

# CITY OF PLAYFORD ENTERPRISE AGREEMENT 2011

File No. 3390 of 2011

**This Agreement shall come into force on and from 7 September 2011 and have a life for a period until 30 June 2012.**

THE COMMISSION HEREBY APPROVES THIS ENTERPRISE AGREEMENT  
PURSUANT TO SECTION 79 OF THE FAIR WORK ACT 1994.



DATED 7 SEPTEMBER 2011.

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COMMISSION MEMBER



# CITY OF PLAYFORD ENTERPRISE AGREEMENT 2011

## CLAUSE 1 TITLE

This Agreement shall be referred to as the "City of Playford Enterprise Agreement 2011".

## CLAUSE 2 ARRANGEMENT

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### CLAUSE 3 PARTIES BOUND

This Agreement will be binding upon:

3.1 The City of Playford in respect of employees employed pursuant to the South Australian Municipal Salaried Officers Award, the Local Government Employees Award and the Cafes and Restaurants (South Australia) Award excluding:

- Any position that:

is a leadership role

**AND**

the position has a minimum South Australian Municipal Officers Award classification level of G08 or SO3.

Council will provide written advice to employees upon commencement of employment or promotion to a new position about whether or not the position falls within the coverage of the Enterprise Agreement.

3.2 The Australian Municipal, Administrative, Clerical and Services Union.

3.3 The Australian Workers Union, SA Branch.

3.4 The Media, Entertainment and Arts Alliance.

### CLAUSE 4 DEFINITIONS

“**Agency staff**” shall mean staff who are employees of labour hire agencies.

“**Agreement**” shall mean the City of Playford Enterprise Agreement 2011.

“**Award**” shall mean the South Australian Municipal Salaried Officers Award, the Local Government Employees Award and the Cafes and Restaurants (South Australia) Award

“**Competitive Tendering**” shall mean a process where Council requests offers to provide work or supply services from external or internal (Council) service providers. Potential suppliers of goods and services have the right to tender for a contract based on their submitted performance and cost structure.

“**Consultation**” shall mean the sharing of information and the exchange of views between the parties and includes the genuine opportunity for employees to contribute effectively to all decision making processes which may affect them. It provides employees with the opportunity to have their viewpoint heard and taken into account prior to a decision being made.

“**Continuous Improvement**” shall mean the process applied to the ongoing identification, review and implementation of improved work and management practices to enable the delivery of value and quality to our customers through Best Practice.

“**Contracting Out**” shall mean the awarding of a contract to an external body.

“**Council**” shall mean the City of Playford.

“**Internal service providers**” is defined as an employee of Council.

“**Permanent**” for the purposes of describing employment status shall mean an employee who is employed directly by the City of Playford (who is covered by the no forced redundancy provisions of this Agreement).

“**Employer**” shall mean the City of Playford.

**“External service providers”** is defined as an individual or body engaged by the Council to perform work on a piecework basis.

**“New Service” means** a service that is not currently delivered by Council as of the commencement of this agreement on the 1<sup>st</sup> July 2011, excluding those already contracted out.

**“Parties”** shall mean the City of Playford as the employer and the Unions.

**“Salary”** for the purpose of quantum increase shall mean the employee's current rates of pay. For the purpose of Voluntary Separation Packages, “salary” shall mean total income including superannuation payment, use of vehicle, regular overtime and shift penalties, allowances and the like.

**“Union”** shall mean the Australian Municipal, Administrative, Clerical and Services Union known as the Australian Services Union (ASU), the Australian Workers Union (AWU), SA Branch and the Media, Entertainment and Arts Alliance (MEAA).

**“Workplace Representative”** shall mean an ASU member or members elected by the membership of the ASU and/or a AWU member or members elected by members of the AWU and/or a Media, Entertainment and Arts Alliance member or members elected by members of the Media, Entertainment and Arts Alliance, whose role is to effectively represent the interests of members at the workplace.

## **CLAUSE 5 DATE AND PERIOD OF OPERATION**

This Agreement shall take effect from 1 July 2011 (notwithstanding the actual date of approval by the South Australian Industrial Relations Commission) and shall remain in force until 30 June 2012.

## **CLAUSE 6 RELATIONSHIP TO AWARD**

6.1 This Agreement shall in respect to:

- those employees employed pursuant to the Local Government Employees Award be read in conjunction with the terms of the Local Government Employees Award and
- those employees employed pursuant to the South Australian Municipal Salaried Officers Award be read in conjunction with the terms of the South Australian Municipal Salaried Officers Award and
- those employees employed pursuant to the Café and Restaurants (South Australia) Award should be read in conjunction with said Award.
- provided that where there is any inconsistency this Agreement shall prevail to the extent of the inconsistency.

6.2 Council shall not be prevented from entering into fixed term contracts as provided by this Agreement or Hours Agreements as provided for under the Award or any form of local agreement, given force by exchange of letters and pursuant to this Agreement. The terms and conditions of any such arrangement must not fall below the minimum conditions prescribed by ‘this Agreement’.

6.3 The parties agree they will be bound by the terms and conditions in the current South Australian Municipal Salaried Officer’s Award the Local Government Employees Award and the Café and Restaurants (South Australia) Award and the current Long Service Leave Act 1987 as amended or replaced for the life of the agreement. Provided, however, that any Award increases in allowances will be paid by the employer.

6.4 This Agreement supersedes all previous agreements.

## **CLAUSE 7 NO DISADVANTAGE**

This Agreement shall not operate so as to cause any employee to suffer a reduction in remuneration or benefits, as a whole, provided by the employer.

## **CLAUSE 8 AIMS/OBJECTIVES**

- 8.1 To develop and promote the City of Playford as an Employer of Choice.
- 8.2 To encourage and develop a high level of skill, innovation and excellence among staff employed by Council through the provision of training and skills improvement programs.
- 8.3 To ensure strict adherence to relevant Awards, this Agreement, and all other statutory provisions.
- 8.4 To enhance careers and benefits for employees and to provide for improved wages and conditions for employees that is affordable to Council.
- 8.5 To develop an environment where all parties are involved in decision-making processes.
- 8.6 To strive to develop and deliver improved service to the City of Playford community.
- 8.7 To further develop and support a flexible workforce and management structure committed to the continued improvement and success of the City of Playford.
- 8.8 To develop and encourage an enterprise culture with a desire to embrace the changes which will lead to improved competitiveness and ultimately lead to a sustainable level of job security for employees.
- 8.9 To establish an industrial environment that removes artificial demarcations and unreasonably restrictive work and management practices to enable the Council to anticipate and plan for future change.
- 8.10 To recognise the integral role of the WRCC and its representatives in facilitating positive workplace change.
- 8.11 To develop and nurture an inclusive culture within the workplace whilst treating employees as individuals and ensuring that the principal of fairness is upheld to enable organisational and personal goals to be reached.

## **CLAUSE 9 OCCUPATIONAL HEALTH, SAFETY & WELFARE MATTERS**

- 9.1 The parties to this Agreement recognise the benefit to Council and to employees of having injury prevention strategies in place which minimise the human and financial cost of workplace injuries and illness.
- 9.2 The parties are committed to retaining as a minimum, level three (3) performance in accordance with the exempt employer standards.

## **CLAUSE 10 WORKPLACE RELATIONS CONSULTATIVE COMMITTEE (WRCC)**

- 10.1 The parties agree that the Workplace Relations Consultative Committee will operate as the consultative structure for negotiating, reviewing and monitoring enterprise agreements and resolving concerns and/or disputes arising from the operation of this Agreement.
- 10.2 Schedule 5 "City of Playford Workplace Relations Consultative Committee (WRCC) Charter" shall regulate the role and operation of the WRCC. The Charter shall be reviewed at least annually or as required.

## **CLAUSE 11 EMPLOYEE LIAISON FORUM (E.L.F.)**

A sub committee of WRCC titled the Employee Liaison Forum (E.L.F.) shall be established to facilitate the addressing of day to day issues at a local work site level.

- 11.1 E.L.F. shall consist of:  
Those members of the WRCC principal consultative structure as agreed between the parties from time to time and any other agreed persons.
- 11.2 The role of the E.L.F shall be:  
To hear and resolve local work site issues of a day to day nature which would otherwise not be referred to the WRCC principal consultative structure in the first instance;
- 11.3 To refer matters not able to be resolved within the E.L.F. to the WRCC principal consultative structure.

## **CLAUSE 12 WORKPLACE REPRESENTATIVES AND UNION TRAINING**

### **12.1 Recognition by Employer of Workplace Representative Role**

- 12.1.1 Upon written advice from the Union Branch Secretary that one or more members have been appointed as Union Workplace Representatives, the employer shall recognise such person or persons as being accredited by the Union for the following purposes:
- Discussion with other Union members of any matter pertaining to the work they perform or work related issues
  - Discussion with duly accredited full-time officers of the Union on matters referred to above.
- 12.1.2 For the purpose of carrying out the functions under sub-clause 1.1 above. Union Workplace Representative(s) shall be permitted to devote a reasonable amount of time to discussion of employment related matters with duly accredited full-time officers of the Union and union members at the establishment at which they are Union Workplace Representatives and when so authorised by the Branch Secretary, a reasonable amount of time to discuss with more senior personnel at the establishment, matters raised by members affecting their employment at that establishment.
- 12.1.3 To assist the Workplace Representative(s) to successfully fulfil the role, the employer shall communicate matters affecting the worksite to them and will provide reasonable facilities to enable the Workplace Representative(s) to carry out the role, including freedom of movement, access to telephones, access to e-mail providing that standard protocols and any standard Council policies are observed, interview rooms and a secure place to keep union information.

### **12.2 Leave Entitlement for Union Committees**

An employee who is a member of a Union Committee or Committees may be granted special leave with full pay for attendance at meetings called in accordance with the Union rules, provided that such leave does not exceed thirty (30) hours per annum.

### **12.3. Union Training**

Subject to the following conditions Workplace Representatives shall be entitled to ten (10) days per annum paid training leave conducted or approved by the Union, or a greater number of days by mutual agreement of the parties, provided that:

- Where practicable, not less than three (3) weeks notice is given to the employer of the date of the course.

- The employer is able to make adequate staffing arrangements during the period of such leave.
- In cases where the annual allocation of leave has been exhausted and there is a substantial reason why a Workplace Representative should attend a particular trade union training course, the Union may apply to the Council for special paid trade union training leave covering the officer's attendance.

#### **12.4. Leave to count as service**

Leave granted under this clause shall be included as service for the purpose of recreation, sick and long service leave and entitlements under the Award.

### **CLAUSE 13 CONSULTATION**

13.1 Good human resource management is based upon effective and continuous consultation between all parties. Effective and positive consultation is based upon a well-developed, honest and open communication strategy that involves a systematic approach to communication.

13.2 To ensure good communication practices are maintained Council will ensure honest and open disclosure, accessibility and participation at all levels of the organisation and prompt dissemination of all information.

13.3 Communication strategies will be reviewed by the WRCC at least annually or as required.

### **CLAUSE 14 INTRODUCTION OF CHANGE**

14.1 Management will consult at an early stage with employees who may be significantly affected by the introduction of change.

14.2 Management shall consider practical ways of mitigating the adverse affects of the change on employees through discussions involving the employees and the Union. Without limiting the range of options for consideration the discussions may cover transferring to alternative (available) work and re-training. Agreed training shall be made available to assist in the redeployment of employees to a changed position.

### **CLAUSE 15 EMPLOYEE ASSISTANCE SCHEME**

Council is committed to the continuation of the Employee Assistance Scheme by providing both on and off site counselling services to employees for the life of this Agreement.

### **CLAUSE 16 WORK AND LIFE BALANCE**

16.1 Council is supportive of balancing family responsibilities and personal life with work demands and implementing flexible systems which minimise potential conflict between the two.

16.2 The parties recognise the needs of employees with family responsibilities and their right to address those responsibilities without conflict between their employment and their family responsibilities. The parties can enter into negotiations to determine and implement any measures which may assist employees with balancing work and life. These may include but not be limited to; job sharing, flexible working hours, personal and carers leave, purchase leave and parental leave.

## **CLAUSE 17 JOB SHARING/PART TIME EMPLOYMENT**

- 17.1 All employees are eligible to apply to job share or to work on a part time basis.
- 17.2 Council will consider all applications on their merits taking into account operational arrangements and practicalities.
- 17.3 Part time employees may increase their hours of work to a maximum of seventy-six (76) hours per fortnight without incurring overtime rates. Such increase in hours shall be at the direct request of the relevant manager.
- 17.4 Part time employees who may be requested and/or directed to work more than their regular hours may alternatively choose to be paid or accrue flexi time to be taken at a time which is mutually agreed with their manager.
- 17.5 Part time employees may go into credit for flexi time on a pro-rata basis. Management of the accrued bank credit and debit will be consistent with conditions pertaining to both ASU and AWU as defined in Specific Matters.
- 17.6 The parties through the WRCC may investigate and report on innovative or successful workplace practices that have the effect of increasing the number of part time employees in positions other than lower classified positions.
- 17.7 Part time employees shall receive their yearly increments on the anniversary date of their employment.

## **CLAUSE 18 LEAVE PROVISIONS**

### **18.1 ANNUAL LEAVE**

- Full-time staff members shall be entitled to twenty (20) working days recreation leave per annum. Part-time staff members will be entitled to leave on pro rata basis.
- Council will implement leave management plans to encourage staff to take their annual leave as soon as possible in the year following its accrual. Annual leave shall normally be taken under mutually agreed arrangements. The conditions relating to leave management will be in accordance with the City of Playford's Leave and Absences Policy and Guidelines (as amended or replaced).

### **18.2. LEAVE LOADING**

All permanent and fixed-term contract staff members, subject to this Agreement, shall be entitled to a annual leave loading payment equal to 17-1/2 percent of salary for the period of leave accrued.

### **18.3 LONG SERVICE LEAVE**

- Council will implement long service leave management plans to encourage staff to take their long service leave as soon as possible in the year following its accrual. Long service leave shall normally be taken under mutually agreed arrangements.
- The conditions relating to Long Service Leave will be in accordance with the City of Playford's Leave and Absences Policy and Guidelines (as amended or replaced) and the [South Australia Long Service Leave Act 1987](#)(as amended or replaced).

#### 18.4 SPECIAL LEAVE WITH PAY

Leave with pay of up to fifteen (15) days over a two year period, may be granted by the line Group Manager in the event of extreme misfortune to the employee.

Typical events which may qualify an employee for such leave include:

- Employees unable to return from either interstate or overseas due to natural or man made disasters thereby preventing them returning to work or:
- Employee travelling either interstate or overseas who may have been or are exposed to a health pandemic such as bird or swine flu. It may be required that returning staff complete home quarantine for a period equivalent to the estimated incubation period of the virus—this could be up to one week depending on the virus type.

Description	Maximum periods which may be granted to a staff member in a calendar year.
Blood Donation	2 hours per visit (maximum of 4 visits per year)
Jury Service	as required by the Sheriff
Military Leave	fourteen (14) days
Staff participation in Community Service Organisations	10 - 20 working days per 2 calendar years

#### 18.5. PURCHASED LEAVE

- 18.5.1 Staff may choose to purchase additional leave through a reduction in salary. The staff member's annual salary, reduced in proportion to the leave purchased, is spread evenly across the year on a fortnightly basis, leave accruals are not impacted by a purchased leave arrangement.
- 18.5.2 The period of purchased leave will not attract a leave-loading payment.
- 18.5.3 The staff member and their Manager will draft a plan to ensure that the staff member's workload is managed during the period of leave purchased.
- 18.5.4 The type of purchased leave arrangement allows staff up to an additional four (4) weeks leave within a twelve (12) month period, in return for a reduction in their annual salary. The salary is averaged over the year (52 weeks) to allow the staff member to be paid during the extra weeks leave.

Weeks worked per Year	Number of weeks additional leave	Percentage deducted from salary
51/52	1	1.92%
50/52	2	3.85%
49/52	3	5.77%
48/52	4	7.69%

- 18.5.5 Participation in a purchase leave arrangement is for a period of one (1) year and is to be renegotiated with the staff member's Manager annually (usually at the beginning of the financial year).
- 18.5.6 Where a staff member, for reasons beyond his/her control, is unable to take the purchased leave within the agreed period, the staff member will not forfeit the purchased

leave but seek to have the leave deferred to be taken at a later stage. If the Manager and the staff member agree that such purchased leave cannot be deferred, and there is no operational obstacle to the staff member resuming duty (e.g. no replacement staff has been engaged), the leave will be paid out and an adjustment made to leave accrued.

- 18.5.7 Staff are encouraged to obtain information about the effect upon, and options for, superannuation entitlements from the Australian Taxation Office and the City of Playford Leave and Absences Policy (as amended or replaced) before entering into this arrangement.

#### 18.6 SPECIAL LEAVE WITHOUT PAY

Special leave without pay may only be granted where a staff member makes a formal application and the Manager determines that the circumstances of any particular application warrant granting special leave without pay so long as such use is consistent with City of Playford Leave and Absences Policy and Guidelines (as amended or replaced).

Description	Maximum periods which may be granted to a staff member.
Carer's Leave	Up to four (4) years leave
Cultural Leave	As required
Child Rearing Leave	Up to one (1) years leave
Professional Development Leave	Up to one (1) years leave
Special Leave without Pay	Up to three (3) months leave
Summons to attend Court	As required by Sherriff

#### 18.7 CASUAL EMPLOYEES ACCESS TO UNPAID PARENTAL LEAVE

A casual employee shall be entitled to the provisions for unpaid parental leave prescribed within the Award subject to having been employed by Council on a regular and systematic basis for several periods of employment or on a regular and systematic basis for a ongoing period of employment during a period of at least 12 months

#### 18.8 PERSONAL LEAVE

Council will allow the use of all leave currently available to employees as defined in the Award, to be used for family and personal leave purposes. That is, the current 12 days (91.2 hours) per annum entitlement (inclusive of 2 days (15.2 hours) bereavement and 10 days (76 hours) sick leave entitlements) may be used in any manner deemed appropriate by the employee to meet personal and family needs so long as such use is consistent with City of Playford Leave and Absences Policy and Guidelines in place at the time of certification of this Agreement (as amend or replaced).

#### CLAUSE 19 PAID PARENTAL LEAVE

- 19.1 In addition to any Federal entitlements, any full-time, part-time, permanent and fixed-term contract female staff, who produces documentation by a legally qualified medical practitioner to Council specifying the expected date of delivery, shall be granted maternity leave on full or pro-rata pay for part time staff for a period of twelve weeks so long as such application is consistent with the Award and the City of Playford Leave and Absences Policy and Guidelines (as amended or replaced).

- 19.2 The employee shall have a total of one year continuous service with the City of Playford at the time of taking the leave.

## **CLAUSE 20 PAID PATERNITY LEAVE**

- 20.1 In addition to any Federal entitlements , any full-time, part-time, permanent and fixed-term contract staff, who produces to Council a certificate of a legally qualified medical practitioner which names the employees partner, states that she is pregnant and specifying the expected date of delivery, shall be granted paternity leave on full pay or pro-rata pay for part time staff for a period of two weeks so long as such application is consistent with the Award and the City of Playford Leave and Absences Policy and Guidelines (as amended or replaced).
- 20.2 The employee shall have a total of one year continuous service with the City of Playford at the time of taking the leave.

## **CLAUSE 21 PAID ADOPTION LEAVE**

In addition to any Federal entitlements ,all full-time and part-time permanent and fixed-term contract staff who submits evidence to the satisfaction of Council that they are an approved applicant for the adoption of a child and will be the primary caregiver, shall be granted adoption leave on full pay or pro-rata pay for part time staff for a continuous period of 12 weeks commencing from the date of placement of the child with the employee, so long as such application is consistent with the Award and the City of Playford Leave and Absences Policy and Guidelines (as amended or replaced).

## **CLAUSE 22 FIXED TERM CONTRACTS**

### **22.1 Application of Fixed Term Contracts**

Council may only offer fixed term contracts of employment under the following circumstances:

- For positions which are funded from an external body.
- For positions which are funded through the Council Plan project funding.
- For positions which are engaged to provide backfill for staff on leave, including maternity leave, paternity leave, long service leave, Workers Compensation or Income Protection.

### **22.2 Fixed Term Contract Conditions**

- 22.2.1 Fixed term employment contracts offered under this clause shall not contain provisions less favourable than this Agreement.
- 22.2.2 A fixed term contract offered by council shall be for no less than 3 months and no more than 5 years.
- 22.2.3 The incumbent may terminate the contract by:
- in respect of employees employed pursuant to the South Australian Municipal Salaried Officers Award, the giving of a minimum of 4 weeks notice
  - in respect of employees employed pursuant to the Local Government Employees Award the giving of a minimum of 2 weeks notice
- 22.2.4 For contracts with a duration of 2 years or greater the Council shall give the incumbent 3 months notice (where appropriate) of its intention not to renew the contract and the grounds on which the decision was made.
- 22.2.5 Where Council Management has resolved to continue with the same or substantially similar position for a further fixed term, or where additional funding from an external body is provided, then the incumbent shall be provided with the opportunity to renew or extend the contract subject to having performed their duties satisfactorily within their job description and Council's Performance Development and Management Policy and

Guidelines process as outlined in the above policy at the time of signing the current contract.

22.2.6 Where Council Management decides to create a permanent position from a position that was previously a fixed term contract position, the incumbent shall have the same opportunity as permanent employees in applying for the position.

22.2.7 Prior to signing any fixed term contract the successful applicant will be afforded the opportunity to take advice from the Union or other parties of their choice about the terms of the proposed contract.

22.2.8 Where a permanent employee is successful in obtaining an internal position advertised as a fixed term contract, the employee shall not lose their permanent tenure. Where this occurs the employee shall be regarded as being appointed to the new position for the period for which the fixed term contract was offered. If the employee does not continue in the new position beyond the period for which it is offered, a position of the same classification as the substantive position will be offered.

For the purposes of this clause "substantive position" shall mean the position held by the employee immediately prior to the fixed term contract position and excludes any acting role.

The above provision shall not reduce an employee's entitlement under Clause 5.4.1 of the Local Government Employees Award.

### **22.3 Ongoing Treatment of Fixed Term Contract Positions**

22.3.1 An employee engaged in the same position pursuant to a series of consecutive fixed term contracts for a total period of 7 years shall, subject to having achieved satisfactory performance, be regarded as being employed on an permanent tenure basis. The commencement date for the purposes of calculating attainment of 7 years shall be 1 July 1999.

22.3.2 Fixed term contract positions that are subject to external or project funding have particular requirements that may prevent consideration under the above principles.

### **CLAUSE 23 SERVICE DELIVERY**

Council is committed during the life of this Agreement to maintaining efficient and effective operations that deliver quality and cost effective outcomes to the ratepayers of the city.

23.1 Council will continue to use a predominance of internal service providers where they continue to provide a high level of efficiency and cost effectiveness.

23.2 Council will invest in appropriate skill development, systems and equipment to ensure its workforce is competitive.

23.3 Council will determine the types and levels of services it will provide by undertaking research into the needs of the community and after having regard to its capacity to pay.

23.4 The use of contract labour is recognised as a legitimate way of managing the ongoing challenges of a growth Council in the delivery of services to an expanding community whilst also maintaining a committed and efficient workforce.

23.5 Council may determine from time to time to utilise external service providers where any of the following criteria is met;

- Specialised and/or highly technical tasks for which the Council does not have the necessary equipment, resources or expertise.

- Seasonal or short term work when employment of additional permanent employees cannot be justified (recognising that the relevant Awards and this Agreement allow for the use of fixed term, casual and Agency employees)
- Large or labour intensive services where the Council is unable to apply the required equipment or resources without adversely affecting existing services or operations.
- For the delivery of new services where it would be more efficient and cost effective to do so, whilst maintaining legislated safety standards and comparable levels of service.

23.6 Council will only contract out other operations or services not identified in clause 23.5 above, with consultation and input from union representatives. This will be undertaken in a timely manner to ensure contracts will only be awarded when agreement has been reached by the parties involved. A sub committee will be formed to discuss and make a recommendation on the contracting out of services to the WRCC. This will be comprised of the:

Relevant Manager of the work area,  
Workplace Union Representative of the relevant union,  
Contracts Officer,

If a recommendation cannot be agreed then the matter will be referred to WRCC which shall deal with it in a timely manner. WRCC's role is to reach agreement on the proposal and ensure contracts are only undertaken following such agreement, based on the principles of trust, fairness and equity.

23.7 Council commits to no net job losses directly related to contracting out of operations or services delivered by council.

#### **CLAUSE 24 NOTICE BOARD**

The employer shall provide a Notice Board for the purposes of posting employee information and newsletters in a prominent and accessible place at each work site.

#### **CLAUSE 25 PERSONNEL RECORDS**

Council shall keep personnel files for each staff member and a staff member shall have access to his/her file for perusal at a mutually agreed time during working hours. Conditions relating to Personnel Records will be in accordance with the City of Playford's Personnel Files Policy (as amended or replaced).

#### **CLAUSE 26 MONITORING OF WORKFORCE EMPLOYMENT STATUS**

- 26.1 All members of the WRCC shall be provided on a monthly basis or as otherwise determined by the WRCC with information regarding any changes or proposed changes to the number of staff employed by Council.
- 26.2 All members of the WRCC shall be provided on an annual basis a copy of the salary register as per the Local Government Act.
- 26.3 Unless otherwise specified by the WRCC all information provided under this clause shall be confidential except for aggregate information such as totals.

#### **CLAUSE 27 EMPLOYEE PERFORMANCE MANAGEMENT**

- 27.1 The "City of Playford Performance Development and Management Policy and Guidelines" shall continue to apply during the life of this Agreement.
- 27.2 Changes to the "City of Playford Performance Development and Management Policy and Guidelines" shall only be made in consultation with the parties to this Agreement.

## **CLAUSE 28 GRIEVANCE & DISPUTE RESOLUTION PROCEDURE**

- 28.1 The parties to this Agreement acknowledge that effective communication plays a vital role in the prevention of grievances and industrial disputation.
- 28.2 The parties are committed to attempting to resolve any issues or conflict using informal means in the first instance and therefore employees should where possible seek to resolve such matters with their most immediate supervisor before the formal procedures prescribed within clause 28.6, procedure, of this clause are used.
- 28.3 Of critical importance is the need to maintain high quality customer service and to resolve matters as expediently as possible, therefore work will continue without stoppage, the imposition of bans, limitations or restrictions except in the case of genuine occupational health and safety issues as per the SA Occupational Health and Safety and Welfare Act of 1986, as amended or replaced.
- 28.4 To this end, every attempt will be made by the parties to resolve the dispute within five (5) working days from the date of notification of the initial dispute.
- 28.5 This procedure is not appropriate for the settlement of EEO/Sexual Harassment or Bullying grievances. Issues of this nature are to be dealt with using the City of Playford Policies and Procedures relevant to these issues.

## **6 PROCEDURE**

Employees are committed where possible to resolving any issues or conflict by using informal means in the first instance and therefore should where possible seek to resolve such matters themselves and without representation as described in Level One of the procedure below.

Each procedure has three levels. Time limits are set at each level to ensure speedy resolution of issues, and processes must be completed within these time limits unless the parties to the grievance or dispute agree otherwise.

### ***Level One***

Where a staff member wishes to raise a grievance or dispute the staff member shall, in the first instance, raise the matter verbally with the person who has undertaken the action causing the grievance or dispute (the respondent). This must be done within 2 working days of the decision being communicated or the action occurring.

The respondent shall attempt to resolve the matter and make a full verbal or written response to the staff member no later than 2 working days from when the matter was first raised.

### ***Level Two***

If the matter remains unresolved, the staff member should approach their relevant line Manager about the grievance or dispute. At this level staff representation can be sought.

Resolution or referral shall occur within 2 working days.

Parties to the grievance or dispute must be given access to all relevant information and documentation, excepting material that is exempt under Freedom of Information (FOI) legislation.

### **Level Three**

If the matter is not resolved at Level 2 or if the matter has been referred to level 3 by the staff member/ Group/General Manager or Team Manager People Services the staff member may consider escalating their complaint to either Level 3 grievance or Level 3 dispute stage as described in the Grievance and Dispute Policy.

The preceding procedure does not preclude the right of any of the parties to referring at any time, any matter to the South Australian Industrial Relations Commission or the Human Rights and Equal Opportunity Commission for conciliation, and if necessary arbitration.

### **CLAUSE 29 EQUAL EMPLOYMENT OPPORTUNITY**

29.1 The Parties are committed to Equal Employment Opportunity (EEO) principles in establishing, and maintaining practices that ensure fairness and equity for all employees. All processes and strategies implemented in accordance with the Agreement will be within the parameters of the South Australian Equal Opportunities Act.

29.2 This Agreement recognises all types of relationships (including same sex) and is not confined to the traditional wife/husband partnership.

### **CLAUSE 30 RECRUITMENT**

The City of Playford requires recruitment and selection for all staff to be carried out in accordance with equal opportunity legislation and for appointments to be made on the basis of merit. All recruitment and selection processes must therefore be based on a proper assessment of merit and abilities in relation to the selection criteria of the vacant position. Appointments must not be made on the basis of nepotism or patronage. The conditions relating to Council Recruitment and Selection procedures will be in accordance with the City of Playford's Recruitment and Selection Policy and Guidelines.

### **CLAUSE 31 TRAINING AND DEVELOPMENT**

31.1 The parties recognise that there is a need to continually develop and maintain adequate and relevant training and development throughout all levels within the Organisation.

31.2 Council is committed to the ongoing training of all employees and to enhancing the skills of all employees by providing the development of:

#### **31.2.1 Corporate Programmes**

These programmes may include, but not be limited to, the broad strategic and organisational needs of Council, Benchmarking and Performance indicators, Leadership Skills, Access and Equity, Information Technology, Equal Employment Opportunity (EEO), OHS&W and Customer Service.

#### **31.2.2 Skills Development**

These programmes shall relate to the changing needs of Council in order to bring benefits to Council in improved productivity and efficiency and may provide improved career options for employees.

31.3 Managers shall receive support and training to enable them to identify skills required of their employees in order to plan and coordinate the appropriate training responses.

- 31.4 Individual training analysis shall be undertaken in consultation with the relevant employee and a copy of the annual performance plan will be given to the employee.
- 31.5 The overall training plan for the organisation should be congruent with the strategic and organisational needs of Council and where possible identify timeframes for implementation.
- 31.6 Council will further develop the City of Playford Training and Development Plan to ensure clear linkages and appropriate levels of integration between the Performance Development and Management Policy and Guidelines process and employee training and development processes.
- 31.7 Council will ensure that all employees have a fair and equitable chance to attend training programmes based on strategic and corporate objectives, outcomes of the Training and Development Plan and Performance Development and Management Policy and Guidelines process.

## **CLAUSE 32 VOLUNTEERS: RECRUITMENT / CAREER PATH DEVELOPMENT**

- 32.1 The City of Playford values the contribution volunteers make to the organisation and the community. To facilitate and support the development of career pathway opportunities for active volunteers the following provisions shall apply to vacant positions at Level 5 and below covered by the South Australian Municipal and Salaried Officers Award:
- 32.2 Positions will be offered internally in the first instance and eligible staff, including active volunteers will be provided with a minimum of 5 days to apply.

## **CLAUSE 33 SUPERANNUATION**

Where Council is required by legislation and so decides to offer a choice of superannuation providers, the parties shall reach agreement on those superannuation providers to be included as choices available to employees. For the duration of this agreement the Local Government Superannuation Fund is to remain the fund of choice.

## **CLAUSE 34 SALARY SACRIFICE**

Benefits outlined in the City of Playford Salary Sacrifice Policy and Guidelines include:

1. Superannuation
2. Vehicle- novated lease

As salary sacrifice is a complex matter, it is the employee's responsibility to seek advice and fully understand the policy, guidelines and all implications (including taxation) of the salary sacrifice before seeking to enter into this arrangement.

## **CLAUSE 35 RETRAINING, REDEPLOYMENT & VOLUNTARY REDUNDANCY**

### **35.1. Employment Security**

- 35.1.1 The parties acknowledge that there will be times when employees may become under-utilised as a result of workplace changes. In these instances, natural attrition, redeployment and as a last option, voluntary redundancies will be the only means of adjustment in those situations where positions are no longer required.
- 35.1.2 For the life of this Agreement, no forced redundancies will take effect.
- 35.1.3 Casual employees and employees on fixed term contracts (who don't have permanent tenure subject to Clause 22 (subclause 22.2.8 of this Agreement) are not covered by this clause nor Schedule 4 of this Agreement.

## **35.2. Under-utilised Employee**

35.2.1 An employee may become “under-utilised” where one or more of the following occurs:

- Discontinued functions
- Discontinued operations or activities
- Amalgamation of functions, operations or activities
- There are more employees than is necessary for the efficient and economical working of the Group or Team.
- Introduction of technological change which will displace functions, operations or activities
- Structural change, including but not limited to, workplace change and/or restructuring.

## **35.3. Consultation**

35.3.1 Where Council intends to implement change that may have a significant effect on employment numbers or result in possible identification of under-utilised employees, management will consult with affected employees and their representatives.

35.3.2 Consultations will take place as soon as practicable following a decision to invoke the provisions of this clause.

## **35.4. Redeployment**

35.4.1 The Council will make all reasonable efforts, including retraining, to redeploy employees who have been identified as under-utilised, provided that such redeployment has been identified as available.

35.4.2 Schedule 4 ‘Redeployment Process’, sets out the application of the redeployment process.

## **35.5. Redundancy**

35.5.1 A ‘redundancy’ will be identified only after all reasonable effort has been made to redeploy an under-utilised employee utilising the Redeployment Process set out under Schedule 4 and no suitable position is available.

35.5.2 Where a determination is made that a redundancy exists Council may elect to offer a voluntary separation (severance) package to the affected employee. Employees are under no obligation to accept an offer.

35.5.3 Where the affected employee has indicated no interest in a voluntary separation (severance) package, consideration shall be given to expanding the field of employees who may be offered such a package.

## **35.6. Voluntary Separation (Severance) Package**

35.6.1 An employee who agrees to take a voluntary separation package as a result of a redundancy shall be entitled to the following amount of severance pay in respect to a continuous period of service:

- Equivalent of 10 weeks remuneration

- Three (3) weeks pay for each completed year of service
- \$2,000 outplacement fee (paid to the service provider).
- Pro-rata Long Service Leave when five (5) years of service has been attained.

35.6.2 An equivalent net workforce reduction must be achieved for each voluntary separation package, which arises out of a bona fide redundancy.

### **35.7. Re-Employment**

35.7.1 An employee, who has taken a voluntary separation package under the provisions of this clause, shall not be re-hired or re-employed in any direct or indirect capacity for a period of two (2) years from the date of separation from the Council.

Staff in Leadership positions are to ensure that when using employment agencies to engage staff for any purpose, it must be specified that the requirement is for staff who have not accepted a voluntary separation package funded by Council in the last two (2) years.

## **CLAUSE 36 SALARY INCREASES**

The following increases shall be applied to current rates of pay shown at Schedule 6:

36.1. Effective from the first full pay period occurring on or after 1 July 2011 an increase of 4% will be applied to all employees covered by this agreement.

With:

- Commitment to productivity / Service improvements during the life of the agreement
- Staff and management to develop and implement a model to address backfill opportunities with flexibility of staff moving across and within teams.
- To review and improve the 'Management of Change Policy' to include frameworks for managing change for under utilised staff, redeployment and redistribution of staff.
- To enable the Council to anticipate and plan for future change by developing and implementing workforce planning strategies.
- Retain continuity of employment for existing staff and reserve the ability to engage discretionary contract labour for a range of council services as per clause 23.
- Continuing commitment to productivity / Service improvements during the life of the agreement.
- Multi-skilling to support a flexible workforce
- Implementation of performance management framework to include clear measurements
- Commitment to adopting best practice methods

## **CLAUSE 37 SICKNESS AND ACCIDENT INSURANCE**

37.1 The City of Playford will provide and administer at no cost to employees income protection insurance through the Local Government Risk Services for the life of this Agreement.

37.2 The existing insurance cover shall continue to apply for the life of this Agreement.

37.3 The parties agree to review the suitability of the insurance cover provided should it be considered this is not meeting the needs of the parties. Any agreed outcome from the review will be given effect by a certified variation to this Agreement.

#### **CLAUSE 38 NO FURTHER CLAIMS**

This Agreement provides for no further wage or salary increases during its period of operation, including increases from sources such as Award variations or decisions of the Commission other than increases that are consistent with this Agreement.

#### **CLAUSE 39 REVIEW OF AGREEMENT AND COMMITMENT TO COLLECTIVE BARGAINING**

39.1 Prior to 30 September 2011 a review of the industrial agreement options will be undertaken in conjunction with the workforce.

If a need is identified for a new industrial agreement a negotiation model will be agreed with the workforce by 31<sup>st</sup> October 2011.

During the life of this Agreement, Council undertakes to bargain collectively with its employees through the Unions and other staff as required in respect of the Council's new and existing employees whose terms and conditions have been covered by the Award.

Negotiations for a new Enterprise Agreement will commence no later than November 2011.

**CLAUSE 40 SIGNATORIES**

Signed for and on behalf of:

***The City of Playford Council***

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness

On this \_\_\_\_\_ day of \_\_\_\_\_ 2011

***Australian Services Union:***

\_\_\_\_\_  
Branch Secretary

\_\_\_\_\_  
Witness

On this \_\_\_\_\_ day of \_\_\_\_\_ 2011

***Australian Workers Union:***

\_\_\_\_\_  
State Secretary

\_\_\_\_\_  
Witness

On this \_\_\_\_\_ day of \_\_\_\_\_ 2011

***Media, Entertainment and Arts Alliance:***

\_\_\_\_\_  
State Secretary

\_\_\_\_\_  
Witness

On this \_\_\_\_\_ day of \_\_\_\_\_ 2011

**ASU SPECIFIC MATTERS**

**CLAUSE 1 APPLICATION**

The following matters shall be applied only in relation to those employees employed pursuant to the South Australian and Municipal Salaried Officers Award.

**CLAUSE 2 ARRANGEMENT**

<b>Subject Matter</b>	<b>Clause No.</b>
Application	1
Arrangement	2
Flexible Working Arrangements	3
Casual Employment	4
Salary Rates	Schedule 6

**CLAUSE 3 FLEXIBLE WORKING ARRANGEMENTS**

The hours worked by employees should reflect the need to provide increased flexibility, increased accessibility and responsiveness in the delivery of service. The business needs of the Council should therefore determine the hours of operation and may affect the working hours of employees.

To ensure continuous improvement and to enhance customer service the following provisions will apply:

**A Spread of Hours**

1. Standard hours for each fortnight will be 76 hours for full time employees.
2. The span of working hours shall be 6.30am to 7pm Monday to Friday inclusive.
3. An employee may be required and/or directed to work up to nine (9) hours on any day as per subclause A.2 above without attracting overtime or any other penalty payment, provided that no more than ninety (90) hours are worked in a fortnight period. Where it is agreed that more than ninety (90) hours will be worked in a fortnight, all hours in excess of ninety (90) must be paid at double time. The employee may elect to take TOIL at the appropriate rate.
  - 3.1 In circumstances where an employee is directed, the Manager will provide a minimum of 24 hours notice to the employee. The requirement to work up to nine (9) hours must be in the genuine interest of work demands. Any directed work by the Manager that does not have 24 hours minimum notice after a standard 7.6 hour day will attract the appropriate penalty rate. The relevant Manager will consult with the affected employee and/or workgroup in these circumstances. The workgroup and/or employee will be provided with the opportunity to arrange suitable alternatives to complete the task.
  - 3.2 Directive capacity shall not be used to make permanent changes to an employee's normal working hours/arrangements. Nothing in this Clause shall prohibit the parties from mutually agreeing to any changes to employee's normal working arrangements.
4. Only where the relevant Manager has given prior written approval will a nine (9) day fortnight, nineteen (19) day month or other suitable rostered arrangements be made, with the following provision applying:

- 4.1 The workforce recognises that suitable rostered arrangements, as above, may not be agreed to by the Manager where the arrangement makes the achievement of business needs unattainable.
  - 4.2 Notwithstanding the above, Management will not unduly withhold agreement where it can not be demonstrated that the arrangement has a significant adverse effect on attaining the organisation's business needs.
  - 4.3 The Grievance and Dispute Resolution Procedure is to be utilised where the parties are unable to reach agreement.
  - 4.4 Where suitable rostered arrangements have been documented and authorised, the employees rostered day off will be rostered over the appropriate work cycle to ensure maximum flexibility and the most suitable employees with the opportunity to take either a Monday or Friday off.
5. Ordinary hours worked between 76 hours and 90 hours per fortnight (as per above) shall be credited to the employee to be taken off at a time mutually agreed between the relevant Manager and the employee.
  6. Where an employee seeks to work more than 90 hours per fortnight, the relevant Manager must provide written approval for this to occur. All such time accrued will be calculated at ordinary time and will be credited to the employee to be taken off at a time mutually agreed between the relevant Manager and the employee.
  7. An employee can accumulate (as credit time) no more than 38 hours at any given time, unless the relevant Manager has provided the employee (and copied to payroll) written approval to do so.
  8. Where an employee has accrued more than 38 hrs and agreement cannot be reached, as outlined in subclause A.6 and subclause A.7 above, the relevant Manager can direct the employee to take as leave those hours accrued beyond 38 hours, so long as it is taken in multiples of single day periods and not less than one week's notice has been given. For the purposes of this clause, any credit time that has been agreed to be taken in writing, in advance, shall be deemed to have been taken for the purposes of exercising directive power in this clause.
  9. An employee can go into debit of no more than thirty-eight (38) hours unless prior written approval has been provided by the relevant Manager. Where an employee has gone into debit they will be advised of the extent of their debit. Any debits not cleared by the 1 July or 1 January (whichever is the later) the employee will be required to pay the equivalent sum to the employer by way of deduction from pay or paid leave unless alternative arrangements have been mutually agreed to in writing.

## **B Annualised Salary Arrangements**

1. An employee whose job requires regular out of normal hours work may enter into annualised salary agreements to compensate for that work. Such arrangements shall be documented, signed by the parties and the employee shall be given the opportunity to seek advice from the Union or any other party of their choice. Where these arrangements are made, the conditions outlined in subclause A are not applicable.
2. Such annualised salary arrangements shall be deemed to be compensation in lieu of all entitlements to leave loading, overtime, time off in lieu arrangements (including RDO's), weekend or public holiday penalty rates and any other like payments, including attendance at meetings or functions outside the Council's usual office hours.

**C Tea and Meal Breaks**

1. A staff member is entitled to short paid breaks that total 15 minutes per working day, taken at a time convenient to the work area. Breaks from work can not be traded off against work time i.e. the staff member cannot leave work 15 minutes earlier
2. Employees shall be entitled to meal breaks in accordance with the Award.
3. Meal allowance, where applicable, shall be paid at \$10 per meal and shall only apply where an employee has not had 24 hours notice that they will be required to work hours that entitle a meal allowance.

**CLAUSE 4 CASUAL EMPLOYMENT**

The Award provision is increased from 800 hours per year to 1000 hours.

**AWU SPECIFIC MATTERS**

**CLAUSE 1 APPLICATION**

The following matters shall be applied only in relation to those employees employed pursuant to the Local Government Employees Award as it stands at 1 July 2011.

**CLAUSE 2 ARRANGEMENT**

<b>Subject Matter</b>	<b>Clause No.</b>
Application	1
Arrangement	2
Flexible Working Arrangements	3
Weekend Work	4
Playford Field Staff Classification Structure	5
Award Variations	6
Stand Down	7
Salary Rates	Schedule 6
Playford Field Staff Classification Structure	Attachment B

**CLAUSE 3 FLEXIBLE WORKING ARRANGEMENTS**

The parties recognise that the significant pressures for improvements in customer service, improved productivity and exposure to competition will require an innovative and flexible approach to working arrangements. To this end, the following sub-clauses set out in detail the arrangements and practices to be adopted in the workplace.

**A Spread of hours**

1. The standard base hours of work shall be 76 hours per fortnight worked as 8.45 hours per day over a 9 day fortnight, which will not inhibit Council's service provisions operating 5 starts out of 5.
2. The spread of hours shall be 5.30am - 6.30pm without attracting any penalty rates. The span of ordinary hours for each employee within the spread of hours will be determined in consultation with the Team Manager of the work team. Where changes are sought to the employee's span of ordinary hours, the relevant Manager will provide the employee with at least 48 hours notice of their intention to make such changes to early starts. Furthermore where the relevant Manager seeks to return the employee back to the standard 7am start a minimum of 48 hours notice will also be provided. All late starts (not including the return to the standard 7am start) will occur by mutual agreement. In cases of emergency or where the Team agrees, this period of notice may be waived.
3. The maximum number of programmed hours worked in any one day will be 10.5 hours. The maximum extent of ordinary time to be worked per fortnight shall be 90 hours. Any work that is not programmed work after 8.45 hours (per day) will attract the appropriate penalty rate.
4. All hours worked in excess of 90 hours per fortnight (excluding RDO's worked and after hours call outs) will be paid at double time or may be credited to the employees Accrued Hours Bank.

## **B Rostered Day Off (RDO)**

1. Circumstances will arise where employees will be required to work on a scheduled RDO. Where these instances arise, it is the work team's responsibility to ensure that suitable arrangements are made to meet management requirements, by seeking volunteers or using a rostering system. Where suitable arrangements can not be made management will have the capacity to direct employees to work on a scheduled RDO (where appropriate a minimum of 48 hours notice will be provided).
2. In all instances, payment will be at ordinary rates (i.e. no penalty rates). Alternatively rather than being paid, an employee may elect to "bank" the day to their Accrued Hours Bank.

## **C Accrued Hours Bank**

1. An employee shall aggregate 1976 ordinary hours over 52 consecutive weeks taking into account all forms of approved leave.
2. In working their aggregate of 1976 hours, employees may go into debit by no more than 38 hours or go into credit by no more than 76 hours (this credit shall be inclusive of banked Rostered Days Off (RDO's) and ordinary and penalty hours).
3. Ordinary hours accrued between 76 and 90 per fortnight shall be credited to the employees Accrued Hours Bank to be taken off at a time mutually agreed between the employee and the relevant Manager.
4. Hours worked in excess of 90 ordinary hours per fortnight (excluding RDO's worked) may be credited to the employees Accrued Hours Bank, at double time, or may be taken as wages.
5. Where an employee exceeds 76 hours credit the Manager will have the capacity to direct an employee to reduce their accrued hours or direct that all hours over 76 be paid out.
6. In the event that an employee exceeds the 38 hour debit maximum and/or fails to accumulate 1976 ordinary hours over 52 consecutive weeks, the difference shall be deducted in a manner agreed between the relevant Manager (or nominee) and the employee and their representative.
7. An employees Accrued Hours Bank must not exceed 38 hours at the 30 June in each year unless prior written agreement of the Manager is given. Such written agreement to exceed 38 hours must prescribe the manner in which such excess hours are to be utilised and a copy of that agreement must be forwarded to the Payroll Officer.

## **D Tea and Meal Breaks**

1. The morning tea break is to be limited to 15 minutes duration and is to be taken on site at a time which coincides with a natural break in the work pattern.
2. A lunch break may be taken no earlier than 4 hours and no later than 6 hours after commencing work for the day, it is to be taken on the work site and of a 30 minute duration at a time which coincides with a natural break in the work pattern.
3. A dinner break may be taken where an employee is required, by the relevant Manager to work in excess of 10 hours in any one day. The dinner break will be of 30 minutes duration and taken on site.
4. A meal allowance of \$10 shall be paid to employees who are eligible for a dinner break except where the requirement to work in excess of 10 hours in any one day was notified more than 24 hours in advance. Where such notice has been given, no meal allowance will be paid.

## **E Split Shifts**

Where due to project or work demand, it is deemed appropriate by the work teams to work a split shift; employees may work a split shift.

Where a decision to work a split shift is taken, this will not be deemed to be a recall to work and hence the provisions of Clause 6.3.4.1 of the Award will not apply. The provisions detailed in this Agreement will be utilised to manage employee's time and Accrued Hours Bank credit/debits.

## **CLAUSE 4 WEEKEND WORK**

1. There will be times when employees will be required to work on weekends (Saturday). In these circumstances it is expected that the work team will ensure that adequate numbers of staff are available for weekend work by seeking volunteers in the first instance.
2. Where adequate numbers of staff (volunteers) can not be identified, the Manager will have the capacity to direct staff to work a maximum of 6 Saturdays per annum. Management will ensure that fairness and equity in decision making occur as a means of identifying staff required. Management may consider the introduction of a roster system to ensure consistent, fair and equitable application across the board.
3. Where staff are required to work weekends employees will have the choice of the following payment options:
  - All payment;
  - Payment of flat hours and penalty component "banked" to their Accrued Hours Bank;
  - All banked to their Accrued Hours Bank

## **CLAUSE 5 PLAYFORD FIELD STAFF CLASSIFICATION STRUCTURE**

Council is committed to the continued application of the 'Playford Field Staff Classification Structure' (contained at Attachment B of this Schedule) for the life of this Agreement.

## **CLAUSE 6 AWARD VARIATIONS**

The following allowances as prescribed within the Local Government Employees Award have either been absorbed or removed from operation in previous Enterprise Agreements and as such no longer continue to apply: -

'Disability Allowance', 'Burning off Grass', 'Cleaning Public Lavatories', 'Handling Money on Behalf of Employer', 'Removal of Dead Animals', 'Confined Spaces', 'Portable Woodchipping Machine', 'Fertiliser Spreader', 'Height Allowance', 'Toxic Substances', 'Travelling Time Allowance', 'Wet Work', 'Plumbing Trades Allowance', 'Driving and Towing Allowance', 'Rockbuster Allowance', 'Cemetery Works', 'Tool Allowance', 'Work in the Rain' and 'Drivers Licence Allowance'.

The 'First Aid Attendant' allowances shall continue to apply.

## **CLAUSE 7 STAND DOWN**

Where employees are stood down at management direction, such stand down will be on full pay.

**PLAYFORD FIELD-STAFF CLASSIFICATION STRUCTURE****BACKGROUND**

An inheritance of the amalgamation of the former Cities of Munno Para and Elizabeth into the City of Playford in May 1997 meant that the two former cities existing classification structures were adopted, including many inequities.

Essentially staff members were performing the same role with different titles and different rates of pay within the same team. In accordance with the AWU Enterprise Agreement 1999 a re-classification restructure process was agreed upon. Benefits arising out of the reclassification restructure were many, amongst them were:

- the true job value was determined,
- an appropriate pay schedule was devised,
- a career path was developed,
- the inequities in the existing pay structure was rectified, and
- the method for achieving this was devised with all parties involved in all steps in the process.

A working party composed of Management representatives, Union representatives and staff representatives was established to re-evaluate existing jobs. The working party in consultation with the workers devised a matrix from which the true job value of all existing AWU positions was determined. The creation of the Playford Field-Staff Classification Structure described in this document was the end result of this re-evaluation exercise.

Position descriptions specific to each job were determined, again in consultation with the Team Leaders and members of the specific teams. This process also included a questionnaire devised of current competencies that determined the actual existing skills of each employee. The information gathered through this questionnaire resulted in a database that documents all existing employee skills. Future training programs will be devised from this database and ensure that future organisational needs are met. The database is updated annually to remain relevant to all staff.

**Translation Principles**

The following Translation Principles apply to the introduction of the City of Playford Field-Staff Classification Structure:

**1. Translation to same Level**

Those employees translated to the same salary range as a result of their substantive job being evaluated at the same salary range within the City of Playford Field-Staff Classification Structure shall be translated on a point to point basis.

These employees will retain their existing service date for incremental progression.

**2. Translation to Higher Level**

Those employees translated to a higher salary range as a result of their substantive job being evaluated at a higher salary range within the City of Playford Field-Staff Classification Structure shall be translated to the first incremental level of that higher salary range.

These employees shall have a new service date for incremental progression of 1 July 2001.

### 3. Translation to Lower Level

Those employees translated to a lower salary range as a result of their substantive job being evaluated at a lower salary range within the City of Playford Field-Staff Classification Structure shall retain their existing salary range and be subjected to grand parenting provisions.

These grand parenting provisions shall only apply to the translation process arising out of the initial introduction of the City of Playford Field-Staff Classification Structure.

Employees considered to be grand parented shall receive written advice of their status.

Grand parented employees shall be entitled to receive that salary and wage increases applied to the City of Playford Enterprise Agreement 2001.

Grand parented employees may be required to undertake duties at their translated level and higher levels within the City of Playford Field-Staff Classification Structure including their grand parented level.

These employees shall have a new service date for incremental progression of 1 July 2001.

## CITY OF PLAYFORD FIELDSTAFF CLASSIFICATION STRUCTURE

Occupational Stream	Classification Level 1	Classification Level 2	Classification Level 3	Classification Level 4	Classification Level 5	Classification Level 6
Asset Services	Cleaner		Stores	Security	Carpenter	Team Coordinator
					Mechanic	
Civil	Civil Labourer	Medium Plant Operator	Line Marker	Backhoe/Grader	Civil Cert III	Team Coordinator
	Survey Assistant	Skilled Labourer	Loader /Heavy Truck			
			Roadsweeper Operator			
Parks & Recreation	Labourer	Medium Plant Operator		Backhoe/Grader	Horticulturalist (AQF-3) Arboriculture (AQF-3)	Team Coordinator
		Skilled Labourer	Roadsweeper Operator	Weed & Pest		

**CITY OF PLAYFORD**

**FIELD-STAFF CLASSIFICATION CRITERIA**

CHARACTERISTIC	LEVEL 1.1	LEVEL 1.2	LEVEL 1.3
INDICATIVE TASKS – Level 1	General Labouring Use hand tools Wash/clean/fuel vehicles Clear litter Mix concrete Sweep Dog Attendant Cleaner Gardener (weeding, sowing, pruning, spraying) Maintain grounds (watering, care of surrounds, rake leaves) Load Trucks Operate hand-held motorised tools i.e. whipper snipper, jackhammer Grease equipment Lay pipes Gravel spreading Install traffic management devices Handy person Hold current Drivers Licence to drive vehicles (class car – sedan, station wagon, panel van, utility, van, bus & truck up to 4500kg)		
SKILLS & KNOWLEDGE	A general worker can perform all relevant PME Grade 1 tasks competently and independently.		
GENERAL RESPONSIBILITIES	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements.</p> <p>Employees are responsible to comply with Clause 28 'Code of Field Staff Ethics' of the Agreement at all times during working hours.</p>		
REQUIREMENTS OF THE JOB	Follow supervisor's instructions and directives. Responsible for work outcomes/outputs. Required to perform tasks indicative of this level.		
PROGRESSION	Will have demonstrated competence to progress.		

CHARACTERISTIC	LEVEL 2.1	LEVEL 2.2	LEVEL 2.3
TASKS – Level 2	<p>Operation of ride-on and self-propelled medium plant: motor mowers, wheeled tractors, trucks, compactor, water truck</p> <p>Kerb/slab making and laying</p> <p>Brick and paver layer (including setting up and levels)</p> <p>Concrete finisher</p> <p>Bitumen work</p> <p>Irrigation work</p> <p>Skilled Worker</p> <p>Hold a current Drivers licence to Drive – Class medium plant, ride-on mowers, tractors, rollers, truck (single axle), tipper, truck/trailer, water truck, compactor, medium plant.</p>		
SKILLS & KNOWLEDGE	<p>A skilled worker can perform all relevant PME Grade 2 tasks competently and independently.</p>		
GENERAL RESPONSIBILITIES	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements.</p> <p>Employees are responsible to comply with Clause 28 Code of 'Field Staff Ethics' of the Agreement at all times during working hours.</p>		
REQUIREMENTS OF THE JOB	<p>Follow supervisor's instructions and directives.</p> <p>Responsible for work outcomes/outputs.</p> <p>Required to perform tasks indicative of this level.</p>		
PROGRESSION	<p>Will have demonstrated competence to progress.</p>		

<b>CHARACTERISTIC</b>	<b>LEVEL 3.1</b>	<b>LEVEL 3.2</b>	<b>LEVEL 3.3</b>
<b>TASKS – Level 3</b>	<p>Operation of heavy trucks, loaders, road sweeper, FLOCON            Line Marker, Elevated Work Platforms            Stores person            Drivers, Truck (double axle), tipper (double axle), truck/trailer, Roadsweeper,            FLOCON, loader, heavy truck, skid steer, loader            Operate hand-held motorised tools i.e. chainsaws, pole saws and rollers</p>		
<b>SKILLS &amp; KNOWLEDGE</b>	<p>Forklift &amp; Loader Licenses            A Level 3 skilled worker can perform all relevant PME Grade 3 tasks competently and independently.</p>		
<b>GENERAL RESPONSIBILITIES</b>	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements.</p> <p>Employees are responsible to comply with Clause 28 'Code of Field Staff Ethics' of the Agreement at all times during working hours.</p>		
<b>REQUIREMENTS OF THE JOB</b>	<p>Work independently            Unsupervised            Responsible for work outputs/outcomes            Autonomous</p>		
<b>PROGRESSION</b>	<p>Will have demonstrated competence and relevant licences to progress.</p>		

<b>CHARACTERISTIC</b>	<b>LEVEL 4.1</b>	<b>LEVEL 4.2</b>	<b>LEVEL 4.3</b>
TASKS – Level 4	Operation of backhoe and grader Security Officer Pest and weed control tasks such as use of herbicides, fungicides and insecticides. Operation of fogging machine, gas gun and weed unit.		
SKILLS & KNOWLEDGE	Relevant licenses for weed & plant operation Agreed level of technical skills		
GENERAL RESPONSIBILITIES	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements.</p> <p>Employees are responsible to comply with Clause 28 'Code of Field Staff Ethics' of the Agreement at all times during working hours.</p>		
REQUIREMENTS OF THE JOB	<p>Increased level of responsibilities</p> <p>Work independently</p> <p>Unsupervised</p> <p>Responsible for work outputs/outcomes</p> <p>Autonomous.</p>		
PROGRESSION	Completed relevant trade certificate to the position performed.		

<b>CHARACTERISTIC</b>	<b>LEVEL 5.1</b>	<b>LEVEL 5.2</b>	<b>LEVEL 5.3</b>
<b>TASKS – Level 5</b>	Trade level Arboriculture Horticultural Mechanical Civil Operations Carpenters		
<b>SKILLS &amp; KNOWLEDGE</b>	Commensurate with trade certificate		
<b>GENERAL RESPONSIBILITIES</b>	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements</p> <p>Employees are responsible to comply with Clause 28 'Code of Field Staff Ethics' of the Agreement at all times during working hours.</p>		
<b>REQUIREMENTS OF THE JOB</b>	<p>Purchasing/ordering as authority (mechanics &amp; carpenters)</p> <p>The ability to work unsupervised.</p> <p>Prepare work programmes.</p> <p>Training of trade trainees.</p>		
<b>PROGRESSION</b>			

CHARACTERISTIC	LEVEL 6
TASKS – Level 6	<p>Provide support to Team Manager's in their day to day interaction with the team by performing the role of Team Coordinator.</p> <p>The Team Coordinator may allocate and monitor work performed, provide on the job training to staff or be assisted in their responsibilities by other more junior staff but should not be expected to be directly responsible for the supervision of staff.</p>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>▪ Literacy and numeracy skills equivalent to Year 10 equivalent is desirable</li> <li>▪ Familiarity with Council's HR Policies, Corporate and Parks Policies and Sop's.</li> <li>▪ Broad knowledge of work planning, scheduling and developing rosters</li> <li>▪ Ability to use or willingness to learn relevant software packages</li> <li>▪ Ability to relate effectively with a broad range of individuals.</li> <li>▪ Negotiating and problem solving skills.</li> <li>▪ Accuracy of work and the ability to meet deadlines.</li> <li>▪ Ability to interpret relevant plans.</li> <li>▪ Skills in conducting meeting and minute taking or the willingness to learn.</li> <li>▪ Skills in time management, priority setting, planning and organising of own/ teams work.</li> <li>▪ Meets Council's requirements for employment as a field worker.</li> </ul>
GENERAL RESPONSIBILITIES	<p>In their own interest and as a legal obligation, employees have a responsibility to comply with all health and safety provisions.</p> <p>It is the responsibility of the employee to comply with all policies and procedures adopted by the City of Playford.</p> <p>Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with EA and policy requirements.</p> <p>Employees are responsible to comply with Clause 28 'Code of Field Staff Ethics' of the Agreement at all times during working hours.</p>
REQUIREMENTS OF THE JOB	<p>Act as an effective team member by spending the majority of time in the field</p> <p>Act as the Response Person for a designated service profile, to ensure customer service standards are met through quick attention to urgent Planning the work day and conducting the morning muster.</p> <ul style="list-style-type: none"> <li>▪ Responding to team, plant, work in progress and work method issues on site (troubleshooting)</li> <li>▪ Working as a member of the team in "hands on" fieldwork</li> <li>▪ Assisting with staff issues as they arise</li> <li>▪ Assisting with OHS management</li> <li>▪ Participating and assisting with Team meetings</li> <li>▪ Providing inputs to staff performance plans and appraisals requests or unplanned event</li> </ul>
PROGRESSION	

**ALLIANCE SPECIFIC MATTERS**

**CLAUSE 1 APPLICATION**

The following matters shall be applied only in relation to those employees employed pursuant to the Cafes and Restaurants (South Australia) Award.

**CLAUSE 2 ARRANGEMENT**

<b>Subject Matter</b>	<b>Clause No.</b>
Application	1
Arrangement	2
Flexible Working Arrangements	3
Casual Employment	4
Reclassification	5
Salary Rates	Schedule 6

**CLAUSE 3 FLEXIBLE WORKING ARRANGEMENTS**

The hours worked by employees should reflect the need to provide increased flexibility, increased accessibility and responsiveness in the delivery of service. The business needs of the Council should therefore determine the hours of operation and may affect the working hours of employees.

To ensure continuous improvement and to enhance customer service the following provisions will apply:

**A Spread of Hours**

1. Standard hours for each fortnight will be 76 hours for full time employees.
2. The span of working hours shall be 6.00am to 12 midnight Monday to Saturday inclusive.
3. A full-time employee may be required and/or directed to work up to twelve (12) hours on any day as per subclause A.2 above without attracting overtime or any other penalty payment, provided that no more than five (5) days are worked in any one week, and no more than seventy six (76) hours are worked in a fortnight period.
  - 3.1 In circumstances where an employee is directed, the Manager will provide a minimum of 24 hours notice to the employee. The requirement to work up to twelve (12) hours must be in the genuine interest of work demands. The relevant Manager will consult with the affected employee and/or workgroup in these circumstances. The workgroup and/or employee will be provided with the opportunity to arrange suitable alternatives to complete the task.
  - 3.2 Directive capacity shall not be used to make permanent changes to an employee's normal working hours/arrangements. Nothing in this Clause shall prohibit the parties from mutually agreeing to any changes to employee's normal working arrangements.
4. Hours worked by full-time staff over seventy six (76) hours per fortnight shall be credited to the employee at the appropriate award rate to be taken off at a time mutually agreed between the relevant Manager and the employee. Where it is agreed that more than ninety (90) hours will be worked in a fortnight, all hours in excess of ninety (90) must be paid at the appropriate award rate. The employee may elect to take TOIL at the appropriate award rate.

5. A full-time employee can accumulate (as credit time) no more than 38 hours at any given time, unless the relevant Manager has provided the employee (and copied to payroll) written approval to do so.
6. Where a full-time employee has accrued more than 38 hrs and agreement cannot be reached, as outlined above, the relevant Manager can direct the employee to take as leave those hours accrued beyond 38 hours, so long as it is taken in multiples of single day periods and not less than one week's notice has been given. For the purposes of this clause, any credit time that has been agreed to be taken in writing, in advance, shall be deemed to have been taken for the purposes of exercising directive power in this clause.
7. A full-time employee can go into debit of no more than thirty-eight (38) hours unless prior written approval has been provided by the relevant Manager. Where an employee has gone into debit they will be advised of the extent of their debit. Any debits not cleared by the 1 July or 1 January (whichever is the later) the employee will be required to pay the equivalent sum to the employer by way of deduction from pay or paid leave unless alternative arrangements have been mutually agreed to in writing.

## **B Annualised Salary Arrangements**

1. An employee whose job requires regular out of normal hours work may enter into annualised salary agreements to compensate for that work. Such arrangements shall be documented, signed by the parties and the employee shall be given the opportunity to seek advice from the Union or any other party of their choice. Where these arrangements are made, the conditions outlined in subclause A are not applicable.
2. Such annualised salary arrangements shall be deemed to be compensation in lieu of all entitlements to leave loading, overtime, time off in lieu arrangements (including RDO's), weekend or public holiday penalty rates and any other like payments, including attendance at meetings or functions outside the Council's usual office hours.

## **CLAUSE 4 CASUAL EMPLOYMENT**

The conditions for casual employees are covered under the Cafes and Restaurants (South Australia) Award

## **CLAUSE 5 RECLASSIFICATION**

1. Any request for a reclassification shall be examined and determined by Council within one month of receipt of such application. If reclassified, payment at the new classification level shall take effect from the date the employee lodged the application. The employee, if reclassified, will commence on the appropriate incremental step of the new classification level taking into account the time they have worked at the higher level.
2. The applicant shall be provided with written confirmation of the decision on their application. If the applicant is unsuccessful, written reasons shall be provided.
3. The policy and process for reclassification will be consistent with this Agreement and will form part of Council's People Services Policies.
4. Any employee not satisfied with the determination can access the Grievance and Dispute Resolution procedure.

**REDEPLOYMENT PROCESS**

The process described within this Schedule shall apply to employees who have been deemed to become under-utilised pursuant to Clause 35 of this Agreement.

An employee shall be entitled to representation throughout this process.

**1. Redeployment principles**

1.1 The following principles apply to the redeployment of under-utilised employees:

- (a) Under-utilised employees will be assisted sensitively and in a consistent manner having regard to the requirements of merit and equity. Every effort must be made to place the employee into a position suitable to the employee's existing skills, experience and substantive salary level whilst also meeting the needs of Council.
- (b) Under-utilised employee's who are considered for redeployment will for their part make all reasonable efforts to participate in processes such as assessment and retraining to maximise their redeployment opportunities.
- (c) Concurrent with the Council's responsibility to attempt to redeploy and retrain an under-utilised employee, the employee has a responsibility to actively seek alternative employment within the Council and external to the Council.
- (d) The redeployment is not to disadvantage the employee unduly, having particular regard for the personal circumstances of the employee, however, 'disadvantage' will have regard to the overall employment environment before and after the redeployment. Any new position must be selected in consultation with the employee and redeployment effected as soon as possible.

**2. Suitable Alternative position**

- 2.1 A decision about the suitability of a position for an under-utilised employee is to be made having regard to, and attempting to match as far as is practicable, matters including, but not restricted to, hours of work, quantum of hours of work and rates of pay.
- 2.2 A suitable alternative position may include a position with a lower remuneration level if necessary but does not extend to a position which is more than one classification level below that received by the employee in their substantive position.
- 2.3 Where a suitable alternative position is available the affected employee will be offered the position in preference to other employees.
- 2.4 Offers of redeployment will be in writing, quoting the classification, salary/wage, location and attaching a copy of the position description.
- 2.5 Where a suitable alternative position (redeployment) is offered, the employee will be given ten (10) working days in which to decide to accept or decline the offer. An employee may request more time (up to ten (10) working days) to decide to accept or decline the offer.
- 2.6 Where an employee declines more than one reasonable offer of a suitable alternative position, a transfer may be affected without the employee's agreement.
- 2.7 All vacancies must be considered for suitability to under-utilised employees before the vacancy is advertised either internally or externally to determine whether the skills of the employee match (including with reasonable retraining) the required skills of the vacancy.

### **3. Redeployment to a Lower Classification**

- 3.1 An under-utilised employee being considered for redeployment may indicate a willingness to accept an alternative position (where available and within reasonable time frames) at a classification level lower than their substantive classification level.
- 3.2 Regardless of the employee's new classification level, the employee shall not be paid less than one (1) classification level lower than their previous substantive position. In these circumstances the employee's salary will be pegged at their pre-deployment level until the one (1) level below catches up so that any future wage/salary increases will be absorbed until such time as the rate of pay applicable to the redeployed position catches up.
- 3.3 A employee who takes up an alternative position at a classification level lower than their substantive classification level cannot be compelled to work at or take another position at a lower level than the alternative position for a period of two (2) years from the date of commencement in the alternative position.

### **4. Training**

- 4.1 Where Council considers that a suitable alternative position(s) is available and it has been identified that skill or knowledge differences exist between the current job and proposed job, management will provide the under-utilised employee with a position description, proposed training program and discuss the position with the employee.
- 4.2 The training program is to be developed by the manager in consultation with the employee. The program will then be confirmed in writing prior to appointment to the new position. The purpose of the program is to ensure that the employee can overcome identified skill or knowledge differences.
- 4.3 Council undertakes to provide the necessary training for all employees affected by workplace changes that result in under-utilisation.
- 4.4 All training is to be at the Council's expense and any training that may have to take place outside normal working hours will be paid at the normal rate of base pay.

## **SCHEDULE 5**

### **City of Playford** **Workforce Relations Consultative Committee (WRCC) Charter**

#### **Role**

The Workforce Relations Consultative Committee (WRCC) is to operate as the consultative structure for negotiating, reviewing and monitoring enterprise agreements and to assist in the resolution of concerns and/or disputes arising from the operation of said agreements and other major employee related issues, as well as to work with employees in providing a productive and positive place to work.

#### **Terms of Reference**

The aims of the WRCC shall include but not be limited to:

- Reach decisions through consensus, which shall operate as recommendations to the parties represented by each member.
- To consider reports and ideas generated by employee and employer representatives on a range of issues.
- To review and monitor the operation and implementation of the current enterprise agreement.
- To assist in the resolution of any disputes arising out of the operation of the current agreement. (This shall not prevent either party having access to the South Australian Industrial Relations Commission for the purposes of conciliation and/or arbitration.)
- Where appropriate assist in the resolution of employee grievances that have not been resolved through use of the enterprise agreement Grievance & Dispute Resolution Procedure.
- Monitor & report on levels of employee use of the enterprise agreement Grievance & Dispute Resolution Procedure.
- To consider employment related matters.
- Monitor the financial performance of the organisation through Quarterly reporting by the Finance Team.
- Discuss and review current policies and where appropriate formulate new policy for consideration of all parties.
- To monitor on a monthly basis, or as otherwise determined by the Committee the level of fixed term contracts in operation within the organisation.
- Keep a 'finger on the pulse' of the organisation through the monitoring of workforce climate.
- Develop and implement employee surveys and facilitate other agreed methods of gathering information.
- Monitor employee turnover trends.

#### **Reporting/Consultation**

The committee will regularly and effectively communicate its activities to employees through the distribution of minutes of meetings and regular bulletins.

All employees shall be involved by way of consultation when WRCC is carrying out the above aims.

The Committee will review Communication Strategies at least annually or as required.

#### **Authority**

Authority for the operation of the WRCC is vested by Clause 10 of the City of Playford Enterprise Agreement 2011.

## **Membership**

Committee Membership will consist of:

- Three (3) management representatives employed by Council
- Three (3) ASU representatives elected by ASU members employed by Council
- The Branch Secretary of the ASU or their nominee
- Three (3) employee representatives elected by AWU members employed by Council who shall be members of the AWU. At least one employee representative must be a AWU workplace representative.
- The State Secretary of the AWU or their nominee
- Chief Executive Officer
- A Chairperson(s)
- Minute Taker
- Any other members as agreed by the parties

All members are expected to demonstrate a commitment to the Committee's roles and functions.

## **Quorum**

A quorum shall be at least one ASU representative and one AWU representative plus a minimum of one management representative, which may be the Chief Executive Officer.

## **Workplace representative support**

Consistent with enterprise agreement provisions, Workplace representatives will be supported in the performance of their role as a member of the WRCC.

## **Meeting and Frequency**

The committee will meet monthly on the first Wednesday of the Month or such other times as agreed by the WRCC.

## **Role of Chair**

The chair will preside at all meetings and ensure:

- Meetings are conducted efficiently.
- All members work in a holistic manner towards the success of the organisation.
- The committee maintains a strong focus on its forward looking and developmental charter.
- Data and other information brought to the committee is valid and interpreted accurately by members.

## **Agenda & Minute Management**

The Minutes Taker will prepare and distribute a meeting agenda and any attachments provided by committee members at least 2 weeks prior to each meeting.

The Minutes Taker will prepare and distribute minutes within one week following each meeting and maintain a complete set of minutes from all meetings. Minutes of meetings will be accessible to all employees.

The Chair is the "Responsible Officer" in the event that any staff member queries the minutes.

**SCHEDULE 6**

**ASU SALARY RATES - ALL ARE BASED ON INCREASE AT 1/7/2011**

Level	Current to 30th June 2011			4%		
	Annual	Fntly	Hrly	Annual	Fntly	Hrly
<b>1A</b>	\$35,614.96	\$1,369.81	\$18.024	\$37,039.56	\$1,424.60	\$18.745
	\$36,613.47	\$1,408.21	\$18.529	\$38,078.01	\$1,464.54	\$19.270
	\$37,610.53	\$1,446.56	\$19.034	\$39,114.95	\$1,504.42	\$19.795
	\$39,609.03	\$1,523.42	\$20.045	\$41,193.39	\$1,584.36	\$20.847
<b>1</b>	\$41,181.88	\$1,583.92	\$20.841	\$42,829.16	\$1,647.28	\$21.675
	\$42,059.41	\$1,617.67	\$21.285	\$43,741.79	\$1,682.38	\$22.137
	\$43,279.50	\$1,664.60	\$21.903	\$45,010.68	\$1,731.18	\$22.779
	\$44,592.89	\$1,715.11	\$22.567	\$46,376.61	\$1,783.72	\$23.470
	\$45,904.80	\$1,765.57	\$23.231	\$47,740.99	\$1,836.19	\$24.160
	\$47,215.27	\$1,815.97	\$23.894	\$49,103.88	\$1,888.61	\$24.850
<b>2</b>	\$48,544.68	\$1,867.10	\$24.567	\$50,486.47	\$1,941.79	\$25.550
	\$49,858.07	\$1,917.62	\$25.232	\$51,852.39	\$1,994.32	\$26.241
	\$51,168.53	\$1,968.02	\$25.895	\$53,215.27	\$2,046.74	\$26.931
	\$52,481.57	\$2,018.52	\$26.559	\$54,580.83	\$2,099.26	\$27.622
<b>3</b>	\$53,789.46	\$2,068.83	\$27.221	\$55,941.04	\$2,151.58	\$28.310
	\$55,102.84	\$2,119.34	\$27.886	\$57,306.95	\$2,204.11	\$29.001
	\$56,416.23	\$2,169.86	\$28.551	\$58,672.88	\$2,256.65	\$29.693
	\$57,726.69	\$2,220.26	\$29.214	\$60,035.76	\$2,309.07	\$30.382
<b>4</b>	\$59,037.14	\$2,270.66	\$29.877	\$61,398.63	\$2,361.49	\$31.072
	\$60,347.61	\$2,321.06	\$30.540	\$62,761.51	\$2,413.90	\$31.762
	\$61,660.99	\$2,371.58	\$31.205	\$64,127.43	\$2,466.44	\$32.453
	\$62,972.92	\$2,422.04	\$31.869	\$65,491.84	\$2,518.92	\$33.144
<b>5</b>	\$64,281.92	\$2,472.38	\$32.531	\$66,853.20	\$2,571.28	\$33.833
	\$65,595.30	\$2,522.90	\$33.196	\$68,219.11	\$2,623.81	\$34.524
	\$66,908.68	\$2,573.41	\$33.861	\$69,585.03	\$2,676.35	\$35.215
<b>6</b>	\$69,137.51	\$2,659.14	\$34.989	\$71,903.01	\$2,765.50	\$36.388
	\$71,389.63	\$2,745.76	\$36.128	\$74,245.22	\$2,855.59	\$37.573
	\$73,641.77	\$2,832.38	\$37.268	\$76,587.44	\$2,945.67	\$38.759
<b>7</b>	\$75,892.42	\$2,918.94	\$38.407	\$78,928.12	\$3,035.70	\$39.943
	\$78,146.05	\$3,005.62	\$39.548	\$81,271.89	\$3,125.84	\$41.130
	\$80,393.67	\$3,092.06	\$40.685	\$83,609.42	\$3,215.75	\$42.312
<b>8</b>	\$83,097.73	\$3,196.07	\$42.054	\$86,421.64	\$3,323.91	\$43.736
	\$85,798.79	\$3,299.95	\$43.420	\$89,230.74	\$3,431.95	\$45.157
	\$88,501.35	\$3,403.90	\$44.788	\$92,041.40	\$3,540.05	\$46.580

**AWU SALARY RATES - ALL ARE BASED ON INCREASE AT 1/7/2011**

Classification	Current to 30th June 2011			4%		
	Annual	Fntly	Hrly	Annual	Fntly	Hrly
<b>PFS.011</b>	\$44,539.76	\$1,713.07	\$22.5392	\$46,321.35	\$1,781.59	\$23.4420
<b>PFS.012</b>	\$44,982.21	\$1,730.09	\$22.7631	\$46,781.50	\$1,799.29	\$23.6748
<b>PFS.013</b>	\$45,425.33	\$1,747.13	\$22.9874	\$47,242.34	\$1,817.01	\$23.9081
<b>PFS.021</b>	\$45,729.09	\$1,758.81	\$23.1411	\$47,558.25	\$1,829.16	\$24.0679
<b>PFS.022</b>	\$46,175.69	\$1,775.99	\$23.3671	\$48,022.72	\$1,847.03	\$24.3030
<b>PFS.023</b>	\$46,613.98	\$1,792.85	\$23.5889	\$48,478.54	\$1,864.56	\$24.5337
<b>PFS.031</b>	\$46,745.02	\$1,797.89	\$23.6552	\$48,614.82	\$1,869.80	\$24.6026
<b>PFS.032</b>	\$47,188.17	\$1,814.93	\$23.8795	\$49,075.70	\$1,887.53	\$24.8359
<b>PFS.033</b>	\$47,629.90	\$1,831.92	\$24.1031	\$49,535.10	\$1,905.20	\$25.0684
<b>PFS.041</b>	\$47,761.67	\$1,836.99	\$24.1697	\$49,672.14	\$1,910.47	\$25.1377
<b>PFS.042</b>	\$48,204.11	\$1,854.00	\$24.3937	\$50,132.27	\$1,928.16	\$25.3706
<b>PFS.043</b>	\$48,646.55	\$1,871.02	\$24.6176	\$50,592.41	\$1,945.86	\$25.6034
<b>PFS.051</b>	\$48,706.89	\$1,873.34	\$24.6481	\$50,655.17	\$1,948.28	\$25.6352
<b>PFS.052</b>	\$49,148.64	\$1,890.33	\$24.8717	\$51,114.59	\$1,965.95	\$25.8677
<b>PFS.053</b>	\$49,591.78	\$1,907.38	\$25.0959	\$51,575.45	\$1,983.67	\$26.1009
<b>PFS.060</b>	\$51,513.41	\$1,981.29	\$26.0684	\$53,573.95	\$2,060.54	\$27.1123

**CAFÉ AND RESTAURANTS SALARY RATES - ALL ARE BASED ON INCREASE AT 1/7/2011**  
**Current to 30th June 2011**

Level	Current to 30th June 2011			4%		
	Annual	Fntly	Hrly	Annual	Fntly	Hrly
1	\$31,885.18	\$1,226.35	\$16.1362	\$33,160.59	\$1,275.41	\$16.7817
2	\$35,359.50	\$1,359.98	\$17.8945	\$36,773.88	\$1,414.38	\$18.6103
3	\$36,805.41	\$1,415.59	\$18.6262	\$38,277.63	\$1,472.22	\$19.3713
4	\$39,835.91	\$1,532.15	\$20.1599	\$41,429.35	\$1,593.44	\$20.9663
5	\$41,281.81	\$1,587.76	\$20.8916	\$42,933.08	\$1,651.27	\$21.7273
6	\$44,038.39	\$1,693.78	\$22.2866	\$45,799.93	\$1,761.54	\$23.1781
7	\$46,930.19	\$1,805.01	\$23.7501	\$48,807.40	\$1,877.21	\$24.7001