CEO where pre-competition obligations are warranted.

17. Payment of membership/qualifications

Where, as identified through the Role Description for a specific role, a professional membership or qualification is required to be renewed the cost shall be borne by the NSWIS. This shall not apply to new employees who are required to have the professional membership or qualification at the time of commencement.

18. Working remotely/from home

The Chief Executive Officer or delegate may approve applications by staff members to work remotely/from home on a temporary, fixed term, or regular basis in accordance with NSWIS Policy.

19. Seasonal employment

19.1 The Chief Executive Officer may create roles which require work to be undertaken for a set number of hours each week but only for a set part of the year. The staff member shall be employed for the whole year/contract but paid for only that portion that they work.

19.2 This allows the staff member to work an agreed number of weeks per year and accrue leave on a pro-rata basis.

20. Job sharing

- 20.1** Job sharing is a voluntary arrangement in which one job is shared between two staff members, who each work on a part time basis. These staff members may be employed on a part time basis, or may be full time staff members who are taking part time leave without pay.
- 20.2** Staff members who wish to enter into a job sharing arrangement must apply to the Chief Executive Officer or delegate. If their application is approved, the staff members involved and the NSWIS must agree to the job sharing arrangement in writing.
- 20.3** The job sharing arrangement will be fixed for a period of time which is operationally convenient but cannot exceed a contract period. Any continuation of the arrangement beyond this period will be subject to a satisfactory evaluation review, which will consider the success of the arrangement for both the staff members involved and the NSWIS and the existence of the role in the next quadrennial cycle.
- 20.4** If one of the staff members involved in a job sharing arrangement leaves the NSWIS prior to the completion of the agreed period of that arrangement, the NSWIS will consider the following options:
- 20.4.1 offering the role to the remaining job sharer on a continuing basis;
 - 20.4.2 advertising the role to other NSWIS staff members on a part time basis;
 - 20.4.3 advertising the role externally on a part time basis and recruiting a new job share employee; and
 - 20.4.4 transferring the remaining job sharer to a suitable part time role within the NSWIS for the remainder of the period, and recruiting a contracted employee to fill the role.
- 20.5** Unless otherwise agreed between the NSWIS and the staff members involved, any NSWIS staff member who enters into a job sharing arrangement will have the right to return to their original contracted role at the end of the period of the job share arrangement. Where the original role no longer exists, the staff member will be offered a role at their existing salary which they qualified for and have the capacity to perform after a reasonable period of time in the role.

21. Grievance and dispute settling procedures

- 21.1** All grievances and disputes relating to the provisions of this Enterprise Agreement will initially be dealt with as close to the source as possible. If required, graduated steps will be taken to resolve the grievance or dispute at higher levels of authority, in accordance with the NSWIS Grievance Handling and Dispute Resolution policy.
- 21.2** A staff member is required to notify their immediate manager(s) in writing, outlining the

substance of the grievance, dispute or difficulty, requesting a meeting to discuss the matter and, if possible, stating the remedy sought.

- 21.3** Where the substance of the grievance or dispute involves confidential or other sensitive material (including issues of harassment or discrimination under the *Anti-Discrimination Act 1977 (NSW)*) which make it impractical for the staff member to notify their immediate manager, the staff member may notify the next appropriate level of management, including the Chief Executive Officer or delegate.
- 21.4** The immediate manager will convene a meeting regarding the grievance, dispute or difficulty within 2 working days of receiving the notification or, if that is not possible, as soon as practicable.
- 21.5** If the matter remains unresolved with the immediate manager, the staff member may notify the appropriate person at the next level of management in writing, again outlining the substance of the grievance, dispute or difficulty, requesting a meeting to discuss the matter and, if possible, stating the remedy sought. This manager will respond within 2 working days or, if that is not possible, as soon as practicable. If the matter still remains unresolved, the staff member may continue to notify successive levels of management until the matter is referred to the Chief Executive Officer or delegate.
- 21.6** At any stage of the dispute and grievance settling procedure, the staff member may request to be represented by their union. In addition, the Chief Executive Officer or delegate or the staff member may refer the matter to mediation.
- 21.7** If the matter remains unresolved, the Chief Executive Officer or delegate will provide a written response to the staff member and any other party involved in the grievance, dispute or difficulty, outlining the action to be taken, or the reason for not taking action, in relation to the matter.
- 21.8** The staff member, their union on their behalf, or the Chief Executive Officer or delegate may refer the matter to the New South Wales Industrial Relations Commission (the Commission) if the matter is unresolved after the use of this procedure.
- 21.9** The staff member and the NSWIS will agree to be bound by any order or determination by the Commission in relation to the dispute.
- 21.10** While this procedure is being followed, the staff member involved will continue to undertake the normal duties they performed before notifying their immediate manager of the grievance, dispute or difficulty unless otherwise agreed between the parties. In a case involving work health and safety, if practicable, normal work will proceed in a manner which avoids any risk to the health and safety of any staff member or member of the public.

22. Union access and membership fees

- 22.1** Staff members may consult with their union, seek representation, distribute union information to other staff, and attend workplace meetings during normal working hours.
- 22.2** Staff members' rights for union representation, industrial action and union access to the work place will be in accordance with the *Industrial Relations Act 1996* and the *Work Health and Safety Act 2011*.
- 22.3** The NSWIS will deduct union fortnightly membership fees from the pay of any staff member who is a member of a union in accordance with the union's rules, provided that the staff member has authorised the NSWIS to make such deductions.
- 22.4** The NSWIS will forward money deducted from staff members' pay to the union regularly, together with all necessary information to enable the union to reconcile and credit subscriptions to staff members' union membership accounts.
- 22.5** No further entitlements are available to staff in relation to Union Consultation, Access and Activities.

23. Anti-discrimination

- 23.1** It is the intention of the parties bound by this Enterprise Agreement to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996 (NSW)* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- 23.2** It follows that in fulfilling their obligations under the grievance and dispute settling procedure described in 33, the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Enterprise Agreement are not directly or indirectly discriminatory in their effects. It will be consistent with fulfilling these obligations for the parties to make application to vary any provision of the Enterprise Agreement, which, by its terms or operation, has a direct or indirect discriminatory effect.
- 23.3** Under the *Anti-Discrimination Act 1977 (NSW)*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

23.4 Nothing in this clause is to be taken to affect:

- 23.4.1 any conduct or act which is specifically exempted from anti-discrimination legislation;
- 23.4.2 offering or providing junior rates of pay to persons under 21 years of age;
- 23.4.3 any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977 (NSW)* which provides: *Nothing in the Act affects ...any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary; to avoid injury; to the religious susceptibilities of the adherents of that religion.*
- 23.4.4 a party to this Enterprise Agreement from pursuing matters of unlawful discrimination in any State or Federal jurisdiction.

23.5 This clause does not create legal rights or obligations in addition to those imposed on the parties by the legislation referred to in this clause.

23.6 The parties to this Enterprise Agreement note that employers and employees may also be subject to Commonwealth anti-discrimination legislation.

24. No extra claims

24.1 The parties agree that, during the term of this [award/agreement], there will be no extra wage claims, claims for improved conditions of employment or demands made with respect to the employees covered by the [award/agreement] and, further, that no proceedings, claims or demands concerning wages or conditions of employment with respect to those employees will be instituted before the Industrial Relations Commission or any other industrial tribunal.

24.2 The terms of the preceding paragraph do not prevent the parties from taking any proceedings with respect to the interpretation, application or enforcement of existing [award/agreement] provisions.

25. Savings of rights

25.1 No staff member covered by this Enterprise Agreement will suffer a reduction in the rate of pay or any loss or diminution of any conditions of employment because of the making of this Enterprise Agreement.

26. Duration

This Enterprise Agreement will commence to operate from 1 January 2017 and will remain in force until 31 December 2019 unless otherwise varied or rescinded.

Dated this

8th December 2016

~~Matt Miller~~
~~Chief Executive~~



PAUL DOORN
A / Chief Executive

Signed for and on behalf of the Office of Sport

8 / 12 / 2016



Chris Spinks

Employee Representative

Signed by and on behalf of staff of NSW Institute of Sport

07 / 12 / 2016

Schedule 1 Remuneration Grades, all-inclusive salary rates

Grade	Level	Current all inclusive salary rates	All inclusive salary rates	All inclusive salary rates	All inclusive salary rates
		2016 (+2.5%)	2017 (+2.5%)	2018 (+2.5%)	2019 (+2.5%)
Grade 1	Level 1 - Entry	\$35,572	\$36,461	\$37,373	\$38,307
	Step 1	\$36,940	\$37,864	\$38,811	\$39,781
	Step 2	\$38,308	\$39,266	\$40,248	\$41,254
	Step 3	\$39,677	\$40,669	\$41,686	\$42,728
	Step 3	\$41,044	\$42,070	\$43,122	\$44,200
	Level 2 - Entry	\$42,412	\$43,472	\$44,559	\$45,673
	Step 1	\$43,781	\$44,876	\$45,998	\$47,148
	Step 2	\$45,149	\$46,278	\$47,435	\$48,621
	Step 3	\$46,517	\$47,680	\$48,872	\$50,094
	Level 3 - Entry	\$47,885	\$49,082	\$50,309	\$51,567
	Step 1	\$49,253	\$50,484	\$51,746	\$53,040
	Step 2	\$50,622	\$51,888	\$53,185	\$54,515
	Step 3	\$51,990	\$53,290	\$54,622	\$55,988
	Level 4 - Entry	\$54,726	\$56,094	\$57,496	\$58,933
	Step 1	\$56,094	\$57,496	\$58,933	\$60,406
	Step 2	\$57,463	\$58,900	\$60,373	\$61,882
	Step 3	\$58,830	\$60,301	\$61,809	\$63,354
	Level 5 - Entry	\$61,567	\$63,106	\$64,684	\$66,301
	Step 1	\$62,935	\$64,508	\$66,121	\$67,774
	Step 2	\$64,303	\$65,911	\$67,559	\$69,248
Step 3	\$65,671	\$67,313	\$68,996	\$70,721	
Grade 2	Level 1 - Entry	\$68,407	\$70,117	\$71,870	\$73,667
	Step 1	\$69,776	\$71,520	\$73,308	\$75,141
	Step 2	\$71,144	\$72,923	\$74,746	\$76,615
	Step 3	\$72,512	\$74,325	\$76,183	\$78,088
	Level 2 - Entry	\$75,248	\$77,129	\$79,057	\$81,033
	Step 1	\$76,617	\$78,532	\$80,495	\$82,507
	Step 2	\$77,984	\$79,934	\$81,932	\$83,980
	Step 3	\$79,352	\$81,336	\$83,369	\$85,453
	Level 3 - Entry	\$82,089	\$84,141	\$86,245	\$88,401
	Step 1	\$83,458	\$85,544	\$87,683	\$89,875
	Step 2	\$84,825	\$86,946	\$89,120	\$91,348
	Step 3	\$86,193	\$88,348	\$90,557	\$92,821

Grade 3	Level 1 - Entry	\$88,930	\$91,153	\$93,432	\$95,768
	Step 1	\$90,297	\$92,554	\$94,868	\$97,240
	Step 2	\$91,666	\$93,958	\$96,307	\$98,715
	Step 3	\$93,034	\$95,360	\$97,744	\$100,188
	Level 2 - Entry	\$95,771	\$98,165	\$100,619	\$103,134
	Step 1	\$97,138	\$99,566	\$102,055	\$104,606
	Step 2	\$98,507	\$100,970	\$103,494	\$106,081
	Step 3	\$99,875	\$102,372	\$104,931	\$107,554
	Level 3 - Entry	\$102,611	\$105,176	\$107,805	\$110,500
	Step 1	\$103,979	\$106,578	\$109,242	\$111,973
	Step 2	\$105,347	\$107,981	\$110,681	\$113,448
	Step 3	\$106,716	\$109,384	\$112,119	\$114,922
Grade 4	Level 1 - Entry	\$109,452	\$112,188	\$114,993	\$117,868
	Step 1	\$112,872	\$115,694	\$118,586	\$121,551
	Step 2	\$116,292	\$119,199	\$122,179	\$125,233
	Step 3	\$119,713	\$122,706	\$125,774	\$128,918
	Level 2 - Entry	\$123,133	\$126,211	\$129,366	\$132,600
	Step 1	\$126,554	\$129,718	\$132,961	\$136,285
	Step 2	\$129,974	\$133,223	\$136,554	\$139,968
	Step 3	\$133,395	\$136,730	\$140,148	\$143,652
	Level 3 - Entry	\$136,815	\$140,235	\$143,741	\$147,335
	Step 1	\$140,235	\$143,741	\$147,335	\$151,018
	Step 2	\$143,656	\$147,247	\$150,928	\$154,701
	Step 3	\$147,076	\$150,753	\$154,522	\$158,385