

# LOTTERIES COMMISSION OF SOUTH AUSTRALIA ENTERPRISE AGREEMENT 2003

File No. 764 of 2003

**This Agreement shall come into force on and from 19 February 2003 and have a life extending until 30 June 2004.**

THE COMMISSION HEREBY APPROVES THIS ENTERPRISE AGREEMENT PURSUANT TO SECTION 79 OF THE INDUSTRIAL AND EMPLOYEE RELATIONS ACT 1994.



DATED THIS 19<sup>th</sup> DAY  
OF FEBRUARY 2003

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ENTERPRISE AGREEMENT  
COMMISSIONER



**LOTTERIES COMMISSION OF SOUTH AUSTRALIA  
ENTERPRISE AGREEMENT, 2003**

Between

The Lotteries Commission of South Australia (SA Lotteries)

and

Employees of SA Lotteries

and the Public Service Association

**1. TITLE**

This Agreement will be known as the Lotteries Commission of South Australia Enterprise Agreement, 2003.

**2. ARRANGEMENT**

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**3. PARTIES BOUND**

3.1 This Agreement is made in pursuance of the Industrial and Employee Relations Act 1994 this 4<sup>th</sup> day of February 2003. Except as elsewhere provided, this Agreement shall be binding upon SA Lotteries, the Public Service Association of South Australia Incorporated and the employees of SA Lotteries whether covered by an award or not as prescribed in Clause 4 herein.

3.2 This Agreement shall not be binding on:

3.2.1 The Chief Executive.

3.2.2 Employees whose terms and conditions are subject to a contract which either specifies a salary greater than MAS 3 or provides for a review of salary.

3.2.3 Trainees employed by the Commissioner for Public Employment under the 3.2.4 National Training Wage Award.

3.2.5 Statutory office holders.

#### **4. EXISTING AWARDS**

4.1 This Agreement shall be read and interpreted wholly in conjunction with the:

4.1.1 South Australian Public Sector Salaried Employees Interim Award.

4.1.2 Provided that if there is any inconsistency between this Agreement and the above award, this Agreement shall take precedence.

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

5.1 This Agreement shall remain in force under the provisions of Section 83 of the Industrial and Employee Relations Act, 1994, until 30 June 2004.

5.2 The parties to this Agreement will consider the renegotiation of the Agreement no later than 3 months prior to the termination date of this Agreement.

#### **6. NO FORCED REDUNDANCY**

6.1 The parties acknowledge that there will be no forced redundancy for employees with ongoing employment bound by this Enterprise Agreement until 23 November 2003.

6.2 At this time, SA Lotteries agrees to review this commitment having regard to the relevant provision applying in the South Australian Government Wages Parity Agreement at that time.

- 6.3 In the event of an employee becoming excess to requirements and meeting the prerequisite conditions set down by the Commissioner for Public Employment for a Targeted Voluntary Separation Package (TVSP)

SA Lotteries may apply for access to the TVSP scheme in accordance with Public Sector Management Act Determination No. 4, Targeted Voluntary Separation Package Scheme or any successor.

## **7. OBJECTIVES AND COMMITMENTS**

7.1 The objectives of this Enterprise Agreement are:

- 7.1.1 To give effect to the Enterprise negotiation process within SA Lotteries.
- 7.1.2 To effect salary increases in accordance with the Enterprise Agreement for salaried employees bound by this Agreement.

7.2 This Enterprise Agreement recognises:

- 7.2.1 That a number of initiatives have been, and will continue to be introduced to improve the efficiency of the service and provide quality service to our customers.
- 7.2.2 Consultation in the development and implementation of SA Lotteries reform and change programs.
- 7.2.3 The parties to this Agreement agree to the on-going development within SA Lotteries by recognising the need for organisational change through:
  - 7.2.3.1 The need to satisfy the Statement of Corporate Strategic Intent, corporate objectives, key corporate performance indicators, key corporate goals and strategies and compliance needs of SA Lotteries in meeting the business objectives.
  - 7.2.3.2 The need for immediate change to meet the challenges of the future.
  - 7.2.3.3 The need for the organisation to fundamentally improve the way it carries out its activities in the short and medium term.
  - 7.2.3.4 The need to provide employees with the tools required to carry out their duties.
  - 7.2.3.5 The need to pursue training and development to enable employees to enhance their skills.
  - 7.2.3.6 The need to further develop the use of cross-functional teams throughout all divisions within SA Lotteries.

- 7.2.3.7 The need to utilise technological improvement to ensure that corporate goals and strategies are met.
- 7.2.3.8 The need to ensure our jobs are relevant to the organisation and customers.

## **8. VARIOUS ISSUES**

8.1 The following initiatives have been taken from the 2000/01 – 2004/05 Corporate Plan to ensure linkages with Enterprise negotiation outcomes.

### 8.1.1 Organisational Arrangements

8.1.1.1 As a further commitment to SA Lotteries' desire to improve work practices and efficiencies, business practices will continue to be compared with suitable Australian partners to generate ideas on how to initiate and sustain improvements and it is anticipated some practices will be required to change.

### 8.1.2 In addition consideration will be given to:

#### 8.1.2.1 Technology

Technology will be used to provide support for current business opportunities. New technologies to take advantage of future business opportunities, potential application in revenue generating or cost saving opportunities will be investigated. Emerging and established technology has been identified for investigation.

#### 8.1.2.2 360° Feedback

Introduction of 360° Feedback commencing annually from March 2003 to complement the Performance Management Program and provide an additional source of data to enhance feedback, communication and development of employees.

#### 8.1.2.3 Training & Development

Changing skill mixes to adjust for changes in strategic direction by considering future organisational goals and determining whether staff have the skills required to meet current and future work demands. If not, training to be undertaken to address any skill gaps identified. This includes reallocation of staff to areas of need and priority for the organisation.

8.1.2.4 Flexible Working Arrangements

Management will attempt to assist employees who have elderly care responsibilities by adopting a flexible approach to work time arrangements where possible. SA Lotteries will explore the potential of introducing an information kit facility to assist staff with elder care.

8.1.2.5 Management will attempt to assist employees who have child care responsibilities by adopting a flexible approach to work time arrangements where possible. SA Lotteries will explore the potential of introducing an information kit facility to assist staff with childcare.

8.2 In addition, SA Lotteries will introduce the following initiative:

8.2.1 Existing voluntary flexible working arrangements will be complemented by the adoption of staffing practices aimed at achieving a 50% reduction target in relation to paid overtime.

8.3 The above list is not exhaustive. SA Lotteries may seek to implement corporate improvement initiatives other than those specifically identified in this Agreement.

## **9. MONTHLY PAYROLL**

For the life of the Agreement, payment of salaries will continue on a fortnightly basis. However, the parties recognise SA Lotteries' interest in continuing to explore avenues for efficiencies and cost savings, including those associated with the introduction of monthly payroll, and the parties agree to discuss on a without prejudice basis all aspects of monthly payroll as part of the negotiations for the next Agreement.

## **10. SALARY AND WAGE ADJUSTMENTS**

10.1 These salary increases are subject to the Agreement being approved by the Industrial Relations Commission of South Australia and are based on the commitment of all parties to serious and genuine Enterprise negotiations within the enterprise.

10.2 This clause refers to salaries/rates of pay appearing in Schedule 1.

The rates will operate from:

- 10.2.1 The first full pay period commencing on or after 1 October 2002.
- 10.2.2 The first full pay period commencing on or after 1 October 2003.
- 10.3 The parties acknowledge that the adult wage rates and salaries detailed in Schedule 1 include the following agreed minimum wage/salary adjustment applicable to the classification in that Schedule:
  - 10.3.1 \$1221 per annum (\$23.40 per week) from the first full pay period commencing on or after 1 October 2002; and
  - 10.3.2 \$1268 per annum (\$24.30 per week) from the first full pay period commencing on or after 1 October 2003.

## **11. ENTERPRISE BARGAINING - CONSULTATIVE PROCESS**

- 11.1 This Agreement between the parties reflects enhanced management/employee relationships. The Agreement has been developed through a process of consultation and participation with all parties and reflects the ongoing commitment to link the strategic objectives of SA Lotteries with enterprise outcomes, and encourage outcomes that are innovative in matching the organisation and staff needs.
- 11.2 It is accepted that consultation between the relevant parties is a vital element in the Enterprise negotiation process. All parties should have an opportunity to put forward their points of view in the process.
- 11.3 The Single Bargaining Centre will be the forum for these negotiations to take place.
- 11.4 The various employee representatives within the Single Bargaining Centre have a responsibility to adequately consult with the people they represent and will meet on a regular basis to allow them to report back.
- 11.5 The parties to this Agreement acknowledge that issues of Government policy, service levels and resource allocation, fall outside the parameters of this Agreement and SA Lotteries undertakes wherever possible to keep employees informed of these issues.

## **12. CONSULTATIVE PROCESS**

- 12.1 The parties commit to the following consultative principles.
- 12.2 Consultation involves the sharing of information and the exchange of views between employers and the persons or bodies that must be consulted and the genuine opportunity for them to contribute effectively to any decision making process.
- 12.3 Employers consult in good faith, not simply advise what will be done.
- 12.4 It is an accepted principle that effective workplace relationships can only be achieved if appropriate consultation between the parties occurs on a regular basis.
- 12.5 Workplace change which will affect a significant number of employees should not be implemented before appropriate consultation has occurred with employee representatives.
- 12.6 Employee representatives will be given the opportunity to adequately consult with the people they represent in the workplace, in relation to any proposed changes that may affect employees' working conditions or the services employees provide.

## **13. GRIEVANCE AND DISPUTE AVOIDANCE PROCEDURES**

- 13.1 This procedure aims to avoid industrial disputes, or where a dispute occurs, to provide a means of settlement based on consultation, co-operation and discussion with the aim of the avoidance of disruption to work performance.
- 13.2 Except where a bona fide health and safety issue is involved, during any dispute the status quo existing immediately prior to the matter giving rise to the dispute will remain. Work will continue as it was prior to the matter giving rise to dispute.
- 13.3 No party will be prejudiced as to final settlement by the continuance of work in accordance with this clause.
- 13.4 All parties have a right to seek representation in order to resolve any dispute.

- 13.5 Any grievance or dispute will be handled as follows:
- Stage 1 Discussions between the employee/s and supervisor.
  - Stage 2 Discussions involving the employee/s and/or nominated representatives or delegates with the relevant agency management representative or nominated delegate.
  - Stage 3 Discussions involving employees and/or nominated representatives or delegates and the relevant agency management representative or nominated delegate. At this stage, discussions may include representatives of the Commissioner for Public Employment.
- 13.6 A dispute will not be referred to the next stage until a genuine attempt to resolve the matter has been made at the appropriate level.
- 13.7 There will be a commitment by the parties to achieve adherence to this procedure including the earliest possible advice by one party to the other of any issue or problem which may give rise to a grievance or dispute. Throughout all stages of the procedure all relevant facts will be clearly identified and recorded.
- 13.8 Sensible time limits will be allowed for the completion of the various stages of the discussions. Discussions outlined in each of the first two stages above should, if possible, take place within 24 hours after the request of the employee/s or their representative.
- 13.9 Emphasis should be placed on a negotiated settlement. However, if the process breaks down, or is exhausted without the dispute being resolved, any party may refer the matter to the Industrial Relations Commission of South Australia, where appropriate. In order to allow for peaceful resolution of grievances the parties will be committed to avoid industrial disputation while the procedures of negotiation and conciliation are being followed.
- 13.10 The parties will ensure that all practices applied during the operation of the procedure are in accordance with safe working practices.

## **14. OH&S & WORKERS COMPENSATION**

14.1 Management and employees are committed to ensuring a safe and healthy working environment and will:

14.1.1 Provide a modern and pleasant working environment for employees.

14.1.2 Equip employees to competently carry out tasks and operate as an effective team member by training and development programs.

14.2 In establishing and maintaining a safe and healthy working environment, Management will not require an employee to have an unreasonable workload in the ordinary discharge of the employee's duties.

## **15. EQUAL EMPLOYMENT OPPORTUNITY**

All parties are committed to fair and consistent treatment of employees and to the provision of equal employment opportunities to all employees.

## **16. EMPLOYMENT CONDITIONS**

Unless otherwise agreed by the parties, this Agreement will maintain the conditions as detailed in Schedule 2 - Other Terms and Conditions of Employment as they are for the life of this Agreement.

## **17. NO EXTRA CLAIMS**

17.1 During the life of this Agreement, the parties undertake not to pursue claims except where consistent with and contemplated by this Agreement and except where consistent with the State Wage Case Principles, or its successor.

17.2 The employees covered by this Agreement and the employee organisation which is signatory to this Agreement acknowledge that this Agreement satisfies all claims that might have arisen from any of the Agreements superseded by this Agreement.

17.3 The increases provided for in this Agreement are inclusive of all previously awarded Safety Net Adjustments and all future increases arising out of National and State Wage Case decisions, including Safety Net Adjustments, living wage adjustments or general increases, however described.

**18. NOT TO BE USED AS A PRECEDENT**

This Agreement shall not be used as a precedent in any manner whatsoever to obtain similar arrangements or benefits elsewhere in the South Australian Public Sector.

**19. SIGNATORIES**

.....  
Chief Executive  
Lotteries Commission of South Australia  
/ /2003

.....  
Office of the Employee Ombudsman Representative  
/ /2003

.....  
Public Service Association Representative  
/ /2003

**20. APPENDICES**

Schedule 1 - Salaries/Rates of Pay

Schedule 2 - Other Terms & Conditions of Employment

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### **OTHER TERMS & CONDITIONS OF EMPLOYMENT**

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## **CLAUSE 2 – DEFINITIONS IN THIS SCHEDULE**

Lotteries Commission of South Australia	means SA Lotteries
Employee	means any employee to whom the Enterprise Agreement applies.
Employer	means the Lotteries Commission of South Australia.
Classified Officer	means an officer who is classified ASO2 and above.
Chief Executive	means the Chief Executive of the Lotteries Commission of South Australia.
PSM Act	means Public Sector Management Act, 1995 as amended.

## **CLAUSE 3 – CLASSIFICATIONS, SALARIES & GENERAL CONDITIONS OF EMPLOYMENT**

- 3.1 The job title shall be descriptive of the work.
- 3.2 The job classification, salaries, salary limits and incremental steps afforded to employees shall be the same as those applying to the nearest equivalent position in the State Public Service.
- 3.3 Salaries as agreed from time to time between the parties shall be as set out in Schedule 1 of the Lotteries Commission of South Australia Enterprise Agreement, 2003.
- 3.4
  - 3.4.1 Where the salary for a position is subject to annual increments, such increments shall be paid automatically, subject to restrictions of the nature referred to in the Commissioner for Public Employment PSM Act Determination No 2.
  - 3.4.2 The Chief Executive and Group Managers may grant accelerated advancement within an incremental scale at their discretion.
- 3.5 Every person appointed to a position shall be notified in writing of the nature and duties of the appointment and the conditions of service.
- 3.6 SA Lotteries will pay a cashier's annual allowance from the date of this Agreement to any employee handling and accounting for cash.

## **CLAUSE 4 – HIGHER DUTY ALLOWANCE**

- 4.1 An employee required by SA Lotteries to carry out the duties of a post of a higher classification than that of the employees normal post may, subject to SA Lotteries approval, be paid the same salary that is paid to the incumbent at the base rate.
- 4.2 An employee when eligible for higher duty allowances will be paid from the time at which he or she commenced such duties.
- 4.3 Higher duty allowances will not be paid for periods of less than one (1) day.

## **CLAUSE 5 – CONTRACT OF EMPLOYMENT**

- 5.1 Appointments made to established positions will normally be subject to a probationary period of three months. However, SA Lotteries may extend probation for a further period if required. At the expiration of such probationary periods appointments may be confirmed subject to termination below.
- 5.2 5.2.1 Classified Officers  
Employment shall be terminated by four (4) weeks' notice given on either side, given at any time during ordinary hours of duty or by payment or forfeiture of four (4) weeks' salary as the case may be.
- 5.2.2 All Other Officers  
Employment shall be terminated by two (2) weeks' notice given on either side, given at any time during ordinary hours of duty or by payment or forfeiture of two (2) weeks' salary as the case may be.
- 5.2.3 Sub-clause 5.2.1 and 5.2.2 stands unless waived by mutual consent.
- 5.3 The employer may require employees to undergo a medical examination to determine their fitness to carry out their duties; such examination shall be made by a qualified medical practitioner acceptable to both parties and its cost shall be borne by the employer.
- 5.4 SA Lotteries may dismiss an employee on the grounds of misconduct or incompetence. Written notice of termination shall be accompanied by a statement of the reasons for termination if the employee so requests.
- 5.5 A dismissed employee shall have the right to appeal against the decision of the employer within 21 days pursuant to Chapter 3 Part 6 of the Industrial & Employee Relations Act 1994 as amended.
- 5.6 SA Lotteries shall keep one only personal file for purposes of recording an employee's career record and experience and matters of discipline and promotion. Each employee shall be entitled to inspect his or her personal file upon request at any reasonable time during working hours.
- 5.7 Any employee who is the subject of a poor performance/misconduct report shall be given a copy of such a report forthwith and the opportunity to reply in writing to the contents of the report.

## **CLAUSE 6 – PERFORMANCE MANAGEMENT**

- 6.1 Performance Management at SA Lotteries spans a one year period of performance assessment, though the individual is encouraged to place this period in a longer term context (developmental and career wise).
- 6.2 The system revolves around a 3-stage process during which staff undergo Performance Planning, Performance Monitoring and Performance Review with their line manager. Staff obtain feedback and coaching throughout the year and are reviewed against mutually agreed plans at the conclusion of each financial year.
- 6.3 SA Lotteries Performance Management system is based upon continual improvement, which includes ongoing monitoring and with annual revision when staff have their performance management and development plans reviewed. This is augmented with training and development designed to introduce and/or refresh the knowledge and skills of staff in relation to performance management.
- 6.4 Performance Management and Development Plans form a fundamental measure of how successfully SA Lotteries is realising its outputs at the individual level.

## **CLAUSE 7 – HOURS OF DUTY**

### 7.1 Day Workers

- 7.1.1 Employees whose remuneration is expressed by an annual salary shall be required to work a 37.5 hour week from Monday to Friday inclusive, normally between the hours of 8.00am and 6.00pm, but a period for luncheon shall be taken daily at such times as the employer may approve and such period when so taken shall not be included in the ordinary hours of duty. A meal break shall normally be 45 minutes per day.
- 7.1.2 Notwithstanding placitum 7.1.1 of this clause, hours of duty may be varied by agreement between the employee and employer on any day from Monday to Friday inclusive and outside of the normal working hours between 8.00am to 6.00pm.
- 7.1.3 When an employee is on duty which terminates at an hour when the usual or reasonable means of transport to their residence are not available SA Lotteries shall provide suitable transport and bear the cost thereof.

### 7.2 Shift Workers

#### **7.2.1 The provisions of this sub-clause shall apply to employees in the computer operations area on shift work.**

- 7.2.2 Employees in the computer operations area working on shift work and who were appointed to their current position prior to 10 August 1999, who are experiencing difficulties with the existing shift arrangements, should raise the matter in the first instance with the Team Leader Operations. Where the matter may affect the ability to undertake a permanent rostered shift, the matter should be referred to the Manager – Human Resources to assist in its resolution.
- 7.2.3 The hours of shift workers shall be an average of 37.5 hours per week, averaged over a full shift cycle of 8 weeks, in periods of 12 hours per day over seven days, according to a roster. A break of 1.25 hours each day shall be taken. This break is not included in the paid hours of duty.
- 7.2.4 Where scheduled end of day processing completes before the end of a rostered shift employees may, with the Shift Leader's approval, leave the premises without loss of remuneration for the shift worked.
- 7.2.5 Definitions
  - 7.2.5.1 "Day Shift" means any shift starting at 6.00am and finishing at 6.00pm.
  - 7.2.5.2 "Late Shift" means any shift starting at 6.00pm and finishing at 6.00am.
  - 7.2.5.3 "Rostered Shift" means a shift of which the employee has had at least 48 hours notice.

7.2.6 Rosters

7.2.6.1 Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

7.2.6.2 The method of working shifts may in any case be varied by agreement between SA Lotteries and the accredited representative of the relevant employee association to suit the circumstances of SA Lotteries.

7.2.6.3 The time of commencing and finishing shifts once having been determined, may be varied by agreement between SA Lotteries and the accredited representative of the relevant employee association to suit the circumstances of SA Lotteries, or in the absence of agreement, by seven days notice of alteration given by SA Lotteries to the employees. Such alterations can only be instituted within the parameters set in placitum 7.2.3 of this subclause.

7.2.6.4 Computer Operations

The shift roster will provide a minimum of 10 hours between shifts and a maximum of 50 hours on duty in any one week, within relevant OH&S guidelines.

7.2.7 Shift Allowances

7.2.7.1 A shift worker whilst working ordinary hours on a day or late shift shall be paid for such shift 15 percentum more than the employee's ordinary rate of pay.

7.2.7.2 Where a shift worker works their permanent ordinary hours on a day shift only, the penalty prescribed in 7.2.7.1 will not apply.

7.2.7.3 A shift worker whilst working ordinary hours on a Saturday or Sunday shall be paid for such shift 50 percentum more than the employee's ordinary rate of pay.

7.2.7.4 A shift worker whilst working ordinary hours on a Public Holiday shall be paid for such shift 150 percentum more than the employee's ordinary rate of pay.

7.2.7.5 The shift penalties provided for in placita 7.2.7.1, 7.2.7.3 and 7.2.7.4 shall not be cumulative.

7.2.7.6 That where shifts transcend more than one day, i.e. Friday into Saturday, Sunday into Monday, penalties will be paid in proportion to the amount of hours worked on each particular day.

7.2.8 Where the method of working shifts in the computer operations area does not meet the provisions prescribed in sub clause 7.2, the parties shall, upon agreement, seek to vary the sub clause to meet the changed circumstances.

7.2.9 If it becomes necessary to introduce shift work in an area, other than the computer operations area, the parties may apply to vary this agreement to cater for such shift work.

7.3 Ground Floor Selling Employees

7.3.1 Full-time Employees

Work a 37.5 hour week Monday to Saturday inclusive, normally between the hours of 8.15am and 6.15pm but a period of luncheon shall be taken daily at such times as the employer may approve and such period when so taken shall not be included in the ordinary hours of duty. A meal break shall normally be 45 minutes per day.

7.3.2 Permanent Part-time Employees

Work a minimum of twenty five hours per week Monday to Saturday inclusive, normally between the hours of 8.15am and 6.15pm, but a period of luncheon shall be taken daily at such times as the employer may approve and such a period when so taken shall not be included in the ordinary hours of duty. A meal break shall normally be 45 minutes per day.

**CLAUSE 8 – PART-TIME EMPLOYMENT**

- 8.1 Employees may request permanent part-time employment of a regular and continuous nature which as well as involving base grade positions, may afford opportunities for career progression in appropriate occupational fields.
- 8.2 Part-time employees shall be defined as persons engaged for less than 37.5 hours per week and working 15 hours or more per week for a continuous period of one month or longer where the hours of work are fixed and constant.
- 8.3 Conditions of service for part-time employees are to be applied as for full time employees, but on a pro-rata basis and in proportion to hours normally worked.
- 8.4 Employees occupying part-time positions shall be required to work for the number of hours specified in the letter of appointment, any variation shall be mutually agreed between the parties.

**CLAUSE 9 – CASUAL EMPLOYMENT**

Employees engaged on a casual basis shall be subject to the terms and conditions of this agreement except as specified below.

- 9.1 The contract of employment shall be on an hourly basis with a minimum of 3 hours work on any one day.
- 9.2 Hours of work shall not be fixed or constant.
- 9.3 The hourly rate of pay shall be that appropriate to the classification of the work being performed plus an additional loading of twenty percentum (20%) in lieu of Annual Leave, Sick Leave and Public Holiday provisions. In the case of clerical officers a common rate of ASO1 2<sup>nd</sup> year adult service shall apply.
- 9.4 Notice of termination as specified in clause 5 placita 5.2.1, 5.2.2 and 5.2.3 shall not be applicable.

**CLAUSE 10 – FLEXIBLE WORKING ARRANGEMENTS**

- 10.1 SA Lotteries is committed to providing a working environment which provides more flexible working arrangements, a mechanism for balancing work and family responsibilities, and allows employees to respond to their other responsibilities outside the working environment. Flexible working arrangements include part-time employment, job share, flexible hours, purchased leave and working from home.

## CLAUSE 11 – OVERTIME

The following provisions for the payment of overtime or the granting of time off in lieu of overtime, shall apply:-

### 11.1 Time Counted as Overtime

#### 11.1.1 Day Workers

11.1.1.1 Time worked in excess of 7.5 hours on any day Monday to Friday inclusive provided that the overtime shall not be payable unless the total time worked in any such day is equivalent to 8 hours or more.

11.1.1.2 All time worked on Saturdays, Sundays and Public Holidays.

#### 11.1.2 Shift Workers

11.1.2.1 If the Computer Operator is required to work additional shift(s) or part thereof, other than that defined in the shift roster.

11.1.2.2 If hardware/software problems require the operator to work past the end of a scheduled shift.

11.1.2.3 Where scheduled end of day processing exceeds the time normally allocated for said processing by the requirement to perform additional processing tasks.

11.1.2.4 Where a training and development course is scheduled on a designated day off, overtime will be paid for the duration of the course.

*Special Note:* If training is scheduled on a working day the operator will be paid the hours allocated by the shift roster at regular rates.

#### 11.1.3 Ground Floor Selling Employees

11.1.3.1 Time worked in excess of 7.5 hours on any day Monday to Friday inclusive provided that the overtime shall not be payable unless the total time worked in any such day is equivalent to 8 hours or more.

11.1.3.2 Special conditions apply for Saturday. Refer Overtime Rates 11.2.3.1.

11.1.3.3 All time worked Sundays and Public Holidays.

### 11.2 Overtime Rates

Employees who qualify for overtime payment in accordance with sub section 11.1 of this clause shall be paid on the following basis for overtime worked:-

11.2.1 On Monday to Friday inclusive – at the rate of time and a half for the first three (3) hours and double time thereafter.

11.2.2 On a Saturday or Sunday or Public Holiday:

- 11.2.2.1 If the whole of the overtime was worked on a Saturday before noon – at the rate of time and a half for the first three (3) hours and double time thereafter.
- 11.2.2.2 If the overtime was worked both before and after noon on the same Saturday – for the time worked before noon at the rate of time and a half for the first three (3) hours and for all time worked thereafter at the rate of double time with a minimum payment as three (3) hours worked on that day.
- 11.2.2.3 If the overtime was worked only after noon on a Saturday or at any time on a Sunday – at the rate of double time for all time worked with a minimum payment as for three (3) hours' work.
- 11.2.2.4 If the overtime was worked on a Public Holiday at the rate of double time and a half.

11.2.3 Ground Floor Selling Employees

- 11.2.3.1 Time worked on Saturday at the rate of time and a half for the first 7.5 hours and double time thereafter, with a day in lieu to be taken in the same pay period.
- 11.2.3.2 If overtime was worked on Sunday at the rate of double time for all time worked with the minimum payment as for three hours work.
- 11.2.3.3 If overtime was worked on a Public Holiday at the rate of double time and a half.

- 11.3 An employee recalled to work overtime after leaving his/her place of employment whether notified before or after leaving the premises shall be paid for a minimum of three (3) hours work in accordance with the above conditions provided that except in a case of unforeseen circumstances arising, the employee shall not be required to work the full three (3) hours if the work is completed within a shorter period.
- 11.4 In calculating overtime eligibility each day shall stand-alone.
- 11.5 Any portion of a day during which an employee is permitted to be absent with pay shall be regarded as time worked for the purpose of this clause.
- 11.6 An interval for refreshment of not less than half an hour shall be taken by any employee who works for more than two (2) hours after normal finishing time on week days.
- 11.7 No employee shall work continuously for any period in excess of five (5) hours on any Saturday, Sunday or Public Holiday without a break of at least half an hour for refreshment.
- 11.8 Payment shall be made only for overtime worked by direction and approval of the appropriate senior manager who shall be satisfied as to the necessity for such overtime.
- 11.9 With the agreement of the employee concerned, the senior manager may require that time off be taken in lieu of payment for overtime worked and such time off shall be permitted within three (3) months of the working of the overtime. If the overtime is not availed of as time taken in lieu the appropriate payment will be made after (3) months of the accrual.
- 11.10 In respect of the overtime provisions, meal allowances shall be the same as those prevailing in the State Public Service of South Australia, as prescribed in the Commissioner for Public Employment's PSM Act Determination No. 11.
- 11.11 Employees whose salary exceeds an amount declared from time to time by the Commissioner for Public Employment's PSM Act Determination No. 11, shall not be eligible for the payment of overtime.

- 11.12 Where an employee's salary exceeds an amount declared from time to time by the Commissioner for Public Employment's PSM Act Determination No. 11, the hourly rate of such employee for the purposes of overtime shall be the rate set out in the said Determination.

## **CLAUSE 12 – LIMIT ON PUBLIC HOLIDAY WORK**

- 12.1 An employee may be required to work on public holidays as part of their normal working arrangements, provided that generally an employee should not be required to work more than 7 public holidays in any one calendar year except with the agreement of the employee or in unavoidable circumstances.

## **CLAUSE 13 – ONCALL/RECALL**

### 13.1 On-Call Allowances

- 13.1.1 Employees who are rostered to be on-call of a night time, will be paid an allowance for each night as follows:

- (a) \$11.20 on and from 1 October, 2002; and
- (b) \$11.70 on and from 1 October 2003.

- 13.1.2 Employees who are rostered to be on-call during a full Saturday, Sunday or Public Holiday or any day that the employee would normally be rostered off duty, will be paid an allowance per day as follows:

- (a) \$22.40 on and from 1 October, 2002; and
- (b) \$23.30 on and from 1 October 2003.

### 13.2 On-Call Conditions

**13.2.1 No employee should be rostered or required to be on-call more frequently than a total of 7 days every 14 days. Any arrangement that would require an employee to be on-call more frequently than this must only be introduced where the employee concerned genuinely agrees to same.**

**13.2.2 The frequency, duration, etc. of being on-call is to be established through consultation with the employees affected and if requested by the employees, their representatives, having particular regard to Occupational, Health and Safety considerations.**

**13.2.3 Employees who are on-call must be contactable whilst on-call but will not be restricted to their residence.**

**13.2.4 Employees who are on-call will be provided with any equipment required for their work (except where existing award provisions or other agreed arrangements, which require employees to provide their own equipment, are in place).**

**13.2.5 Existing telephone rental and business calls reimbursement provisions contained in the relevant award, determinations and other manuals of conditions of employment, etc. covering employees are not affected by these provisions and will continue to apply.**

### **13.3 Recall to Work**

**13.3.1 Subject to 13.3.3 below, employees, regardless of classification and salary level (but less than executive level or equivalent), will be entitled to payment for all time worked, with a minimum of 3 hours paid, at overtime rates (or time off in lieu by agreement) when recalled to work necessitating their attendance at the workplace or other worksite.**

**However, an employee recalled to work within 3 hours of starting work on a previous recall is not entitled to any additional payment for the time worked within the period of 3 hours from the time of commencement of the previous call.**

**13.3.2 Subject to 13.3.3 below, employees, regardless of classification and salary level (but less than executive level or equivalent), will be entitled to payment at overtime rates (or time off in lieu by agreement) for work performed from home when on-call, provided that the total time spent so working on any day and/or night is at least 30 minutes.**

**13.3.3 The rate of pay to be used for calculating the payment for overtime worked in the circumstances described in 13.3.1 and 13.3.2, is an employee's normal rate for overtime purposes except where such rate exceeds the maximum salary of the ASO-5 classification level prescribed in the relevant schedule of the current Enterprise Agreement. In this situation, where an employee's rate of pay does not exceed the maximum salary of ASO-6, overtime is to be calculated at the rate of the minimum salary increment of ASO-5. Where an employee's rate of pay exceeds the maximum salary of ASO-6 (but less than executive level or equivalent), overtime is to be calculated at the rate of the maximum salary increment of ASO-5.**

**13.3.4 Despite the provisions of 13.3.3, special arrangements may be determined in consultation with the Commissioner for Public Employment where the particular circumstances of any case require a different approach. Where such special arrangements are inconsistent with any of the provisions of this Clause, they will prevail over the provisions of this Clause to the extent of that inconsistency.**

**13.3.5 All employees who travel to work as a result of receiving a recall to work will:**

**13.3.5.1 Be reimbursed for use of a private motor vehicle for the journey to and from the workplace using the shortest, most practicable route (together with any parking fees)(provided that no employee will be required to use a private vehicle for work purposes); or**

**13.3.5.2 Be permitted to use a taxi at the employer's expense to travel to and from the workplace; or**

**13.3.5.3 Be permitted to use a Government vehicle to travel to and from the workplace (with any parking fees to be reimbursed).**

**CLAUSE 14 – SALARY PACKAGING ARRANGEMENTS**

14.1 This clause applies for the period an employee enters into a Salary Sacrifice Agreement. A Salary Sacrifice Agreement (SSA) is the formal administrative instrument between the employer and the employee which enables salary packaging arrangements to be put in place.

14.1.1 The salary payable to an employee, or applicable to a position where the occupant elects to enter into an SSA, pursuant to this Lotteries Commission of South Australia Enterprise Agreement, 2003 (LCSAEA) will be the salary payable under the SSA, notwithstanding any other provision in, or Schedule of, this LCSAEA.

14.1.2 Any entitlement to payment of overtime, leave loading or shift allowance and superannuation will be based on the salary that would have been payable had the employee not entered into a SSA.

14.1.3 Where, on cessation of employment, the employer makes a payment in lieu of notice, or a payment in respect of accrued recreation or long service leave entitlements, the payment thereof shall be based on the salary that would have been payable had the employee not entered into a SSA.

**CLAUSE 15 – UNIFORMS**

15.1 Any form of uniform, overalls or protective clothing which SA Lotteries requires to be worn shall be supplied free of cost. Replacement will be made at appropriate intervals depending upon the class of work.

15.2 Uniforms shall be maintained in good condition by the employees to whom they are issued, allowing for fair wear and tear.

## **CLAUSE 16 – ALLOWANCES**

- 16.1 Except as otherwise specified in this Agreement, all allowances payable to employees employed under the Public Sector Management Act shall be payable to employees of SA Lotteries on the same terms and conditions as applied to employees employed under the Public Sector Management Act.

## **CLAUSE 17 – MOTOR VEHICLE ALLOWANCES**

- 17.1 Employees who, with the permission of the employer, use their own vehicle on employer's business shall be entitled to the payment of an allowance in accordance with the Commissioner for Public Employment's PSM Act Determination No. 8.

## **CLAUSE 18 – TRAVELLING EXPENSES**

- 18.1 Employees are entitled to reimbursement of actual travelling, accommodation and meal expenses at not less than the current State Public Service rates as determined by the Commissioner for Public Employment's PSM Act Determination No. 8 when engaged on business previously approved by the employer or its delegates.

## **CLAUSE 19 – TRAVELLING TIME**

- 19.1 Employees who are required to travel on official duties outside of their normal working hours and away from their normal headquarters, may be granted time off in lieu of time spent on such travel subject to the same conditions as apply in the Public Service as determined in the SA Public Sector Salaried Employees Interim Award, Part 8, Clause 8.1. However, those employees whose salaries exceed the salary declared by the Commissioner for Public Employment in Determination No. 11 shall not be eligible for time off in lieu of travel in accordance with this provision.

## **CLAUSE 20 – RECREATION LEAVE**

- 20.1 All employees subject to this Agreement shall be granted and take recreation leave in accordance with the Commissioner for Public Employment's PSM Act Determination No. 6. Payment for leave and recreation leave loading shall be made in accordance with the Commissioner for Public Employment PSM Act Determination No. 6.
- 20.2 In addition to 20.1 above
- All employees regularly rostered to work on Saturdays, Sundays and Public Holidays shall receive 25 days at 7.5 hours per day recreation leave per annum.

- 20.3 All employees regularly rostered to work ordinary hours over 7 days and who are regularly rostered to work on Saturdays, Sundays and Public Holidays shall receive a recreation leave loading of 20% or the penalties they would have received had they worked the period of leave, whichever is the higher.
- 20.4 Any person working a part of a year regularly rostered to work on Saturdays, Sundays and Public Holidays shall receive proportionate entitlements as prescribed in 20.2 and 20.3 above.

#### **CLAUSE 21 – SICK LEAVE**

- 21.1 All employees other than those employed on a casual basis shall be granted sick leave in accordance with the Commissioner for Public Employment's PSM Act Determination No. 6.
- 21.2 The following conditions will also apply:

A medical certificate from a registered medical practitioner may be required when an employee:

- (a) has taken more than four (4) days of sick leave without a certificate in a sick year (or pro rata for those who work other than one hundred and fifty (150) hours in a four (4) week cycle), or
- (b) is absent for more than two (2) consecutive working days, or
- (c) is absent due to sickness and has no entitlement to sick leave or workers compensation, or
- (d) is absent due to sickness during industrial action involving a work stoppage.

If an employee wishes to resume work before expiration of the medical certificate, another certificate will be required from the doctor, stating that they are fit to resume duty.

#### **CLAUSE 22 – FAMILY CARERS' LEAVE**

- 22.1 The parties to this Agreement agree that, subject to the following conditions, employees may access up to five (5) working days of the employee's paid sick leave entitlement in any one year to provide support for the employees immediate family or household.
- 22.1.1 The employee must declare that the period of absence was necessary and unavoidable.
- 22.1.2 The employee produces satisfactory evidence of sickness of family member, if requested.
- 22.1.3 The employee must have responsibility for the care of the family member and the family member, being either a member of the employee's household or a near relative of the employee, as defined in the State Equal Opportunity Act 1984.

#### **CLAUSE 23 – PUBLIC HOLIDAYS**

- 23.1 All employees other than those employed on a casual basis shall be granted, on full pay, public holidays and days gazetted as such by the State Government of South Australia.

**CLAUSE 24 – LONG SERVICE LEAVE**

- 24.1 Conditions governing Long Service Leave shall be those contained in Sections 10, 12, 13 and 14 of the Long Service Leave Act, and in Schedule 2 of the Public Sector Management Act.

**CLAUSE 25 – SPECIAL LEAVE WITHOUT PAY**

- 25.1 Leave without pay (including parental leave) may be granted by SA Lotteries. In determining its attitude to an application for leave without pay, SA Lotteries shall have regard to the guidelines set out in the Commissioner for Public Employment's PSM Act Determination No. 6. If the period of leave without pay is in excess of one (1) calendar month per year, it is not counted as service in the determination of long service leave, recreation leave, sick leave and incremental entitlement data.

**CLAUSE 26 – SPECIAL LEAVE WITH PAY**

- 26.1 SA Lotteries may grant up to three (3) weeks special leave with pay in any one year in excess of the period without pay, for reasons deemed appropriate by SA Lotteries.
- 26.2 Special leave with pay for urgent pressing necessity not exceeding a total of three (3) days per annum may be granted by the Chief Executive in circumstances of pressing necessity including bereavement reasons.
- “Pressing necessity” may be defined as a circumstance where an officer is called upon personally to do some act either in performance of a duty or in the protection of a right or necessity which cannot reasonably be done outside of office hours.
- 26.3 Where the Chief Executive grants this leave under powers delegated by SA Lotteries, the Chief Executive must be satisfied (by calling for proof if necessary) that the circumstances do constitute pressing necessity. Application for special leave with pay in excess of three (3) days must be referred to the Chief Executive.
- 26.4 Where in the opinion of the Chief Executive a bona fide case of pressing necessity justifies special leave being taken immediately before or after recreation leave, they may approve such leave to the extent outlined above.
- 26.5 Special leave with and without pay other than as referred to above shall be granted by SA Lotteries in accordance with the Commissioner for Public Employment's PSM Act Determination No. 6.

## **CLAUSE 27 – PARENTAL LEAVE & ADOPTION LEAVE**

- 27.1 An employee who applied for and was granted maternity leave or adoption leave commencing after the date of approval of this Enterprise Agreement will, in respect of the whole or part of leave occurring on or after the date of such approval, be entitled to the benefits provided by this clause as if this clause was in force at the time of taking such leave.
- 27.2 Subject to this clause, an employee, other than a casual employee, who has completed 12 months continuous service immediately prior to the birth of the child, is entitled to six weeks paid maternity leave.
- 27.3 Subject to this clause, an employee, other than a casual employee, who has completed 12 months of continuous service before taking custody of an adopted child is entitled to up to six weeks paid adoption leave.
- 27.4 The following conditions apply to an employee applying for paid maternity leave or paid adoption leave:
- 27.4.1 The total of paid and unpaid maternity/adoption/parental/special leave is not to exceed 52 calendar weeks in relation to the employee's child. For the purposes of this clause, child includes children of multiple birth/adoption.
- 27.4.2 An employee will be entitled to six weeks leave (up to six weeks for adoption leave), paid at the employee's ordinary rate of pay (excluding allowances, penalties or other additional payments) from the date maternity/adoption leave commences. The paid maternity/adoption leave is not to be extended by public holidays, rostered days off, programmed days off or any other leave falling within the period of paid leave.
- 27.5 Part-time employees will have the same entitlements as full time employees on a pro-rata basis according to the average number of contracted hours during the immediately preceding 12 months (disregarding any periods of leave).

## **CLAUSE 28 – STUDY ASSISTANCE AND LEAVE**

- 28.1 Study assistance and leave for study purposes shall be available to employees of SA Lotteries on the same basis as applies in the South Australian Public Service and on the conditions as set out in the Commissioner for Public Employment's PSM Act Determination No. 6.

## **CLAUSE 29 – TRADE UNION TRAINING LEAVE**

- 29.1 Employees who are members of an employee association are eligible for nomination to attend trade union training courses organised, run or approved by the Australian Council for Union Training, the South Australian Council for Union Training, the Workers Educational Association of South Australia Incorporated, Trade Union Training Australia Inc. and the Industrial Training Service.
- 29.2 All nominations for attendance on courses must be made by the employee association.

29.3 Approval is subject to:

29.3.1 A certificate of eligibility signed by the General Secretary of the employee association.

29.3.2 A proviso that the employee can be spared from the employer (in deciding approvals the work of the employer must be a priority and the privilege may be withdrawn at any time if deemed necessary).

29.4 Time off with pay for an employee eligible to attend courses may be granted up to a maximum of 10 working days during two calendar years. Time off with pay in excess of this entitlement may be granted in special circumstances at the discretion of the employer but in no case shall the amount exceed 20 working days during two years. All other costs related to attendance at a course will be the responsibility of the nominating Union or organisation.

29.5 Time off with pay for part time employees eligible to attend courses may be granted in accordance with the following table:

HOURS WORKED PER WEEK	DAYS THAT MAY BE GRANTED PER TWO CALENDAR YEARS	DAYS THAT MAY BE GRANTED WITH EMPLOYER APPROVAL AS EXPLAINED IN (4) ABOVE
15 – 20	3	6
21 – 25	4	8
26 – 30	6	12
31 – 35	8	16
36 – 40	10	20

29.6 Employer must maintain adequate records of time off showing the extent of each authorised absence and attendances should be verified.

### **CLAUSE 30 – JOB REPRESENTATIVES**

30.1 The employer acknowledges and accepts the authority and duties of an employee association's elected representatives as contained in its Constitution, Rules and/or By-laws, in accordance with the detail and procedures contained in the Commissioner for Public Employment's PSM Act Determination No. 28.

## **CLAUSE 31 – RIGHT OF ENTRY OF UNION OFFICIALS**

- 31.1 An official of an association of employees may enter an employer's premises at which one or more members of the association are employed and:
- (a) inspect time books and wage records, at the premises; and
  - (b) inspect the work carried out by employees who are members of the association and note the conditions under which the work is carried out; and
  - (c) if specific complaints of non-compliance with the award or Enterprise Agreement have been made – interview employees who are members of the association about the complaints.
- 31.2 Before an official exercises powers under sub-section (31.1), the official must give reasonable notice to the employer and comply with any other requirements imposed by the award or Enterprise Agreement.
- 31.3 A person exercising powers under this section must not:
- (a) harass an employer or employee; or
  - (b) hinder or obstruct an employee in carrying out a duty of employment.

## **CLAUSE 32 – DEDUCTIONS**

- 32.1 The employer may make such deductions from salaries as are at present authorised in writing by the employee and such other deductions as may be agreed between the parties.

## **CLAUSE 33 – REDUNDANCY NOTIFICATION PROVISIONS**

- 33.1 Where it appears to the employer that a situation of redundancy is likely to occur affecting employees, the employer shall advise the employees to this effect and provide all relevant details and arrange discussions with officers of the relevant employee association.
- 33.2 Details of potential redundancy shall include:
- 33.2.1 Circumstances and background which have caused potential redundancy.
  - 33.2.2 Numbers and classifications of possible excess employees.
  - 33.2.3 Potential relocation within the employer's own organisation or associated organisations.
- 33.3 Where it appears to the employer that a situation of redundancy is likely to occur affecting employees, six months written notice shall be given to the employees and the incumbent(s) of the position(s) concerned before the conditions and/or employment of any employee shall be changed.

## **CLAUSE 34 – RECLASSIFICATION PROCEDURES**

- 34.1 Any employee may apply for reclassification. Applications should be in writing to the employer stating reasons in support of the application.
- 34.2 The employer shall give a written reply to the applicant within two months from the date of application.
- 34.3 An employee whose application for reclassification is refused shall have the right of appeal to the Grievance Appeals Committee.

## **CLAUSE 35 – TRANSFER OF SERVICE CREDITS**

- 35.1 Employees who were previously employed in the Public Service of South Australia or in the Public Service of the Commonwealth or in the Public Service of another State or Territory of the Commonwealth or by the State otherwise than as an officer of the Public Service or by organisations specified by proclamation in accordance with the Public Sector Management Act as amended and whose service has been continuous, are entitled to have their service and accrued Long Service and Sick Leave determined on the basis that their previous employment is service to SA Lotteries.
- 35.2 Employees previously employed by an organisation referred to in 1 above shall not be required to break their service before commencing duty. Periods of leave for which employees have been paid the monetary equivalent will not be taken into account in determining whether or not their service has been continuous. Time taken to travel to take up an appointment shall not normally be regarded as breaking service.

## **CLAUSE 36 – GRIEVANCE APPEALS COMMITTEE**

An employee who is aggrieved by any report, recommendation or action by SA Lotteries may seek to resolve such grievance in accordance with the following procedure, provided however the decision to terminate employment shall not be subject to the provisions of this clause.

- 36.1 (a) The employee shall first discuss the grievance or problem with their immediate supervisor within seven (7) days of the grievance arising in an attempt to resolve it.
- (b) Such resolution process should take no longer than seven (7) days.
- 36.2 (a) If the procedure outlined above fails to resolve the matter or the employee is not satisfied with the proposed settlement or supervisor's decision, the employee may, within seven (7) days of notification of such settlement or decision, submit the matter in writing to the Chief Executive for decision.

- (b) Notification of the grievance should contain:
  - (i) particulars of the grievance;
  - (ii) the grounds of appeal; and
  - (iii) the relief sought.
- (c) On receipt of the submission the Chief Executive shall give the employee the opportunity of a personal discussion about the problem at which the employee shall have the right to be accompanied by an official of their Union.
- (d) The Chief Executive shall notify the employee of the decision within 14 days of receipt of the reference.

36.3 If the employee is not satisfied with the decision of the Chief Executive, the employee may, within fourteen (14) days of notification of such decision, refer the matter in writing to the Grievance Appeals Committee with the exception of those dealing with promotion, classification, reclassification or termination of employment unless in the case of promotion and classification matters an appeal is against process only.

36.4 (a) Grievance Appeals Committee

The Grievance Appeals Committee shall consist of a Chairperson who is acceptable to both the Union and SA Lotteries and two other members, one of who shall be nominated by SA Lotteries, and the other by the Union.

- (b) SA Lotteries shall arrange for the Grievance Appeals Committee to meet and consider the appeal/grievance within 28 days of Notice of Appeal.
- (c) The Committee shall give the employee the opportunity to appear before it and to be accompanied/represented by an official of their Union.
- (d) SA Lotteries shall also be represented at such hearing.
- (e) Having carried out its investigations the Committee shall notify its findings and make recommendations, as appropriate (on a decision of a majority of its members) to resolve the grievance or problem, to the Chief Executive. Similar notification shall be sent to the employee. Such notification shall be made within 21 days of hearing the matter.
- (f) The decision of the Chief Executive, which results from that recommendation, will be final.

## **CLAUSE 37 – ROSTERED COMPUTER EMPLOYEES**

This clause prescribes specific conditions for Rostered Computer Staff.

SA Lotteries:

- 37.1 will provide and pay for taxis for employees who do not have reasonable access to public transport to work to commence a shift or at the end of a shift returning home,  
or  
alternatively, provide secure parking for employees' cars within reasonable distance of SA Lotteries headquarters and transport by taxi to and from the Parking Station as requested on a security/convenience basis.
- 37.2 will give special consideration to the requirements of employees on 7 day rosters namely, the taking and timing of recreation leave.

**SCHEDULE 1**  
**WAGES SCHEDULE**  
**Lotteries Commission of South Australia Enterprise Agreement, 2003**

Classification	Level	Salary p.a. 1-Oct-02	Salary p.a. 1-Oct-03
<b>Administrative Services Stream</b>			
<b>AS01</b>	1st year of adult	27,354	28,622
	2nd year of adult	28,081	29,349
	3rd year of adult	28,877	30,145
	4th year of adult	29,604	30,872
	5th year of adult	30,332	31,600
	6th year of adult	31,124	32,392
<b>AS02</b>	1	33,117	34,442
	2	34,482	35,861
	3	35,845	37,279
<b>AS03</b>	1	38,569	40,112
	2	39,933	41,530
	3	41,296	42,948
<b>AS04</b>	1	44,293	46,065
	2	45,315	47,128
	3	46,338	48,192
<b>AS05</b>	1	49,397	51,373
	2	51,287	53,338
	3	53,311	55,443
	4	55,334	57,547
<b>AS06</b>	1	57,224	59,513
	2	58,979	61,338
	3	60,734	63,163
<b>AS07</b>	1	63,474	66,013
	2	65,323	67,936
	3	67,078	69,761
	4	68,899	71,655
<b>AS08</b>	1	71,531	74,392
	2	72,948	75,866
	3	74,365	77,340

**Manager Administrative Services**

<b>MAS1</b>		62,085	64,568
<b>MAS2</b>		70,249	73,059
<b>MAS3</b>		75,716	78,745

**Technical Services**

<b>TGO 1</b>	1st year adult	31,493	32,761	
	2nd year adult	32,367	33,662	
	3rd year adult	33,431	34,768	
	4th year adult	34,507	35,887	
	5th year adult	35,586	37,009	
	6th year adult	36,662	38,128	
	7th year adult	37,753	39,263	
	8th year adult	38,979	40,538	
	9th year adult	40,068	41,671	
<b>TGO 2</b>		1	43,477	45,216
		2	44,907	46,703
		3	46,338	48,192