

Orders



SOUTH
AUSTRALIAN
EMPLOYMENT
TRIBUNAL

Case Details

Agreement title	The District Council of Orroroo/Carrieton Enterprise Agreement 2022
Employer	The District Council of Orroroo/Carrieton
Case number	ET-22-04007

Orders - Approval of Enterprise Agreement The District Council of Orroroo/Carrieton Enterprise Agreement 2022

I HEREBY APPROVE this Enterprise Agreement pursuant to section 79 of the *Fair Work Act 1994*.

This Agreement shall come into force on and from 29 August 2022 and have a nominal life extending until 10 April 2025.

A handwritten signature in blue ink, appearing to read 'A. Cairney', is positioned above the Commissioner's name.

Commissioner Cairney

29 Aug 2022

DOC_BUILDER_ENTERPRISE_AGREEMENTS



**DISTRICT COUNCIL OF ORROROO CARRIETON
ENTERPRISE AGREEMENT
2022**

CLAUSE 1 - TITLE

This Agreement shall be known as the District Council of Orroroo Carrieton Enterprise Agreement 2022.

CLAUSE 2 - ARRANGEMENT

1. Title
2. Arrangement
3. Definitions
4. Parties Bound
5. Period of Operation
6. Relationship to Award
7. Single Bargaining Unit
8. Objectives
9. Employee Relations
10. Introduction of Change
11. Hours of Work
12. Annual Leave
13. Work and Family Leave
14. Security of Employment
15. Pay Increases
16. Personal Accident and Illness Protection
17. Superannuation
18. Salary Sacrificing
19. Dispute Resolution Procedure
20. No Further Claims
21. Work Health and Safety
22. Signatories

CLAUSE 3 - DEFINITIONS

For the purposes of this Agreement:

Agreement	means District Council of Orroroo Carrieton Enterprise Agreement 2022.
Australian Super	means Australian Super Pty Ltd ABN 94 006 457 987, AFSL 233788, Trustee of Australian Super ABN 65 714 394 898 Superannuation Fund Number (SFN) 2683 519 45
Award	means the Local Government Employees Award.
CEO	means the Chief Executive Officer, being that person appointed by the Council under section 96 of the <i>Local Government Act 1999</i> , and any person acting in that capacity.

Consultation	is the process which will have regard to Employee's interests in the formulation of plans which have a direct impact upon them. It provides the Employees with the opportunity to have their viewpoint heard and taken into account prior to a decision being made, with any significant issues involving change being referred to the Single Bargaining Unit in its consultation role during the life of the Agreement.
Council	means the District Council of Orroroo Carrieton.
Employee	means any employee of the Council who performs work covered by this Agreement.
Employer	means the District Council of Orroroo Carrieton.
Immediate Family	includes: <ul style="list-style-type: none"> • a spouse or de facto spouse (including a former spouse or a de facto spouse) of the Employee. A de facto spouse, in relation to a person, means a recognised partner to the Employee who lives with the Employee as the husband or wife on a bona fide domestic basis although not legally married to that person; and • a child or an adult (including an adopted child, a step-child or an ex-nuptial child), parent, grandparent, grandchild, or sibling of the employee or de facto spouse of the Employee.
Out of Districts Work	relates to work performed by Employees covered by this Agreement outside the Council area.
SAET	means the South Australian Employment Tribunal.
Union	means the Amalgamated AWU (SA) State Union.
Works Supervisor	means the person in charge of and responsible for the supervision of the employees covered by this Agreement.

CLAUSE 4 – PARTIES BOUND

4.1 Parties to The Agreement are:

- 4.1.1 the Council;
- 4.1.2 the Union and;
- 4.1.3 the Employees.

CLAUSE 5 - PERIOD OF OPERATION

- 5.1 This Agreement shall operate from the date of approval by the SAET and remain in place until 10 April 2025.
- 5.2 This Agreement will be reviewed and negotiated during the final six (6) months of the Period of Operation.

CLAUSE 6 - RELATIONSHIP TO AWARD

- 6.1 This Agreement shall be read in conjunction with the terms of the Award (including as amended from time to time) provided that where there is an inconsistency between this Agreement and the Award, this Agreement shall prevail to the extent of the inconsistency.

CLAUSE 7 - SINGLE BARGAINING UNIT

- 7.1 The parties agree that the effective operation of this Agreement is dependent on the continuation of the established Consultative Structures within the workplace.
- 7.2 The principal Consultative Structure is the Single Bargaining Unit.
- 7.3 The Single Bargaining Unit shall consist of:
 - 7.3.1 Employer representatives nominated by the Employer;
 - 7.3.2 Employee representatives elected by Employees; and
 - 7.3.3 The State Secretary of the Amalgamated AWU (SA) State Union or nominee, who shall be a permanent member of the Committee.
- 7.4 The role of the Single Bargaining Unit shall be:
 - 7.4.1 To reach decisions by consensus. All decisions will operate as recommendations.
 - 7.4.2 To hear and acknowledge reports and ideas generated by Employee and Employer representatives on a range of issues.
 - 7.4.3 To provide a forum for information flow between the Employer and Employees.
 - 7.4.4 To consult on proposed changes.
 - 7.4.5 To examine current and proposed work methods, procedures and techniques including technical change relevant to enterprise bargaining.
 - 7.4.6 To canvas workplace input on proposed improvements.
 - 7.4.7 To assist in the development of training programs if required.

CLAUSE 8 - OBJECTIVES

- 8.1 The objectives of this Agreement are to
 - 8.1.1 develop and support a sustainable arrangement for workplace flexibility, improved productivity and systematic pay outcomes that benefit both Employees and the Council;
 - 8.1.2 document work arrangements, processes and procedures, which are agreed between the parties, to promote improved productivity and quality services as well as the resulting benefits and improved conditions for Employees; and
 - 8.1.3 deliver or facilitate the provision of services and infrastructure that enhance the quality of life and convenience for our community.

CLAUSE 9 - EMPLOYEE RELATIONS

- 9.1 The parties recognise the need to maintain mutual trust and understanding to improve Employee relations throughout the organisation.
- 9.2 The parties agree the need to refocus the traditional Industrial Relations approach to one of employee relations, where consultation is viewed as essential to any change. Management recognises the need for Employee commitment to achieve effective improvements in productivity.
- 9.3 Management is committed to ensuring there is an opportunity for Employees to be involved and express their opinions before changes occur which are likely to have an impact on the workplace and their jobs.

CLAUSE 10 - INTRODUCTION OF CHANGE

- 10.1 Where the Employer has made a firm decision to implement changes in production, program, organisational structure or technology that are likely to have significant effects on Employees, the Employer must as soon as practicable notify the Employee who may be affected by the proposed changes and their Union.
- 10.2 **Significant Effects** include:
 - 10.2.1 termination of employment;
 - 10.2.2 major changes in the composition, operation or size of the Employer's workforce or in the skills required;
 - 10.2.3 the elimination or diminution of job opportunities, promotion opportunities or job tenure;
 - 10.2.4 the alteration of hours of work; and/or
 - 10.2.5 the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.
- 10.3 Where the Award makes provision for alteration of any of these matters, an alteration will be deemed not to have significant effect.
- 10.4 The Employer must discuss with the Employees affected and the Union, amongst other things:
 - 10.4.1 the introduction of the changes referred to in 10.1;
 - 10.4.2 the effects the changes are likely to have on Employees;
 - 10.4.3 measures to avert or mitigate the adverse effects of such changes on Employees.
- 10.5 The Employer must give prompt consideration to matters raised by the Employees and/or the Union in relation to the changes.
- 10.6 The discussions must commence as early as practicable after a firm decision has been made by the Employer to make the changes referred to in 10.1.
- 10.7 For the purposes of such discussion, the Employer must provide in writing to the Employees concerned and the Union:
 - 10.7.1 all relevant information about the changes, including the nature of the changes proposed; and
 - 10.7.2 the expected effects of the changes on Employees and any other matters likely to affect them.
- 10.8 Employers are not required to disclose confidential information disclosure of which, when looked at objectively, would be against the Employer's interests.

CLAUSE 11 - HOURS OF WORK

- 11.1 **Normal Hours**
 - 11.1.1 Except as otherwise provided normal hours of work for full-time Employees covered by the Agreement are 8.5 hours per day, seventy-six (76) hours to be worked over a nine (9) day fortnight, between 6:00 am and 6:00 pm Monday - Friday, which allows for one (1) Rostered Day Off (RDO) per fortnight.

- 11.1.2 Where the RDO that is to be taken on a Friday falls on a public holiday, the RDO will be moved to the day prior, being the Thursday, and the Employee will be entitled to take the Friday public holiday, and to be paid for the same.

11.2 Peak Times

- 11.2.1 Peak times will be designated by the Employer for major projects, road re-sheeting works whereby long travel distances are required, patrol grading during times of favourable weather conditions, and other projects and works as determined by the CEO (or delegate).
- 11.2.2 Hours of work can be up to 85.5 ordinary hours per fortnight, to be worked between 6.00 am and 6.00 pm Monday to Friday, not exceeding 9.5 ordinary hours per day, nine (9) days per fortnight where the CEO, has designated a peak time in accordance with Clause 11.2.1.
- 11.2.3 All hours worked outside of the normal hours (defined in clause 11.1), worked in accordance with the hours in this clause (defined in 11.2.1 above) will accrue as Time off in Lieu (TOIL) of a future requirement to work normal hours.
- 11.2.4 Hours worked Monday to Friday greater than 85.5 ordinary hours per fortnight, or outside of 6.00 am and 6.00 pm, or in excess of 9.5 hours per day, is considered overtime and will be paid at a rate of time and one half (1 ½) for the first two (2) hours and double time thereafter. Overtime may be accrued as TOIL by mutual agreement.

11.3 Credited TOIL

- 11.3.1 Shall be taken at a time mutually agreed between the Employer and Employee concerned, taking into account seasonal or organisation needs.
- 11.3.2 The Employer will manage the TOIL bank of hours so that each Employee does not exceed twenty (20) hours within their bank at any given period of time.
- 11.3.3 A maximum of twenty (20) hours' TOIL may be accumulated at any one time, unless prior authorisation is granted by the CEO.
- 11.3.4 The prior authorisation of the CEO to accrue more than twenty (20) hours of TOIL, must be obtained on each occasion, prior to TOIL exceeding twenty (20) hours.
- 11.3.5 For the avoidance of doubt, no standing arrangements to exceed the maximum accrual of twenty (20) hours TOIL will be granted, and no accrual of TOIL above twenty (20) hours will be recognised, in the absence of the CEO's authorisation.

11.4 Out Of Districts Work Hours

- 11.4.1 The maximum hours of work during Out of Districts Work will be twelve (12) hours per day (60 hours per week) to be worked Monday to Friday with the appropriate penalty rates payable per day.
- 11.4.2 The allowance may also apply to days returning from the worksite should the Employee return to the depot after 7:00pm.
- 11.4.3 An allowance of \$85.00 a day will be payable to Employees who conduct Out of Districts Work. The allowance will be paid when Employees are required to remain at the work site and for days travelling to and from the work site.

11.5 Rostered Days Off

- 11.5.1 This provision shall be read in conjunction with the nine (9) Day Fortnight Agreement in place, allowing for the flexibility of taking the Rostered Day Off (RDO) at a mutually agreed time as negotiated between the Employer and Employee concerned.
- 11.5.2 The RDO bank is distinct and different from the TOIL bank of time.
- 11.5.3 An Employee may, by mutual consent with the Employer, bank up to a maximum of five (5) rostered days off, to be taken at a convenient time by mutual agreement between the Employer and Employee, taking into account seasonal or organisation needs.
- 11.5.4 Any days in the RDO bank are required to be taken by 30 November annually, unless otherwise agreed at the absolute discretion of the CEO that the Employee is to take the time off after 30 November.

11.6 Recalls and Callouts

- 11.6.1 All recalls/callouts to work Monday to Friday, after leaving the depot and having completed work for the day, will be paid at ordinary time.
- 11.6.2 A one (1) hour minimum call in payment will apply, except where the total hours worked by the Employee for that particular pay period is in excess of 85.5 hours, in which case, all-time worked shall be paid at time and half the ordinary rate of pay.
- 11.6.3 All weekend callouts shall attract a credit of TOIL hours, or minimum payment of two (2) hours.
- 11.6.4 Each call-out stands alone, provided, however, that where an Employee is notified of a subsequent call-out prior to returning to his/her place of residence (after performing the first call-out), the total time taken will be treated as a single call-out.

11.7 Patrol Grading

- 11.7.1 The Parties recognise patrol grading is subject to favourable weather conditions and where it is more favourable to undertake duties outside of the Normal Hours (clause 11.1), patrol grading by mutual agreement can occur outside of the normal hour. Applicable penalty rates will be paid for all work conducted on Saturday and Sunday.
- 11.7.2 Where the Employee advises he/she has a genuine reason to not be able to adjust working times under this clause, the Employer shall not enforce the change.

CLAUSE 12 - ANNUAL LEAVE

- 12.1 Employees are entitled to one hundred and fifty-two (152) hours annual leave after twelve (12) months of service.
- 12.2 Annual Leave must be taken within twelve (12) months of the leave falling due at a mutually agreed time and during non-seasonal periods. Leave may be taken "back-to-back" so that an employee is able to be absent at any one time on annual leave up to a maximum of eight (8) weeks.
- 12.3 If Annual Leave is not taken within twelve (12) months of it falling due, the CEO will, in consultation with the Employee, set the dates when the Annual Leave is to be taken.
- 12.4 Variations to the above arrangement will be considered only in special circumstances upon application to the CEO (or delegate).

- 12.5 Where the Employer requires the business operation (or part of it) to be temporarily shut down for any reason, the Employer may require the Employee to take Annual Leave by giving the Employee notice of the requirement at least four (4) weeks before the period of Annual Leave is to begin.
- 12.6 For the avoidance of doubt, the remainder of clauses 7.1.8.2 – 7.1.8.5 of the Award will apply to Shut Downs.
- 12.7 The CEO retains the absolute discretion to approve a closure or service reduction in the intervening period between Christmas and New Year, including the granting of grace days during this period. Employees not required to work shall, with the approval of the CEO, utilise Annual Leave, TOIL and/or RDO's for any time required to be taken off.

CLAUSE 13 - WORK AND FAMILY LEAVE

- 13.1 Council acknowledges the relationship of work and family and the importance of the effective combination of both in increasing productivity and reducing absenteeism and staff turnover rates in the Council.
- 13.2 In order to achieve these goals there will be no change in the current sick leave entitlement (nor the accrual of untaken sick leave from year to year) for Employees.
- 13.3 Sick leave may be used as Personal Leave.
- 13.4 Personal Leave inclusive of Carer's leave of up to ten (10) days, or seventy-six (76) hours per year, will incorporate leave for Employees who require time away from work for sickness, for themselves or their immediate family, or for urgent personal or family needs.
- 13.5 Where possible Employees will be required to give prior notice of absence for Personal Leave to enable Council to make required adjustments to work schedules.

CLAUSE 14 - SECURITY OF EMPLOYMENT

- 14.1 The parties acknowledge that various levels of change will take place in the organisation particularly through the implementation of more efficient work practices and arrangements.
- 14.2 For the life of this Agreement, there shall be no forced redundancies, with redeployment or natural attrition being the normal means of dealing with displaced employees in situations where organisational changes result in positions being no longer required.
- 14.3 **Voluntary Redundancies and Voluntary Separation Packages**
- 14.3.1 The payment of a Voluntary Separation Package (VSP) will be entirely at the discretion of the CEO.
- 14.3.2 Where the CEO offers a separation package it will consist of:
- (a) the equivalent of 12 weeks remuneration;
 - (b) an Employee with not less than 10 years continuous service (as defined under Clause 1.6 of the Award), who is over the age of 45 years, will be provided with an additional four (4) weeks remuneration;
 - (c) an ex gratia payment of up to \$1,500 for outplacement counselling to assist the Employee to find alternative employment.

CLAUSE 15 - PAY INCREASES

- 15.1 Upon certification of this Agreement,
 - 15.1.1 Council will pay across the board increases of 3.0% to the minimum wage rates effective from 10 April 2022.
 - 15.1.2 Council will pay a further across the board increase of 2.5% to the minimum wage rates effective from 10 April 2023.
 - 15.1.3 Council will pay a further across the board increase of 2.5% to the minimum wage rates effective from the 10 April 2024.
- 15.2 The increase shall be paid on the wage rates as contained in Appendix A.
- 15.3 All current Employees of the Employer at the time of certification of this Agreement will be entitled to maintain their current classification.
- 15.4 Any Employee engaged by the Employer, following the certification of this Agreement, will be remunerated according to the Classification Structure appearing at Schedule 7 to the Award.

CLAUSE 16 - PERSONAL ACCIDENT AND ILLNESS PROTECTION

- 16.1 Council shall fund and provide Personal Accident, Illness and Journey Protection for all Employees through Local Government Risk Services. Full details of the cover and periodical amendments as they occur from time to time will be made available to the Employee.
- 16.2 Under this cover no reimbursement will be provided for the first ten (10) working days of an accepted claim by the insurer, and the policy excludes reimbursement for any medical related expenses.
- 16.3 Employees agree that, where applicable, this cover will be used to minimise Council costs.

CLAUSE 17 - SUPERANNUATION

- 17.1 The parties agree that the Employer will pay Employee superannuation contributions in respect of each Employee into a superannuation fund of their choice, and in the instance where no fund is nominated, all contributions will be paid to Australian Super, being the nominated default fund, or its successor.
- 17.2 The amount of the Employer superannuation contribution for each Employee who is making 'SalaryLink contributions' to Hostplus will be:
 - 17.2.1 3% of the Employee's salary; and
 - 17.2.2 any additional contributions which the Employer is required to pay in respect of the Employee pursuant to the Trust Deed of Hostplus as advised by the Trustee from time to time to finance the SalaryLink benefit for the Employee; and
 - 17.2.3 any additional superannuation contribution which the Employer agrees to pay in respect of the Employee.
- 17.3 The Hostplus Rules in respect to Employees making SalaryLink contributions ensure that all members under any circumstances are provided with at least a minimum benefit that meets the requirements of the *Superannuation Guarantee (Administration) Act 1992 (Cth)*.
- 17.4 The amount of the Employer superannuation contribution for each other Employee will be:
 - 17.4.1 contributions which the Employer must pay to a superannuation fund in respect of the Employee in order to avoid becoming liable for a shortfall in respect of the *Employee under the Superannuation Guarantee (Administration) Act 1992 (Cth)*; and

- 17.4.2 any additional superannuation contributions which the Employer agrees to pay in respect of the Employee.

CLAUSE 18 - SALARY SACRIFICE

- 18.1 Subject to the following conditions, an Employee may apply to the Council to salary sacrifice any part of his/her salary (including Award or Enterprise Agreement based salary/wages) to make additional contributions to a superannuation fund of their choice:
- 18.1.1 any such arrangement shall be by mutual agreement between the Employee and the Employer;
- 18.1.2 the application from the Employee shall be in writing and detail the amount of salary to be salary sacrificed, together with a statement that the 'cash component is adequate for his/her ongoing living expenses';
- 18.1.3 the application may at any time be rescinded by the Employee, or the approval of the Employer withdrawn;
- 18.1.4 the Employee shall bear the responsibility and costs associated with taxation and other matters in respect of the salary sacrificing arrangements;
- 18.1.5 the Employee's salary referred to in this Agreement shall be the pre-sacrificed salary. However, the parties agree that the net salary paid to an Employee will be reduced by any amount salary sacrificed to superannuation.

CLAUSE 19 – DISPUTE RESOLUTION PROCEDURE

- 19.1 In the event of a dispute arising between the Council and an Employee or Employees concerning any aspect of work the following procedure shall be observed.
- 19.1.1 Employee(s) shall in the first instance seek to resolve any dispute with the relevant Supervisor;
- 19.1.2 Conversely a Supervisor should seek to resolve any disputes directly with the Employee(s) concerned, as appropriate;
- 19.1.3 If matters remain unresolved then assistance should be sought from the direct Supervisor;
- 19.1.4 If at this stage matters remain unresolved the direct Supervisor would liaise with the CEO, as appropriate.
- 19.2 If the issues remain unresolved either party may refer the matter to the SAET.
- 19.3 While dispute procedures are being followed, work shall continue normally except in a bona fide situation where the physical safety of any Employee is endangered. The ultimate terms of settlement shall not be affected in any way, nor shall the right of any person involved in or affected be prejudiced by the fact that work has continued without interruption.
- 19.4 None of the above precludes an Employee representation by a person of their choice, a Workplace Representative or Union Official at any time.

CLAUSE 20 - NO FURTHER CLAIMS

- 20.1 The parties undertake that for the life of this Agreement there shall be no further claims or demands whatsoever in relation to this Agreement made by one party against the other.

CLAUSE 21 - WORK HEALTH AND SAFETY

- 21.1 All Employees of the Employer shall be ensured a safe working environment at all times.

- 21.2 The Employer, Union and the Employees shall give full cooperation to the achievement of high standards of WH&S.
- 21.3 The parties recognise safety education and safety programs shall be fundamental in achieving this objective. On all of the Employer's projects there shall be strict compliance to all Acts and Regulations, Industry Codes of Practice and other relevant WH&S guidelines so as to provide and maintain a safe working environment.
- 21.4 The parties agree to comply with the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*, as amended from time to time.

CLAUSE 22 - SIGNATORIES

Signed for and on behalf of the District Council of Orroroo Carrieton by



PAUL SIMPSON

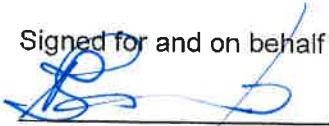
Chief Executive Officer



WITNESS

On this 16th day August 2022

Signed for and on behalf of the Amalgamated AWU (SA) State Union by



PETER LAMPS

Secretary



WITNESS

On this 18th day AUGUST 2022

RATES OF PAY

Enterprise Agreement pay rates include all other allowances payable under the Award except for the Disability Allowance and \$5.00 for the Annualisation of allowances.

AS FROM: 10/04/2021

LG Employees EB Agreement rates 10/04/2021

EB rates 10/04/2022 3%

EB rates 10/04/2023 2.5%

EB rates 10/04/2024 2.5%

		Weekly		Hourly		Weekly		Hourly		Weekly		Hourly	
Grade 1	Year 1	1,099.29	28,9288		1,132.27	29,7965		1,160.57	30,5414		1,189.59	31,3049	
	Year 2	1,113.81	29,3108		1,147.22	30,1801		1,175.90	30,9449		1,205.30	31,7185	
	Year 3	1,128.20	29,6893		1,162.04	30,6800		1,191.09	31,3445		1,220.87	32,1281	
Grado 2	Year 1	1,130.80	29,7578		1,164.72	30,6506		1,193.84	31,4168		1,223.69	32,2023	
	Year 2	1,145.32	30,1400		1,179.88	31,0442		1,209.17	31,8203		1,239.40	32,6158	
	Year 3	1,159.71	30,5186		1,194.50	31,4341		1,224.36	32,2200		1,254.97	33,0255	
Grade 3	Year 1	1,163.68	30,6231		1,198.59	31,5418		1,228.55	32,3303		1,259.27	33,1368	
	Year 2	1,178.20	31,0053		1,213.55	31,9354		1,243.88	32,7338		1,274.98	33,5522	
	Year 3	1,192.59	31,3836		1,228.38	32,3253		1,259.07	33,1335		1,290.55	33,9618	
Grado 4	Year 1	1,203.27	31,6650		1,239.37	32,6150		1,270.35	33,4304		1,302.11	34,2661	
	Year 2	1,217.79	32,0472		1,254.33	33,0089		1,285.68	33,8338		1,317.83	34,6787	
	Year 3	1,232.18	32,4257		1,269.14	33,3985		1,300.87	34,2335		1,333.39	35,0893	
Grade 5	Year 1	1,233.69	32,4654		1,270.70	33,4394		1,302.48	34,2753		1,335.02	35,1322	
	Year 2	1,248.21	32,8476		1,285.65	33,8330		1,317.79	34,6788		1,350.74	35,5458	
	Year 3	1,262.59	33,2281		1,300.47	34,2229		1,332.98	35,0785		1,366.31	35,9554	
Grado 6	Year 1	1,282.45	33,2225		1,300.33	34,2191		1,332.84	35,0746		1,368.16	35,9515	
	Year 2	1,276.58	33,5942		1,314.88	34,6021		1,347.75	35,4671		1,381.44	36,3538	
	Year 3	1,280.54	33,9617		1,329.26	34,9806		1,362.49	35,8551		1,396.55	36,7514	
Grade 7	Year 1	1,284.50	33,8025		1,323.03	34,8108		1,356.11	35,6870		1,390.01	36,5782	
	Year 2	1,298.62	34,1743		1,337.58	35,1995		1,371.02	36,0785		1,405.30	36,9815	
	Year 3	1,312.59	34,5418		1,351.98	35,5780		1,385.76	36,4675		1,420.41	37,3792	
Grade 8	Year 1	1,304.86	34,3383		1,344.00	35,3684		1,377.60	36,2527		1,412.04	37,1680	
	Year 2	1,316.98	34,7101		1,358.55	35,7514		1,392.52	36,6451		1,427.33	37,5813	
	Year 3	1,332.96	35,0778		1,372.95	36,1301		1,407.27	37,0334		1,442.45	37,9592	
Grade 9	Year 1	1,381.65	36,3592		1,381.65	36,3592		1,381.65	36,3592		1,381.65	36,3592	
	Year 2	1,385.79	36,7313		1,395.79	36,7313		1,395.79	36,7313		1,395.79	36,7313	
	Year 3	1,409.75	37,0987		1,409.75	37,0987		1,409.75	37,0987		1,409.75	37,0987	
	Year 4	1,423.72	37,4682		1,423.72	37,4682		1,423.72	37,4682		1,423.72	37,4682	
	Year 5	1,437.88	37,8337		1,437.88	37,8337		1,437.88	37,8337		1,437.88	37,8337	
	Year 6	1,451.84	38,2011		1,451.84	38,2011		1,451.84	38,2011		1,451.84	38,2011	

APPENDIX B

POSITION DESCRIPTION

Duty Officer



District Council of
**ORROROO
CARRIETON**

LEVEL: Allowance only of \$150 p/week for roster periods (equivalent to \$10 per day per weekday and \$50 per day on the weekend)

LOCATION: Orroroo

DIRECTORATE: Works and Engineering Services

DISTRICT COUNCIL OF ORROROO CARRIETON:

Orroroo is located in the mid north of South Australia, approximately 3 hours drive north of Adelaide and one hour east of Port Augusta. Situated at the base of the Flinders Ranges, the District has two major towns Orroroo and Carrieton with smaller historical locations of Eurelia, Black Rock, Yatina, Pekina, Johnburgh and Belton. Its unique country charm and preserved heritage is a popular tourism destination.

Orroroo has a range of services that include a major hospital, health care and professional services, Area school, Library, Aged Care facilities, a variety of community and culture associations, and sporting facilities/clubs that are well supported and extremely competitive.

The District is experiencing steady growth in food production, mining and engineering, solar and alternative energy production, tourism and aged care facilities. Council seeks to build on its strengths in key growth commodities like beef, sheep and wheat production and new and emerging high intensive food production systems. To take advantage of these opportunities Council will work closely with our food producers, to ensure that we have new technology, skills to increase production, and the infrastructure to connect producers with consumers in the global market.

STRATEGIC DRIVERS:

All activities of the District Council of Orroroo Carrieton align with our strategic pillars as detailed in our 2020-2030 Strategic and Community Plan – *Prosperity and Resilience*.

Prosperity | A strong and diversified local economy

Lifestyle | Healthy, connected and empowered communities with the services they need

Leadership | Informed decision making, strong advocacy and adaptive with change

Landscape | A healthy, productive environment supported by best practice

POSITION SUMMARY:

The Duty Officer is the central point of contact for members of the public outside of standard business hours. The officer is appointed on a 7 day roster rotation among all members of the Works and Engineering Team.

Responsibilities of the duty officer outside of normal working hours include:

- Out of hours contact to members of the public (via dedicated mobile phone)
- Airstrip response
- Road closures/re-open for scheduled or unscheduled events (main street events, markets)
- Out of hours access to facilities (i.e. contractor access)
- Emergency response (i.e. road hazard, malfunctioning pump)
- The role may also undertake other relevant duties as directed.

The position reports to the Works Coordinator.

KEY RELATIONSHIPS:

- Works Coordinator (Line Manager)
 - Works and Engineering Services Team
 - Manager Corporate and Community Services
 - Community Members and Stakeholders
 - Relevant Government and non-Government agencies
-

KEY RESPONSIBILITIES:

1. Out of hours contact to members of the public (via dedicated mobile phone);
2. Airstrip response;
3. Road closures/re-open for scheduled or unscheduled events (main street events, markets);
4. Out of hours access to facilities (i.e. contractor access);
5. Emergency response (i.e. road hazard, malfunctioning pump);
6. The role may also undertake other relevant duties as directed by the Works Coordinator or CEO;
7. Comply with all relevant local and state government legislation and modern practice principles, including the Local Government Act;
8. Comply with all District Council of Orroroo Carrieton policies, procedures and processes to deliver consistent service and expected outcomes to customers;

9. Comply with all WHS compliance policies, systems and practices.
-

KEY OUTCOMES:

1. Phone calls from members of the public are answered promptly.
 2. Delegated tasks executed within agreed timeframes and to agreed quality.
 3. Issues escalated to the Works Coordinator in a timely manner.
 4. A positive team culture is developed and maintained.
 5. Maintenance issues are prevented, fully resolved or appropriately escalated to avoid revisiting completed works.
 6. 100% compliance with all mandatory compliance obligations.
-

CAPABILITIES:**Behaviour, Networks and Relationships**

Is trustworthy, reliable and dependable. Works collaboratively and develops productive working relationships with colleagues. Takes ownership for actions and is accountable for individual results. Positive and personable in approach with team mates and customers. Demonstrates appropriate and professional workplace behaviour in accordance with the Code of Conduct.

Communication

Communicates effectively with a wide range of people, adapting style to match the audience and situation. Communicates ideas clearly and confidently both verbally and in writing. Recognises and listens to verbal, electronic or hand-written instruction and is competent in following direction.

Knowledge, Skills and Qualifications

Working knowledge of plant and machinery (skid steer loader, water truck). Working knowledge of concreting and paving techniques. Working knowledge of bitumen maintenance techniques.

EXPERIENCE:

Previous civil infrastructure, construction and maintenance experience.
Holds White Card and Work Zone Traffic Management certificate.

SPECIAL CONDITIONS:

- Current (MR minimum) driver's licence
 - Intrastate travel and out of hours work may be required
 - The role is located in Orroroo
 - Current First Aid Certificate
-

EXTENT OF AUTHORITY:

Operates under primary direction and supervision of the Works Coordinator, within established, guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1999 and other legislation.

DOCUMENT INFORMATION

Document	Reference	Date	Author
Human Resource Management	Position Description - Duty Officer	3 July 2020	CEO

APPENDIX C

 District Council of ORROROO CARRIETON	DUTY OFFICER POSITION POLICY & PROCEDURE	Version No	4.0
		Issued	3 rd July 2020
		Next Review	Oct 2020
		GDS	12.63.1

What is the Duty Officer?

A roster system for all works and engineering staff for out of hours contact, response, emergency response and general tasks or responsibilities occurring outside of business hours.

All works team members have been identified as the most appropriate incumbents to provide this 24 hour, 7 day per week service on a roster basis, being one week in every seven (7).

Conditions

1. The 7 day roster will be Wednesday 7.30am to Wednesday 7.30am.
2. Duties are limited to:
 - Out of hours contact to members of the public (via dedicated mobile phone)
 - Airstrip response
 - Road closures/re-open (main street events, markets)
 - Out of hours access to facilities (i.e. unlocking buildings for contractors)
 - Emergency response (i.e. road hazard, malfunctioning pump, out of hours inspection)
3. An allowance of \$150 per week (equivalent to \$10 per weekday and \$50 per day on the weekend) will be paid when on call in recognition of the on call and co-ordination responsibilities being undertaken, in lieu of Award provisions for the social impact of weekend work, on call etc. The allowance is an agreed rate payable to the employee whether callouts occur or not. [Works Coordinator excluded]
4. Payment of overtime hours will not occur, rather hours worked out of normal hours will be taken TOIL calculated at time and a half (1.5 x hours worked) in lieu of normal working hours. These hours can be booked and taken by arrangement with the Works Coordinator.
5. The arrangements in place to provide this after hour's emergency phone co-ordination service shall continue to operate irrespective of gazetted public holidays etc.
6. The application of this policy & procedure will be monitored by the Senior Leadership Team with any concerns or disputes to be lodged with the Works Coordinator in the first instance and then the Chief Executive Officer.
7. Council will supply a specific duty officer mobile phone which will be shared between all the rostered employees. Council will be responsible for all costs associated with business use of this phone. This mobile number will be advertised to the public as the primary contact out of business hours.

8. Each Works Team member participating in this service will be supplied with a Council utility for the purposes of undertaking duties associated with the provision of this service when on call, which will also be extended to include commuter use from their normal residential address to the Council Depot in Orroroo. No private use is permitted [Works Coordinator excluded] Council will bear the cost of all tax implications with this provision if so required.
9. A roster will be compiled by the Works Coordinator, and distributed to each Works team member well in advance of the roster period.
10. Essential training will be provided to all Works Team members to enable them to undertake all duties that have been identified in this Duty Officer position.
11. In the unlikely event the Duty Officer is required to undertake remote or isolated work whilst on duty, approval is first required from the Works Coordinator or CEO. Council's Remote and Isolated Worker policy will apply.
12. If a Works Team member cannot fulfil his/her obligations on their nominated roster, including for reasons of being affected by alcohol, remoteness, sickness or leave for family purposes, the Works Coordinator should be immediately contacted and advised of this occurrence, and alternative arrangements will be made by the Works Coordinator. In this instance the weekly allowance will be adjusted accordingly.
13. Whilst on Annual Leave or Long Service Leave, Works Team Members shall not be required to participate in this roster for that period of leave.
14. Reporting relationships or 'the chain of command' procedures do not change under this proposal. All matters requiring escalation shall follow the normal process.
15. The Works Coordinator and CEO remain available outside of standard business hours and the backup contact points for unforeseen circumstances.