13/10/15 9-4000

8 October 2015

Simplified Pay Modelling Approach Sydney Trains

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Agenda

- Introduction and context of the session
- PresentationQuestions

Approach

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Approach

Research

- a) Establish strategic direction
- b) Understand EA context
- c) Build 'straw-man' models

2 Develop pay baseline

- a) Payroll extract
- b) Time-sheet sampling approach
- Time based allowances
- d) Annualise pay baseline
- e) Data cleansing

Analysis

a) Assess current state

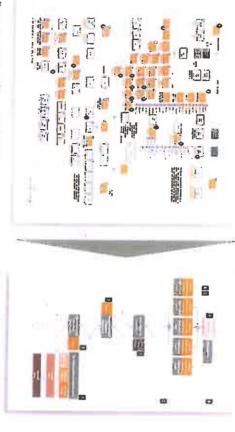
Development

a) Develop and test financial model

Review

- a) Develop payment options
- b) Index model

Establish strategic direction



See The Contract Cont

Simplified Fay

Critical Guiding Principles

- Simplify pay for crew and improve accuracy
- Simplify pay from the organisational perspective
- Maintain base pay benchmark
- Shift penalties and weekend loadings remain
- No overall reduction in net payment to staff

Spread of EAs we looked at

Peer Industry

- **Qld Rail Train Crew Certified** Agreement 2013
- 2012-2015 V/Line Rail Operations EA
- **BMA Rail Greenfields** Agreement 2013 (Drivers)
- Pacific National Intermodal Agreement 2013 (Drivers) Train Crew Enterprise
- **Transperth Train Operations** Driver) Agreement 2013 (WA – Rail Car Drivers Industrial
- Operations EA 2011 Rail Commissioner Rail
- 2014 Collective Agreement 2012-KiwiRail Multi Employer
- Melbourne Metro Rail Operations EA 2012-2015

10

Other Industry

- Sydney Ferries Maritime Agreement 2012 (AMOU and MUA) Enterprise
- State Transit Authority Service Bus Operations (This is an award, not EA) Division of Government
- Sydney Ferries Maritime Agreement 2012

Other (Private Sector)

- **Bus: Transdev NSW and TUW**
- Enterprise (State) Award 2012
- (AMOU and MUA) Enterprise

Aviation: Qantas Flight

Attendants

- **Aviation: Qantas Ground** Services Pty Ltd Ground Handling Agreement 2013
- Aviation: Virgin Australia 2013 Short Haul Pilots Agreement
- 2015 24 Hour distribution: **Produce and Recycling** Woolworths SDAEA Mulgrave Enterprise Agreement 2012-
- 24 hour freight forwarding: 2013 Agent Enterprise Agreement **DHL Express NSW Operations**
- Agreement 2013 24 hour forwarding: Toll Air Express (Brisbane) Enterprise

Understand the EA context

Peer Industry

- Annualised salaries less common
- Some aggregation of allowances
- Collective employee incentives

Other Industry

N

- Base rates of pay, plus monetary entitlements
- Collective employee incentives
- Incentive based allowances more prevalent

Other (Private Sector)

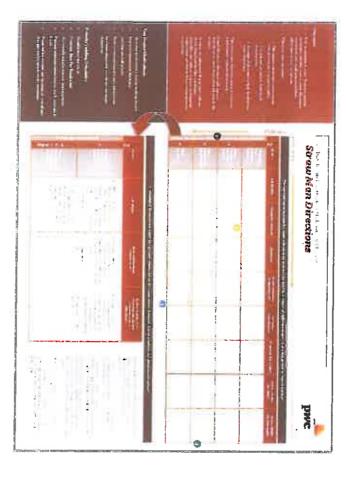
- More variation between organisations
- Recent trend towards simplification
- Inconveniences and duties considered part of daily role
- More often structured at an individual level

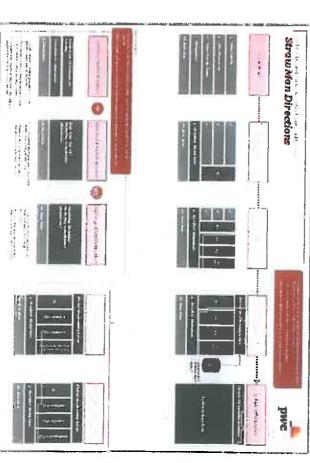
Key trends:

- Unsociable hours are incentivised
- Trend towards aggregation and simplification
- Use of collective employee incentives (in peer and EA industries)

Build straw-man models

- We developed 'straw-man' models to determine the ways to cut the data and understand it.
- This fed into our analysis of the current payroll system and guided the design thinking for pay model options.

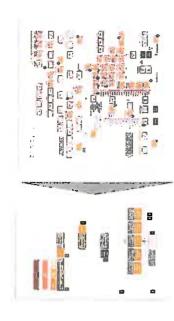




Assess current state

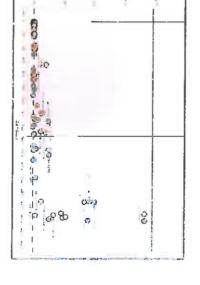
(1) Current allowances structure

- Highly complex
- Difficult to understand
- Significant manual operational requirements



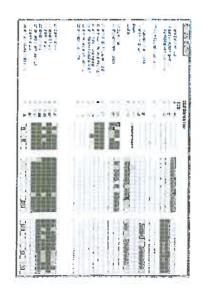
Allowance claimed

- Many claimed by few employees
- Representing negligible overall volumes



Claiming intensity

- Identified across depots and role families
- Fed into 'straw-man' options

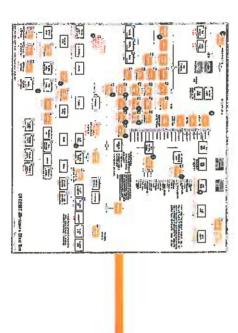


Develop and test financial model

Overview of how financial model worked

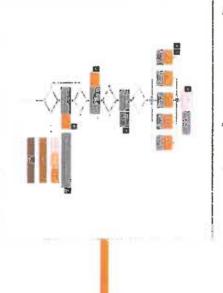


(using period area)



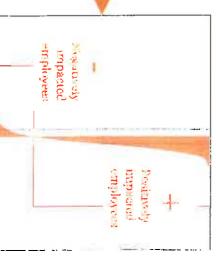
New gross pay by new allowance type calculated

(using payroll, baseline and OpGrew rostering data)



Current and new gross pay compared per employee

(by allowance, depot and position title)



Develop payment options

Layered Model

Index Model

Incrementally added allowance categories



One allowance category

All Purpose Rate Model

Regular fixed allowance payments



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Simplify and improve accuracy

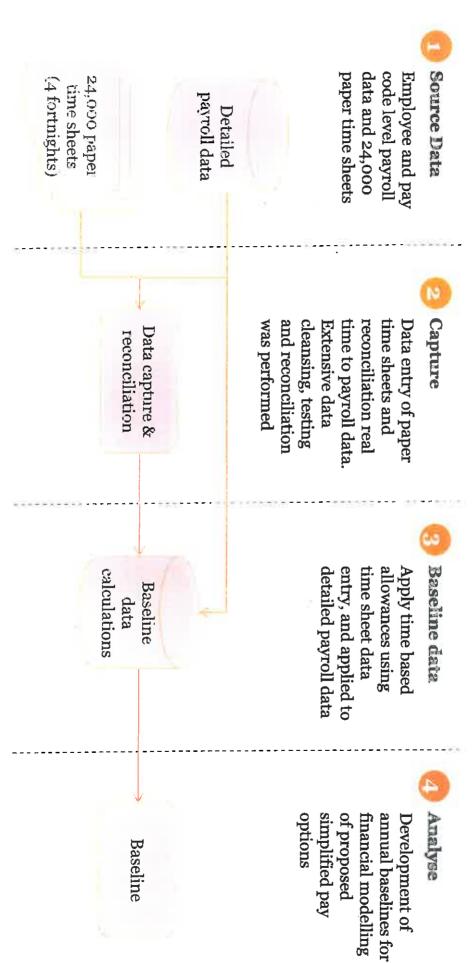
Maintain base pay benchmark

Incentive for unsociable hours

No overall reduction in net pay



Develop pay baseline data



9

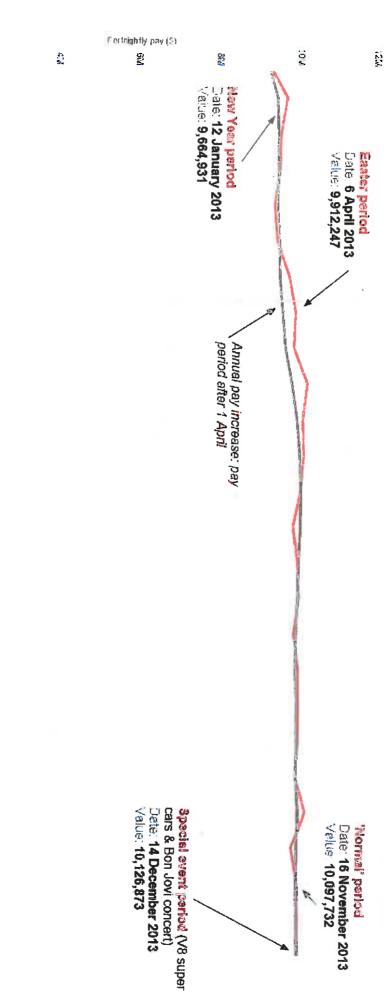
24,000 time sheets / 8 weeks = 3,000 employees. Sydney Trains Train Crew is 2,400. Please explain

All Sydney Trains and NSW Trains staff (including Regional) were included in the time sheet analysis. Only ~18,000 Sydney Trains time sheets were used calculate the ratios for financial year 2014/15.

ime sheet sampling approach

for all Sydney Trains and NSW Trains staff sample of time sheets for 4 fortrights was top an annualised view of the time based allowances

Total payroll trend for calendar year 2013 (red line) and the moving average based upon the prior 2 months (grey line)



95

Simplified Pay Modelling

23

What 4 sample fortnights we're used for the time sheet analysis?

- 1. New Year: 12 Jan 2013
- 2. Easter: 6 Apr 2013
- Normal: 16 Nov 2013
 Special event: 14 Dec 213

9

Did Sydney Trains give time sheets to PwC / or did they choose periods?

The 4 selected fortnights were agreed between PwC and Sydney Trains as being representative of total pay throughout a year, including for time based allowances.

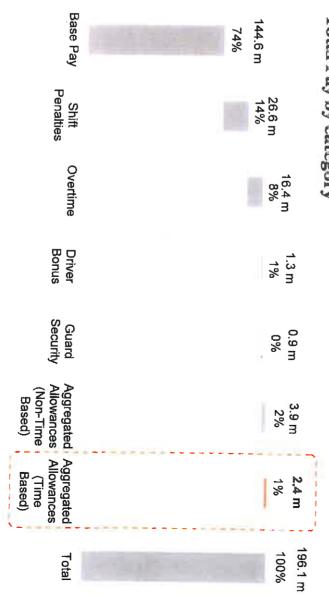
Time based allowances

A sample of a fortaights were used to develop an armidised view of the time based allowances

Approach

- Time based allowances grouped in payroll (e.g. Lift Up and Lay Back Build Up and Excess KMs).
- 4 fortnights sampled to disaggregate these time based allowances.
- Data extrapolated to form an annualised view of the time based allowances for calendar year 2013.
- Ratios applied to financial year 2014/15 payroll data (Sydney Trains data only).
- 1.2% of the total payroll cost for financial year 2014/15 is time based allowances (\$2.4m of \$196m).

Total Pay by category



22

Why was the time sheet analysis carried out for calendar year 2013 now financial year 2014/15, does this mean it was done twice?

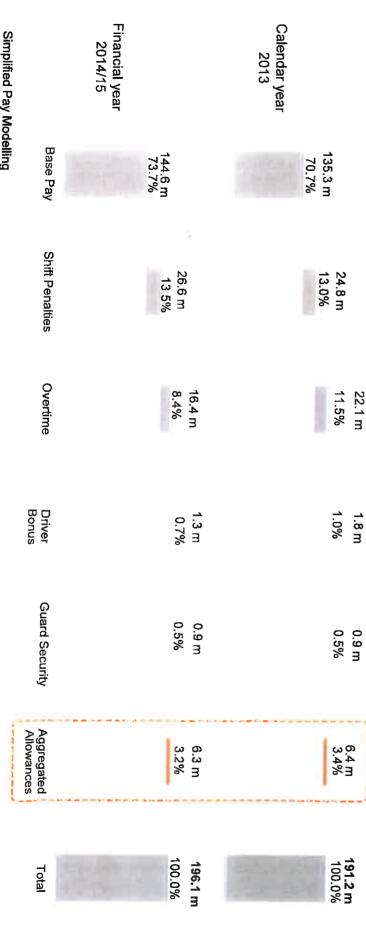
Time sheet analysis was implemented on calendar year 2013. Ratios from 2013 were applied to the most recent actual payroll data for financial year 2014/15 to determine timed allowances.

Time based allowances (continued)

A sample of 4 fortnights were used to develop an annualised view of the time based affordances

Q2 Why 2013 now 2014/15, does

Immaterial change in overall Aggregated Allowances from calendar year 2013 to financial year 2014/15 this mean it was done twice?

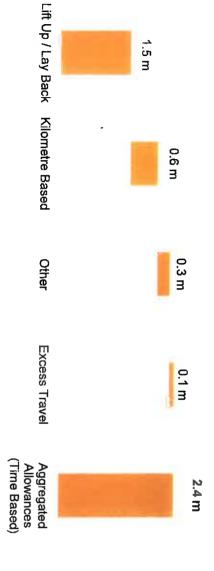


Time based allowances (continued)

A sample of 4 formights over used to develop an amualised trees of the time based offerensees

How many occurrences are there of each time based allowance?

Total amount \$ by time based allowance category



Average per employee

\$41 per fortnight

Data cleansing

robust baseline for following analysis Excensive data eleansing, testing and reconciliation was performed on the expressed time sheet data to form a

- Reconciliation to Payroll
- Check overall pay matched



- Check to list of employees paid in the selected periods (HR)
- Check to Op Crew
- Check hours matched

Q5 Did you compare time sheets to payslips?

The time sheets were reconciled to Payroll data, which should mirror pay slips

Questions from previous meetings

Guaranteed Payments

6

Is there transparency for guaranteed payments?

- \$7.2m of Aggregated Allowances includes all allowances
- Those contributing to guarantee
- Those that do not contribute to guarantee
- Guarantee still applies for up to 72 / 80 hours in a fortnight
- Time based allowances no longer contribute to worked hours

Q7 What were the 'Other' Aggregated Allowances worth \$11k?

Other Aggregated Allowances

What were the 'Other' allowances worth \$11k?

Other allowances are those applied for transferring employees

	009		i	008			Earning Code
	Stable Rostering Code Credit Shifts	Control is a managed with the single and a single state of the control is a single state of the con		Not Subject Time 100% XPT Allowance			Description
Total Other Allowances	Credit Shifts	No Further Work	Fuelling	XPT Allowance	Barracks Detention	40 Minute Principle	Allowances
11,078	434	65	184	764	1,991	7,640	PER STAN

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Payroll Data Excluded from Analysis FY14/15

96.5%	92.0%	In Scope Payroll Costs	
	\$6,760,132	Train Crew with Excluded Earnings	
	\$10,180,886	Train Crew with Earnings on Secondment or Trainees	Out of Scope
2,244	\$196,081,388	Train Crew Earnings	In Scope
2,325	\$213,022,406	Total Payroll Costs \$213,022,406	***************************************
# Employees	\$ Value	Period: FY 14/15	

Out of Scope includes:

Secondments:

Calculate 4.1 - Classifications & Rates of Pay) Tain Crew empioyees who were on secondment and paid at a rate reference not listed in

Trainees:

Enilee Funnis and Drivers earnings were considered out of scope

Excluded Earnings Codes:

- resumings that do not contribute to claims or allowance payments and the units do not attribute to WOLKER TOTES

(LSL half pay etc.), leave loading payments, statutory amounts, FBT, previous YTD lisclusive of; monetary value payments, cash adjustments, cash out of entitlements THE SERVICE

Simplified Pay Modelling
PwC

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9	00	7	6	O ₁	4	ယ	ю	н	Ref#
Did Sydney Trains give time sheets to PwC / or did they choose periods?	Was any data excluded from the PwC analysis?	What were the 'Other' Aggregated Allowances presented last meeting worth \$11k?	Is there transparency of guaranteed payments?	Did you compare time sheets to payslips?	How many occurrences are there of each time based allowance?	What 4 sample fortnights we're used for the time sheet analysis?	Why was the time sheet analysis carried out for calendar year 2013 now financial year 2014/15, does this mean it was done twice?	Why are there 24,000 time sheets? 24,000 time sheets / 8 weeks = 3,000 employees. Sydney Trains train crew is 2,400.	Question
4 selected fortnights were agreed between PwC and Sydney Trains as being representative of total pay throughout a year, including for time based allowances.	Yes, 92% of pay was in scope representing 96.5% of employees. Out of scope were 1) train crew with earnings on secondment or trainees, and 2) earnings that do not contribute to claims or allowance payments and the units do not attribute to worked hours.	'Other' allowances are those applied for transferring employees.	Yes. \$7.2m of Aggregated Allowances includes all allowances (those contributing to guarantee and those that do not). Guarantee still applies for up to 72/80 hours in a fortnight (time based allowances do not contribute to worked hours for calculation).	The time sheets were reconciled to Payroll data, which should mirror pay slips.	Time based allowances represent \$2.4m in financial year 2014/15 (1.2% of total pay). Average per employee is \$41 per fortnight.	 New Year: fortnight ending 12 Jan 2013 Easter: fortnight ending 6 Apr 2013 Normal: fortnight ending 16 Nov 2013 Special Event: fortnight ending 14 Dec 213 	No. The time sheet analysis was implemented on calendar year 2013. Ratios from 2013 were applied to the most recent actual payroll data for financial year 2014/15 to determine time based allowances.	All Sydney Trains and NSW Trains staff (including Regional) were included in the time sheet analysis. Only Sydney Trains time sheets were used calculate the ratios for financial year 2014/15 (~18,000).	Response

Concept for modern payroll system

Allowance types in scope

Sydney Trains - Train y, for financial year 2014-2015 (in 8M)



Index Model Concept

Driver Bonus	Guard Security	Overtime	Emergency	Aggregated Allowances	Shift Penalty	Base Pay	©laim Type
Included in Overtime rate	 Included in Overtime rate 	 Overtime paid for hours worked in excess of 72 / 80 in a fortnight 	 Emergency paid for hours worked in excess of 9 hours in a day 	 Aggregated allowance paid for hours worked up to 72 / 80 in a fortnight 	 Same as Current (unsocial hours, Sat, Sun, Public Holiday) 	★ •Same as Current	Index Model Concept: Aggregated Allowances & Overtime

Example:

- I worked 80 hours in a short fortnight
- 2 hours were on a public holiday
- 10 hours were on a Monday (including 1 hour of emergency)

What would I get paid?

- Base Pay: 72 hours x base rate
- Aggregate Allowances: 72 hours x Agg. rate
- Pub. Holiday: 2 hours x shift penalty
- Emergency: 1 hour x emergency rate
- Overtime: 5 hours x overtime rate



Questions

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Questions

Q1. Research to be undertaken on similar peer industries whose rates were aggregated

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EA research | Australasian

designs and prevalence of incentive components, aggregated beauses and annualised salaries Research was conducted both within and beyond the Australasian rail industry to understand alternative

Transperth Train Operations Rail Car Drivers industrial	Pacific National Intermodal Train Crew Enterprise Agreement ao13 (Drivers)	BMA Rail Greenfields Agreement 2013 (Drivers)	Operations EA 2012- 2015	V/Line Rail	Old Rail Train Crew Certified Agreement 2013	EA
No.		Yes.		No.	No.	Annualised sularies?
No. Base and overtime, penalties and allowances (approximately 5 categories of allowances).	Yes. In addition to "Base Remuneration": • Aggregate Penalties (shift work, weekends) determined using an aggregate penalty multiplier • Aggregate Allowance (flat amount) Exclusions include overtime, remote locality allowance.	No. Included in annualised salary.	"All purpose rate" comprises base rate + allowances (including distance payments and DOO allowances), penalties (except weekend work) and overtime but excludes meals, travel and incidentals. Operations employees receive base rates with all allowances and penalties paid separately (approximately 12 categories of allowances).	Yes for locomotive drivers only	Yes for all train crew. "Fixed Rate" comprises base rate + allowances and penalties but excludes: penalties for weekend/certain public holidays roster alterations payments locality allowance meals and incidentals/Travel and Relief Payments route tuition allowance mortality benefit	Aggregation of allowances into hourly pay rate across all grades?
No.	No.	Yes. Percentage uplift on salary for all employees if employer reaches targets (as a business) for: SPADs Number of train services cancelled due to unavailability of train crews	No.	NT_	No.	Specific incentive-based

(WA- Drivers)

greement 2013

EA research Australasia

designs and prevalence of incentive components, aggregated bonuses and annualised salaries Research was conducted both within and beyond the Australasian rail industry to understand alternative

	Annualised		Specific incentive-based
5	Salaries?	Aggregation of allowances into hourly pay rate across all grades?	allowanses?
Rail Commissioner Rail Operations EA 2011	No.	No. Base and overtime, penalties and allowances (approximately 11 categories of allowances). No.	No.
KiwiRail Multi Employer Collective Agreement 2012-2014	Not for Drivers And Guards.	No. Base and overtime, penalties and allowances (approximately 30 categories of allowances).	No.
Melhourne Metro Rail Operations EA 2012- 2015	There are no annualised salaries, except for Senior	 Drivers receive an hourly rate plus entitlements to allowances, overtime, penalties. All other operations staff also receive an hourly rate plus allowances, overtime and penalties. 	Yes. There is an On Job Training Incentive Program (OJT) for drivers "to encourage maximum participation and availability of
	Officers and Professional Engineers who work business hours (ie Monday to Friday).	Wages for drivers and ops staff are set out in a rates table in Schedule A which has columns for (1) base hourly rates and (2) annual rates (which is simply base hourly rates calculated for a year).	trained drivering training to trained drivers". It's an annual bonus paid in addition to the normal OJT training rate and is payable depending on how much time is spent training.
		ORGANISM CONTRACTOR CO	Schedule 2 (at page 51).
Naritine (AMOU and MUA) Enterprise Agreement 2012		Masters and Guards receive an annual salary which excludes: Overtime paid at a flat hourly rate Penalties for working on Christmas day Workplace assessor/trainer allowances Overtime meal allowance	Personal leave bonus for employces who take 5 or fewer personal days a year.

Q1. Research to be undertaken on similar peer industries whose rates were aggregated (cont.)

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EA research | Other EA Industries

designs and prevalence of incentive components, aggregated bonuses and annualised salaries Research was conducted both within and beyond the Australasian rail industry to understand alternative

24 hour distribution: Woolworths SDAEA Mulgrave Produce and Recycling Enterprise Agreement 2012-2015	Aviation : Virgin Australia Short Haul Pilots Agreement 2013	Aviation: Qantas Ground Services Pty Ltd Ground Handling Agreement 2013	Aviation: Qantas Plight Attendants	EA Bus: Transdev NSW and TUW
No.	Yes, except for overtime, training allowances and other miscellaneous payments (5).	Мо.	No.	Annualised salaries?
No. Base and overtime, penalties and allowances (approximately 8 categories of allowances)	N/A	No. Base + overtime, penalties and allowances (approximately 7 categories of allowances).	No. Base and overtime, penalties and allowances (approximately 16 categories of allowances). Annual lump sum payment of \$500.	No. Base and overtime, penalties and allowances (approximately 8 categories of allowances).
No.	No.	No.	No.	Allowances grouped in variable components or clusters?
No.	No.	No.	Shares up to the value of \$1,000 per annum under Profit Share Scheme may be issued to the each eligible employee at the absolute discretion of Qantas and subject to performance criteria being met.	Specific incentive-based allowances?

Q1. Research to be undertaken on similar peer industries whose rates were aggregated (cont.)

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EA research | Other EA Industries

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Sydney Ferrics Maritime (AMOU and MUA) Enterprise Agreement 2012	State Transit Authority Division of Government Service Bus Operations Enterprise (State) Award 2012 (This is an award, not EA)	24 hour forwarding: Toll Air Express (Brisbaue) Enterprise Agreement 2013	24 hour freight forwarding: DHL Express NSW Operations Agent Enterprise Agreement 2618	E/A
No.	No.	No.	No.	Annualised siduries?
Masters and Guards receive an annual salary which excludes: Overtime paid at a flat hourly rate Penalties for working on Christmas day Workplace assessor/trainer allowances Overtime meal allowance	No. Base + overtime, penalties and allowances (approximately 6 categories of allowances)	No. Base + overtime, penalties and allowances (approximately 6 categories of allowances)	No. Base + overtime, penalties and allowances (approximately 6 categories of allowances)	Aggregation of allowances into hourly pay rate across all grades?
No.	No.	No.	No.	Allowances grouped in variable components or clusters?
Personal leave bonus for employees who take 5 or fewer personal days a year.	No.	 Yes. Individual bonus based on individual performance evaluation. Port bonus based on facility performance 	Yes. Attendance incentive paid as an annual lump sum based on the number of personal leave days taken per year. Participation in productivity bonus scheme, of 0% to 6% of annual wage depending on achievement of 6 KPIs (unspecified)	Specific incentive-based allowances?

Build-up time

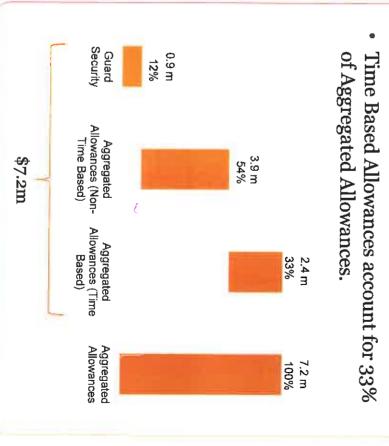
do not). Time Bused Allowances contribute to guarantee. The \$7.2m of Aggregated Allowances includes all ollowances (those contributing to guarantee and those that

Category	PwC Code	Time Based	Amount	Time Has
Cab	Grd Cab Allow per shift	િ	0 4 26 / 5A	Z.
Allowance	Dry Ceb Allow per shift	No.	1 E35 Cd.	Yes
Lift Up Lay	Weekday Lift Up/Lay Back	Yes	306,617	
Back	Sunday Lift Up/Lay Back	Yes	188 633	
	Public Holiday Lift Up/Lay Back 200%	¥es	4.087	
	Public Heliday Lift Up/Lay Back 150%	Yes	7,864	
	Lift Up/Lay Back 200%	Yes	341,734	
	Lift Up/Lay Back 150%	Yes.	395,938	
	Excess Lift Up/Lay Back 200%	Yes	66,178	
	Encess Lift Up/Lay Back 150%	Yes	20.925	
	Call Out Lift Up/Lay Back 175%	Yes	<u>-</u>	
	Call Out Lift Up/Lay Back 125%	Yes	3,452	
Kilometre	Sunday Excess Km 200%	Yes	7,584	
Based	Saturday Excess Km 150%	Yes	7,682	
	Public Hollday Excess Km 200%	Yes	653	
	Public Holiday Excess Km 150%	Yes	34 53 53	
	Excess Kr.) (Weekday	Yes	18, 163	
	Excess Km 200% (Non-Scheduled OT)	Yes	22,489	
	Excess KIN 200%	Yes	176,669	
	Excess Km 750% (Non-Scheduled OT)	SS	1,351	
	Dyoppin Key	Yes	727 427	
	Call Out Evess Km 17585	Yac	104,107	
	Call Out Excess Km 125%	Yes	374	
	209 Kms 150%	∀ee	29.027	
:	209 Kins	No.	504,503	
Call Out	Call Out - Public Holiday 175%	₹	1 524	
2	Call Out - Non Fubile Holiday125%	₹ S	367 029	
Others	XPT Allowance	res	764	
	Passenger	Ύes	1,022	
	No Further Work	Yes	55	
	Meetings	Yes	د. درا درا	
	Log Book	Yes	237,044	
	Fuelling	Yes	184	
	Credit Shifts	Yes	434	
	Barracks Detention	Yes	1,991	
	Altered Working	Yes	36	
1	40 windle Fluscipie	es	7,640	
travel	Synday Havel	Yes	27 482	
	Saturday Trave:	Yang Pangar	34 405	
Security	Guards Security per shift	8	- C-	
		•	1	

Time Based No = \$4.8m

Yes

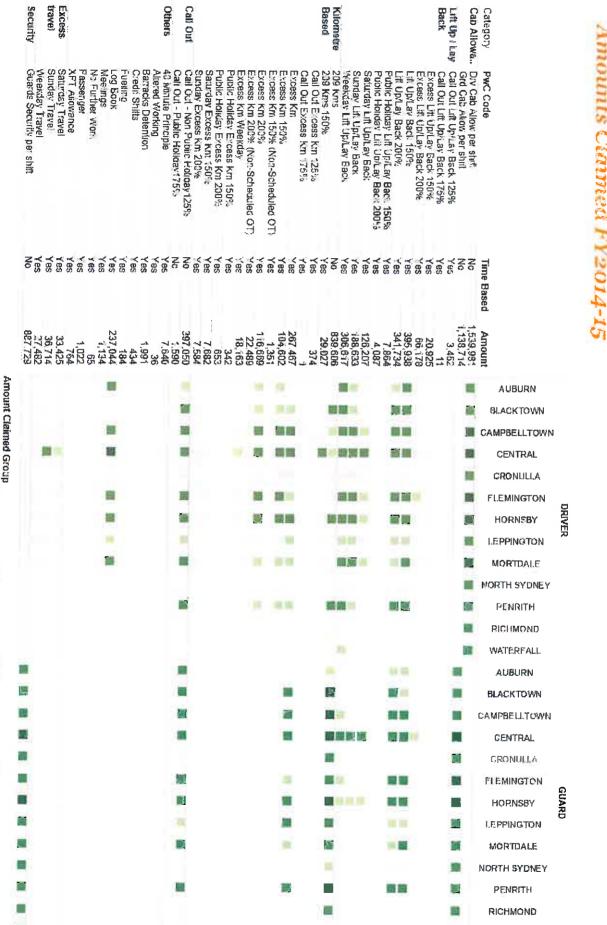
Time Based Yes = \$2.4m



WATERFALL

regated Allowances by Class and Depot

mounts Claimed FY2014-15



1k - 5k

51 - 106

10% - 100k

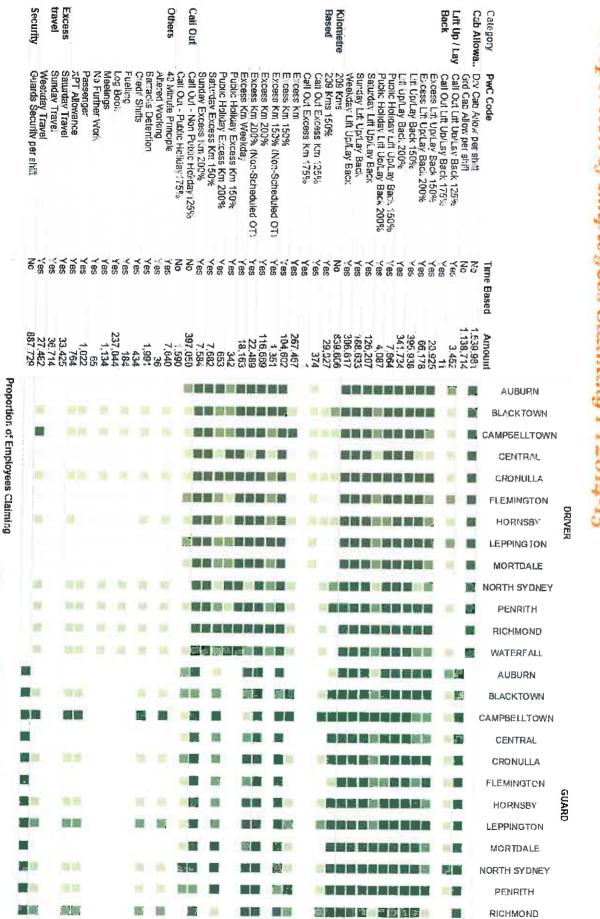
> 100k

Ø

WATERFALL

Aggregated . llowances by Class and Depot

roportion of Employees Claiming Fy2014-15



5% - 50%

50% - 70%

70% - 80%

#A ×60%

5

See separate document for PwC presentation

Index Model

Outline

- In the Index Model each hour is only assessed against one allowance category, and is not eligible for multiple increments. This model is therefore closer to the current allowances structure
- This means that if I work 1 hour on a public holiday, I will be paid 1 hour at the public public holiday shift penalty rate. rate. If I work 1 hour of overtime on a public holiday, I will be paid 1 hour at the higher holiday shift penalty rate. If I work 1 hour of overtime, I will be paid 1 hour at the overtime
- Breaking this down further by each claim type, this means:
- Base Pay and Shift Penalties remain the same as the current pay model.
- Aggregated Allowances are paid for hours worked up to 72 / 80 hours in a fortnight.
- An Emergency rate is paid for hours worked in exceed of 9 hours in a day.
- An Overtime rate is paid for hours worked in excess of 72 / 80 in a fortnight.

Time Based Allowances

By FY2014-15 Amount

Grand Total	Lift Up/Lay Back 150%	Lift Up/Lay Back 200%	Weekday Lift Up/Lay Back	Excess Km	Log Book	Sunday Lift Up/Lay Back	Saturday Lift Up/Lay Back	Excess Km 200%	Excess Km 150%	Excess Lift Up/Lay Back 200%	Sunday Travel	Saturday Travel	209 Kms 150%	Weekday Travel	Excess Km 200% (Non-Scheduled OT)	Excess Lift Up/Lay Back 150%	Excess Km Weekday	Public Holiday Lift Up/Lay Back 150%	Saturday Excess Km 150%	40 Minute Principle	Sunday Excess Km 200%	Public Holiday Lift Up/Lay Back 200%	Call Out Lift Up/Lay Back 125%	Barracks Detention	Excess Km 150% (Non-Scheduled OT)	Meetings	Passenger:	XPT Allowance	Public Holiday Excess Km 200%	Credit Shifts	Cali Out Excess Km 125%	Public Holiday Excess Km 150%	Fuelling	No Further Work	Altered Working	Call Out Lift Up/Lay Back 175%	Call Out Excess Km 175%	PwC Code
2,385,982	395,938	34 734	306,617	267,467	237,044	188,635	126,207	116,669	194,602	65.178	36,714	33,425	29,027	27,482	22,489	20,925	18,163	7,854	7,582	7,640	7,584	4,087	3,452	1,991	1,351	1,134	1,022	764	653	434	374	342	184	65	36		, id	Amount

Average Time Based Allowances per employee

Amount $\frac{1}{2}$ $\frac{2,385,982}{2,244 \times 26} = \41 per employee $\frac{2,244 \times 26}{3} = \41 per fortnight

Number of Employees

Number of Fortnights

PWC

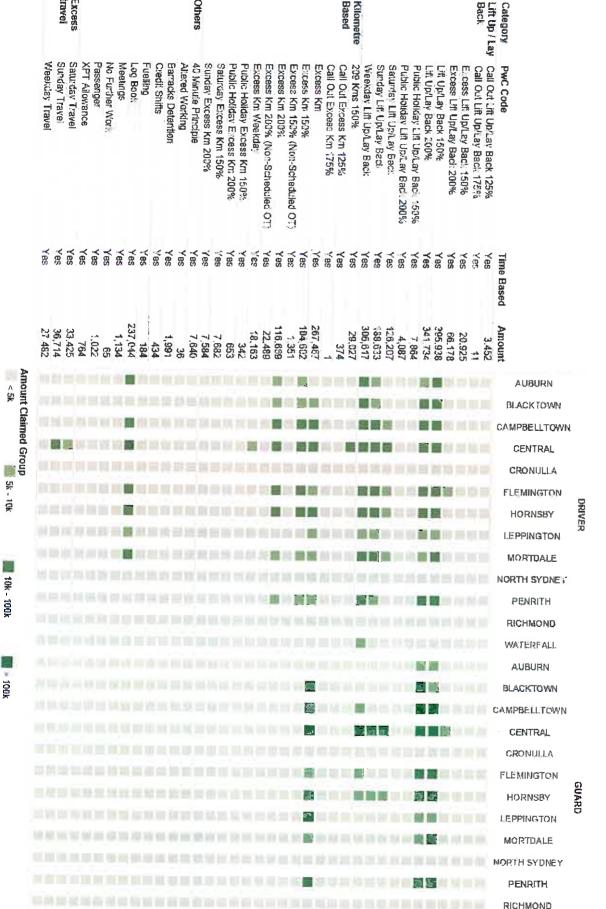
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WATERFALL

ime Based Aggregated Allowances by Class and Depot

Intounts Claimed Freo14-15



Based

Back

travel Excess Others

Meetings, Passenger and Other Aggregated Allowances

Meetings allowance was disaggregated from Earning Code 008 based on paper timesheets

Allo	wances
------	--------

timesheets Passenger allowance was disaggregated from Earning Code 008 based on paper

1,022	Meetings	Not Subject Time 100% M	800
			ò
Amount	Allowances	Description	Earning Code

Other allowances are those applied for transferring employees

11,078	Total Other Allowances		
434	Credit Shifts	Stable Rostering Code	009
65	No Further Work	And the same of	
184	Fuelling		
764	XPT Allowance	Not Subject Time 100% XPT Allowance	008
1,991	Barracks Detention		
7,640	40 Minute Principle		
Amount	Allowances	Description	Earning Code

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