

Alexandrina Council and Local Government Employees Award Enterprise Agreement 2015

File No. 08962/2014B

**This Agreement shall come into force on and from
1 January 2015 and have a life extending until 31
December 2017.**

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



DATED 8 JANUARY 2015

A handwritten signature in black ink, appearing to read "Kare Benth".

COMMISSION MEMBER





Alexandrina Council
and Local Government Employees Award Enterprise
Agreement
2015

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Part 1 – ABOUT THE AGREEMENT

1.1 TITLE

This Agreement shall be known as The Alexandrina Council and Local Government Employees Award Enterprise Agreement 2015.

1.2 DEFINITIONS

For the purposes of this Agreement:

- **'Award'** means the Local Government Employees Award
- **'Employer'** means The Alexandrina Council
- **'Union'** means the Amalgamated AWU (SA) State Union
- **'Employee'** means an employee of the Council who performs work covered by this Agreement and the Award
- **'Agreement'** means The Alexandrina Council and Local Government Employees Award Enterprise Agreement 2015.
- **'Consultation'** means the process which will have regard to employee's interests in the formulation of plans which have a direct impact upon them. It provides employees with the opportunity to have their viewpoints heard and taken into account prior to a decision being made.

1.3 APPLICATION

This Agreement shall be binding upon The Alexandrina Council (the employer); the Amalgamated Australian Workers Union (SA) State Union (the Union) and all employees of Council employed pursuant to the Local Government Employees Award.

1.4 PERIOD OF OPERATION

This Agreement shall operate from the 1st January 2015 and remain in force until 31st December 2017. This Agreement will be reviewed and negotiated during the final 6 months of its operation.

1.5 RELATIONSHIP TO CURRENT AWARD

This Agreement terminates and replaces all previous Certified Agreements and will be read in conjunction with the Local Government Employees Award, 1998 operative at the date of approval of this agreement and where inconsistent with the Award the terms of this Agreement shall prevail to the extent of the inconsistency.

During the term of this Agreement the Council undertakes to bargain collectively with the employees in respect of existing and new employees whose terms and conditions are covered by the Award.

1.6 INTENT AND OBJECTIVES

This Agreement between the above named parties recognises productivity and efficiency improvements that will arise from the introduction of the changes outlined in this document. These changes have been developed through a process of consultation and participation which will continue during the implementation of the Agreement and thereafter.

The parties to the Agreement will continue to strive to be a best practice organisation, characterised by a positive work culture, enhanced work responsibilities and more flexible management. To be a best practice organisation there is a commitment to continuous improvement through training/learning, with a highly skilled and flexible workforce and recognition of the value of all people in the organisation.

This Agreement incorporates continuous improvement achieved through enhancing and utilising employee skills within a flexible work environment. This will occur within a framework of active employee involvement and participation. The Agreement also recognises the ongoing nature of change and the requirement to use appropriate technologies and employee training to deliver efficiency improvements.

The objective of this Agreement is to develop and support a flexible work force and management structure committed to the continuing improvement of productivity and efficiency within the Council.

The objectives of this Agreement include the following but are not limited to:

- Improve the quality of cost-effective services provided to the community in response to their needs.
- Encourage and develop a high level of skill, innovation and excellence amongst all employees.
- Develop a high degree of team work, trust and shared commitments to the achievement of real and sustainable improvements in productivity and efficiency.
- Increase the level of individual expertise of employees through the provision of training, multi-skilling and skills improvement programs.
- Provide employees with a quality work environment with improved job satisfaction.
- Promote open and honest communications in all aspects of Council operations.

- Provide improved remuneration and working conditions for all employees.
- Ensuring continued commitment to Equal Employment Opportunity principles.
- Ensuring adherence to the Award, this Agreement and all Statutory provisions.

Our major focus will be to demonstrate to our community that the Council provides value for money and that we are achieving the best possible outcomes for them. All work sections will work towards this goal through their continuous improvement strategies.

Where it is considered that a service review is required, a clear, inclusive review process will be followed. Any recommended changes to the service and/or its mode of delivery that may have a significant impact on employees will be consulted in accordance with the “Consultation” and “Significant Impact” definitions within this Agreement.

The Single Bargaining Unit shall serve as the appropriate consultative forum to deal with the introduction of change.

This Agreement shall not operate so as to cause any employee to suffer a reduction in remuneration provided by the employer applicable at the time of signing of the Agreement or in National Standards such as standard hours of work, annual leave or long service leave, etc.

1.7 ABSORPTION OF ALLOWANCES

The following allowances provided for under Schedule 4 of the Local Government (SA) Employees Award are to be included in the new rates of pay negotiated through this Agreement:

- Burning Off Grass
- Cleaning Public Lavatories
- Handling Money on Behalf of Employer
- Removal of Dead Animals
- Confined Spaces
- Portable Wood Chipping Machine
- Fertiliser Spreading
- Height Allowance
- Wet Work
- Boot Allowance
- Driving and Towing Allowance
- Bicycle Allowance
- Toxic Allowance

1.8 NO EXTRA CLAIMS

The Amalgamated AWU (SA) State Union undertakes that during the period of operation of this Agreement there shall be no further wage increase sought, or granted, except for those provided under the terms of this Agreement.

This Enterprise Agreement shall not preclude increases granted by the Australian Fair Pay Commission (or its successor) for economic adjustment purposes from being accessed by those covered by this Agreement. A decision of the Australian Fair Pay Commission (or its successor) must clearly determine that any such increases are in addition to Enterprise Bargaining increases.

1.9 NOT TO BE USED AS A PRECEDENT

This Agreement represents a compromise on the part of all parties and is confidential. This Agreement shall not be used in any manner whatsoever to obtain similar arrangements or benefits in any other Local Government Council or work place and shall not be used for any party in any Tribunal or Industrial Commission.

Part 2 – CONSULTATION, COMMUNICATION & CULTURE

2.1 CONSULTATIVE MECHANISM

The parties agree that the effective operation of this Agreement is dependent on the continuation of the established Consultative Structures within the workplace. The principle negotiating structure for this Enterprise Bargaining Agreement is the Single Bargaining Unit.

The Single Bargaining Unit shall consist of:

- Employer representatives employed and/or nominated by the Council.
- Employee representatives elected by AWU members employed by the Council who shall be members of the Australian Workers Union.
- The State Secretary of the Australian Workers Union, SA Branch (or nominee), who shall be a permanent member of the Committee.

The role of the Single Bargaining Unit shall be:

- To reach decisions by consensus. All decisions will operate as recommendations.
- To hear and acknowledge reports and ideas generated by employee and employer representatives on a range of issues.
- To provide a forum for information flow between the employer and employees.

2.2 ENTERPRISE BARGAINING TRAINING

Training of the Single Bargaining Unit members is considered essential to ensure optimal outcomes. To this end, the Council agrees to institute appropriate training (where required) for committee members, in the employer's time. Further, such training is to be discussed and approved by the agreement between the employer and the Union. Where training occurs after hours, the employee will be compensated on a single time hourly basis.

All such training will only be done through mutual consent between the parties.

2.3 JOINT EMPLOYEE CONSULTATIVE COMMITTEE

Council recognises that communicating our strategies and goals are critical to a high performing organisation. A clear strategy points employees in the right direction. Council is committed to involving employees in the development and consultation of processes and strategies that support a high performing organisation. During the life of this agreement an employee consultative committee will be developed that is representative of all work areas. This group will participate in development and implementation of processes, programs, policy and procedure that relate to increasing and sustaining supportive employee practices.

These will include but not be limited to:

Employee Wellbeing, Equity and Diversity, Employee Recognition, Training and Development, Career Pathway Planning, and Employee Relations.

The group will develop a terms of reference and meet as required depending on development of new processes.

2.4 DISPUTE SETTLEMENT PROCEDURE

The procedures below are established and agreed to between the parties in order to minimise the effects of industrial disputes and are entered into as a measure and commitment to this effect without limiting the rights of any party. At all stages of the procedures, the parties to the dispute shall endeavour to resolve the matter promptly, and shall endeavour to have work proceed without stoppage or the imposition of bans, limitations or restrictions (except where justified on the grounds of work health and safety), and no party shall be prejudiced as to the final settlement by the continuance of work in accordance with this Clause.

- Stage 1 The employee and/or the Job Representative will contact the Supervisor and attempt to settle the matter at that level, or where appropriate the Supervisor shall contact the employee and/or the Job Representative.

- Stage 2 If the dispute is not settled at Stage 1, the employee and the Job Representative will meet with the Supervisor and his/her Manager.

- Stage 3 If the dispute is not settled at Stage 2, the employee, Job Representative and Union Organiser will meet with the Supervisor, Manager and CEO.

- Stage 4 If the dispute is not settled at Stage 3, either party may refer the matter to the South Australian Industrial Relations Commission for conciliation and/or arbitration.

Every effort will be made to ensure that the processes contained in Stages 1, 2 and 3 above will be completed within five working days.

2.5 EMPLOYEE RELATIONS

The parties recognise the need to maintain mutual trust and understanding to improve employee relations throughout the organisation.

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 and employees recognise the need for employee commitment to achieve effective improvements in productivity.

Management is committed to ensure that 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.

2.6 DEVELOPING OUR CULTURE

The Council recognises that our most valuable asset lies within its human resources. The human resources have a significant influence on the level and quality of service, the economics within which the services is provided and the viability of the organisation now and into the future.

In recognition of their value and contribution to the Council, the following workplace relations principles shall be afforded to all employees.

- Employment and promotion shall be based on the proper assessment of merit.
- Power with regard to personnel management shall not be exercised on the basis of nepotism and patronage.
- Employees shall be treated fairly, consistently and with dignity and shall not be subjected to arbitrary or capricious acts or omissions.
- There shall be no unlawful discrimination against employees or persons seeking employment.
- Employees shall be afforded equal opportunities to secure promotion and advancement in their employment.
- Employees shall be employed in worthwhile and constructive employment and be afforded proper access to training and development.
- Employees shall be provided with safe, healthy and satisfying work environments which are free from harassment or intimidation.
- Employees shall be remunerated at rates commensurate with their responsibilities.

In return the following workplace relations principles shall be observed by all employees:

- Employees shall comply with all statutes and legislation impacting on their employment in addition to Council's policies and procedures.
- Employees shall be conscientious in their performance and scrupulous in the use of official information, equipment and facilities.
- Employees shall in their dealings with members of the Council and community, clients, fellow employees, exercise proper courtesy, consideration and sensitivity.

Council is committed to its mission of "Be Involved" and the following values will form the basis of our culture.

- Communicating our strategies and goals
- Living an inspiring vision
- Recognising our people
- Continually improving our systems
- Developing our people
- Listening and adapting to our customers needs
- Caring for our people

2.7 TRAINING

The parties recognise that the achievement of increased efficiency, productivity and contestability for Council requires that employees effectively utilise the training provided to them and that training will be provided on the basis of appropriateness and identified needs.

Council has a commitment to the on-going training of its employees and development of a multi-skilled workforce.

The parties of this Agreement recognise that a commitment to training and skill development is essential to increase the productivity and efficiency of the council and to enhance career development of the employees. The parties agree to consider and/or adopt appropriate national standards in the development of training skills programs for the employees.

2.8 PERFORMANCE MANAGEMENT

The procedures for investigating and dealing with alleged under performance will be in accordance with Council policy and will be applied in an even handed, fair and transparent way and in line with natural justice principles and the standards set out in the Fair Work Act. The process will give employees every opportunity to respond to allegation against them, and to understand and meet the required standards of job performance and personal behaviour.

Council has a performance improvement process to aid employees who are not meeting the performance requirements of their role.

At all stages of the performance improvement process the employee will be entitled to be represented by a Union delegate, official or other representative.

2.9 EMPLOYMENT SECURITY

Council needs to meet changing customer and operational needs through the flexible deployment of its human resources. Council is committed to ensuring security of employment and as such supports the principle of “no forced redundancies” and there shall be no forced redundancies of permanent employees during the life of this Agreement.

2.9.1. The goal of redeployment is not to place the employee in any job, but rather to place them in an appropriate job which is consistent with the employees’ skills and abilities. Where organisational change results in positions being no longer required, occupants of the position(s) will be dealt with in one of the following ways:

- 2.9.1.1. Make an offer of a permanent position at the same classification level, or if no such position is available;
- 2.9.1.2. Make an offer of a permanent position at a lower classification level with income maintenance to be maintained.

2.9.1.3. Option one must be accepted within six (6) months from the date offered. Should the lower classified position be accepted, income maintenance will commence from the date of acceptance. The employee will, as a matter of priority be provided with training to assist the redeployment into the new position, and have assistance in the form of career counselling and financial advice where appropriate.

2.9.2. Council will provide the necessary training or re-training to enable a redeployed employee to take up an appropriate permanent position in the organisation. The training program shall be agreed between the employee and the relevant manager prior to acceptance of the job offer.

2.9.3. In the event of their being no position available or the permanent employee does not accept the offer of a new position at the end of six months then a minimum voluntary separation package will be negotiated on the following basis:

2.9.3.1. Four weeks notice or payment in lieu of such period of notice. In the event that the employee is over 45 years then one additional week's notice will be provided.

2.9.3.2. A redundancy payment at the rate of three weeks wage per year of completed continual service with Alexandrina Council.

2.9.3.3. Pro rata Long Service Leave will be payable after five years service.

2.9.3.4. The payments described herein will be made subject to the employee meeting the terms and conditions set out in 2.9.4 below.

2.9.4. The terms and condition of the Voluntary Separation Package will include:

2.9.4.1. The employee resigning from all positions in which he/she is employed by Council.

2.9.4.2. The employee having notified the Chief Executive of each and every injury or disability which they could reasonably be aware of, and believes were, or could have been sustained by them during the period of employment with the Council.

2.9.4.3. The employee not suffering any work related injury between the date of the offer of the separation package and the time at which the employee commences their journey home on the final day of employment.

2.9.4.4. The employee not having any outstanding claim for income maintenance pursuant to the Workers Rehabilitation and Compensation Act.

2.9.4.5. The employee understands that he/she will not be eligible for re-employment with Council for a period of at least three years from the date of resignation.

Part 3 – EMPLOYEE WELLBEING

Council is fully committed to aiding employees to improve their overall health and wellbeing both at work and in their personal lives.

Councils' Employee Health and Wellbeing program underpins our vision to achieve a culture that enhances wellbeing and safety through a commitment to zero harm and enhanced wellbeing.

The agreed objectives for the program are:

- To encourage our people to engage with Council Vision and Values.
- To acknowledge that wellbeing can relate to the physical, mental, emotional and financial wellbeing of our people.
- To develop the capability of our leaders to enhance staff wellbeing
- To improve our current safety systems in order to reflect a wellbeing culture

3.1 WORK HEALTH AND SAFETY

It is acknowledged that the provision of a safe and healthy work environment will lead to the reduction in accidents, illness, injury and compensation costs while at the same time improving the quality of employee working life.

To achieve a safe and healthy workplace and the adoption of safe work practices, the full provisions of all relevant workplace health & safety legislation and Council policies, procedures and practices will be implemented.

Council will conduct and maintain an ongoing and pro-active education and training program in all aspects of workplace health and safety. This will be a program whereby all employees within Council, including new starters, will be given an opportunity to gain knowledge of workplace health and safety issues and will embrace such issues as an inherent part of their job function.

3.2 INCLEMENT WEATHER

Inclement weather for the purpose of this Clause will mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, severe dust storm, extreme high temperatures or the like).

The arrangements in this Clause are to be considered in conjunction with Council's relevant policies and procedures.

If the Works Supervisor and the work team are of the opinion that the weather conditions that exist at the time are impracticable and that continuing to work at the assigned task and in the assigned location would be:

- detrimental to employee health, safety and welfare
- or dangerous to the public.

- or impractical.

The Works Supervisor shall, after discussion with the work team and after ensuring the safety of the work site, direct the work team to cease this work and/or direct the employees to perform other alternative duties.

Employees may be relocated to other functions or tasks taking into account the Council area and varied climatic conditions. However, the relocated work must be considered by the Works Supervisor to be safe, productive and within capabilities of the affected employees.

When inclement weather interferes with a work team's operations and alternative work and or training is not available, the work team and Works Supervisor can by mutual agreement decide that work will cease for the remainder of the day.

Time lost due to employees ceasing work due to inclement weather conditions shall be adjusted hour for hour whereby 50% of the time shall be taken from the individual employees accrued time bank and 50% of the time is paid by Council. For example where the employee normally works an 8.5 hour day and is stood down due to inclement weather conditions after 4 hours, then 2.25 hours will be paid by the Council to the employee and 2.25 hours will be deducted from the employee's accrued time bank.

A time bank will be established by the following method. Employees will accrue the equivalent of two standard days by working two RDO's (17 hrs) prior to the end of September each financial year. Council will match the employee's time bank to enable a 50/50 payment in cases of inclement weather as outlined above.

Within any financial year the maximum number of hours that any employee can be required to utilise under the terms of this Clause shall be 34 hours (i.e. no employee shall be required to offset their accrued time bank by any more than 17 hours p.a.) Should the stand-down hours be greater than 34 hours in a financial year, the Council will pay 100% of wages for the hours greater than 34. If at the end of the financial year any accrued time remains, in the employees time bank, such hours will be repaid to the employee in the final pay period of the financial year

Employees who for family and other reasons are unable to accumulate a time bank as outlined above, or unable to make arrangements allowing them to leave work earlier than normal, shall not be required to do so. Alternative work or training will be arranged in these instances.

Employees operating suitably air conditioned plant or able to continue work by working in air conditioned work spaces will remain at work.

ESSENTIAL SERVICES

The parties agree that CWMS will be considered an essential service for the purposes of Council operations and as such, all employees within the CWMS work group will be required to take part in an availability roster,

The parties agree that on occasions Council will have the right to request selected employees to remain or recall selected employees to deal with the maintaining of essential services and responding to emergencies during times of inclement weather.

Employees, who cease work due to inclement weather and are then recalled within the ordinary span of hours prescribed shall be paid standard pay rates until they exceed the standard day hours of work.

3.3 EMPLOYEE ASSISTANCE PROGRAM

As part of the commitment to the provision of a safe, healthy and harmonious working environment, the Council will provide employees with access to professional, independent and confidential counselling services as nominated by the Council at no cost to the employee. The self-referral service will be available 24 hours per day, 365 days per year. This program may be extended to the employees family members, at the discretion of management.

Employees are entitled to 3 free visits in relation to any one matter, whilst further visits may be negotiated with the Human Resources Department to meet special needs.

This Clause should be read in conjunction with Council's relevant policy and procedures.

3.4 CORPORATE HEALTH PROGRAM

Council will develop a comprehensive program relating to Employee Health and Wellbeing during the life of this program. Employees will have an opportunity to voluntarily participate in Employee Wellbeing initiatives (or other replacement programs) as provided for in partnership with the LGA Worker's Compensation Scheme. The Employee Wellbeing Program may consist of, but will not be limited to, the following:

- Health assessment;
- Skin cancer screening;
- Body trim program; and
- Monthly health tips.
- Seminars and information sessions to assist with work life balance.

3.5 EMPLOYEE IMMUNISATION PROGRAM

Council will provide an annual Employee Vaccination Program consisting of, but not limited to, the following vaccinations:

- Influenza;
- Hepatitis A & B.

3.6 INCOME PROTECTION

Council shall pay for each employee covered by this agreement to be covered by the Local Government Income Protection Fund.

3.7 JOURNEY ACCIDENT INSURANCE

Council shall provide all employees covered by this Agreement with Journey Accident Insurance to cover them for any bodily injury sustained during any travel undertaken whilst driving or riding as a passenger in a registered motor vehicle, bicycle or wheelchair on a public thoroughfare: or riding as a fare paying passenger in any form of public transport. This cover will be in place 24 hours a day, 7days a week.

Part 4 – WORK LIFE BALANCE

4.1 JOB SHARING

Employees seeking to work less than a full-time basis may seek agreement to share one position on the following terms:

- There is no interruption to work processes and standards
- Employees sharing a position will have identical skill sets
- There is genuine agreement between employees to the sharing of one job

The continuation of the job share arrangement will be reviewed after an initial trial period of six months.

Subject to the above review, the job share arrangement will continue for an extended period up until either party is unable to work or fails to satisfy the job share agreement requirements, in which case Council reserves the right to revert the position to full time.

Where concerns arise regarding the operational effectiveness of the job share arrangement, the Works Supervisor, in conjunction with the Manager Engineering Services, or the General Manager Engineering and Environment, will conduct a meeting to determine whether the arrangement should be terminated, or other arrangements can be put in place to resolve the issues.

4.2 PHASED RETIREMENT

Phased retirement will enable employees who are approaching retirement (within 5 years), but are unable to continue to work full-time or do not wish to continue to work full-time, to combine aspects of their careers and income with family involvement, other responsibilities and interests.

By written agreement between an eligible full-time or part-time employee and the relevant General Manager, an employee may participate in a phased retirement program that is offered by Council. Phased retirement will be at the discretion of the relevant General Manager.

The terms of the phased retirement must be specified in a written phased retirement agreement that is to be signed by the employee and the General Manager.

An employee participating in a phased retirement program may be eligible to work part-time and access up to 500 hours of their accrued annual and long service leave entitlement to make up a full fortnight's (76 hours) pay under the following conditions:

- The employee has completed at least five (5) years continuous employment with Council.
- The employee retains a balance of fifteen (15) days of annual or long service leave per annum.
- The employee is medically fit to perform full time work.

- The employee not receiving workers compensation payments, temporary disability payments under a superannuation related insurance policy, or payments under any income protection or similar insurance policy.
- The employee attends work for a minimum of three (3) days and a maximum of eight (8) days per fortnight over a ten day fortnight and the employee has undertaken not to perform paid employment for any employer other than Council during the hours for which they are being paid from their accrued personal leave entitlement.

Due to a health condition or general tiring as a consequence of having performed physical work on a long term basis, an employee's supervisor may agree that the employee participating in a phased retirement program may not be able to perform at the same physical work level as other employees within the team.

An employee who is participating in a phased retirement program may, subject to the provision of four (4) weeks' notice, elect to retire earlier than the date originally nominated by the employee. A shorter notice period may however be agreed at the discretion of the employee's supervisor.

Contract and casual employees are excluded from this Clause.

4.3 PURCHASED LEAVE

Employees may apply to purchase additional annual leave in terms approved by the Chief Executive. Granting any application is at the sole discretion of the Chief Executive.

Each year employees can apply for a period of up to 2 weeks unpaid leave to be funded by salary deductions spread evenly over the year. This allows employees to continue to receive pay during the period(s) of purchased leave.

Applications to be completed prior to the end of May each year for leave to be taken in the following financial year.

4.4 FLEXIBLE LEAVE OPTIONS

Council will seek to incorporate flexibility within its Leave Guidelines, in line with relevant legislative requirements into standard paid leave options. In addition, Council recognises the need for employees to have access to unpaid leave types while still retaining job security. Employees may at times require access to unpaid leave options for cultural, study or work life balance options. It is also acknowledged that flexibility in leave options allows opportunities for employees to backfill absent roles that will benefit their career progression. Councils Leave Guidelines will provide opportunity for employees to access these types of leave via mutual agreement to support work life balance.

Examples of Special Leave without Pay

Description	Max periods which may be granted to a staff member
Carer's leave	Up to 1 years
Cultural Leave	Up to 5 days per calendar year
Professional Development Leave	Up to 1 years leave
Special leave without pay	Up to 3 months
Summons to attend Court	As required

4.5 WORKING FOUR OUT OF FIVE YEARS

An employee may seek approval to work 4 years at 80% normal salary and take the 5th year as paid leave. For the purpose of this Clause, a year is calculated on one (1) year (365 days) from the approval date, not the employee's anniversary or commencement date with Council.

An employee must submit a written request in order to apply for this arrangement. Such arrangements are subject to the approval of the Director.

Where an employee takes the 5th year paid leave under this arrangement, the period of leave shall not constitute a break in service and the employee will not accrue any form of leave entitlement during this time.

The 5th year must be taken at the end of the 4 years' service, unless otherwise agreed by the Director and employee. Where an employee takes the 5th year paid leave under this arrangement before completing the 4 year period a lump sum payment for salary forgone will be made.

Working four out of five years is available only when an employee has cleared any accrual of annual leave which is greater than 152 hours.

Increases to wage rates arising under this Agreement during the employee's absence on leave during the 5th year shall be applied to the employee's classification wage rate as it applied at the end of the 4th year. Employees will return to work at the rate of pay that they were classified at the end of the 4th year of the arrangement.

Where an employee elects to resign during the 5th year or elects to withdraw from the initiative at any point in time, all monies paid under this arrangement will be reimbursed to the employee in full less any deduction in respect of taxation in accordance with the law.

Part 5 – MANAGING ORGANISATIONAL CHANGE

5.1 BEST PRACTICE

The parties agree that best practice is simply the best way of doing things and recognise it is a process of constantly changing to adopt improved methods and technology.

- The parties are committed to implementing change to improve work processes.
- The parties acknowledge the efficiency and safety benefits that can be gained through the use of various technological advancements and are committed to embrace the use of technology such as Global Positioning Systems (GPS), tablet style computers and other IT equipment in carrying out their work.
- Individual teams shall identify any restrictive work and management practices applicable and seek to minimise and/or eliminate such practices through consultation and agreement between management and the teams. Where required, either party may refer the matter to be dealt with through the SBU.
- The parties acknowledge that there is a need to redesign jobs (in particular where out-dated management and work practices exist) with a view to improving the level of productivity.
- As part of work redesign, a skills audit will be undertaken and Job Descriptions incorporating performance indicators and output measures will be developed and agreed with the appropriate employee within the team context. Authority, accountability and responsibility will be clearly defined.
- Consultative mechanisms, appropriate to the size and nature of the organisation will be utilised where practical in order to facilitate job redesign and to effect change with the objective of a more flexible, effective and efficient workforce.
- The parties confirm their intention that employees may be required to perform any duties/responsibilities for the relevant classification (or at a lower level). Provided however, that the employee has the necessary skills to reasonably and safely carry out the required tasks, and that the performance of lower level duties will not be required of an employee as a result of disciplinary measures.
- The parties recognise that ancillary driving duties (which may be required as part of the employees position) should be considered to be a normal duty attached to any of the grading's under the new structure. Provided however, that the parties recognise that some positions within Council will not include a driving requirement.
- The parties recognise that in accordance with the Award, Clause 2.2, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training.
- Work teams will be expected to undertake a pro-active role in work planning with management providing the mechanism for this to occur.

5.2 ORGANISATION STRUCTURE

Both parties agree that the organisational structure developed for the future must ensure optimum productivity is achieved. Optimum means the best achievable outcomes recognising all circumstances.

- It is further recognised that teamwork is the key to introducing productivity improvements in the future. This will result in employees working in both functional and cross-functional teams from time to time. Functional teams are teams formed from within the same functional area whereas cross functional teams involve employees from different functional areas formed to address a specific or particular issues.
- Both parties are committed to the concept of self-directing work teams as a means of increasing employee job satisfaction, productivity, safety, and employment security. It is recognised that the introduction of this concept will have a significant impact on the role of jobs and will aim at increased autonomy for employees in the way they undertake their work. It will also result in a need for an increased level of flexibility of staff to perform a range of duties at a higher, and at times, a lower level. The concept aims to empower work teams to make operational decisions which affect their day-to-day work in providing improved service to the local community without the necessity to refer to a higher level of authority.
- During the course of this Agreement the parties agree to hold discussions in order to review the application of the existing classification structure. Upon agreement an alternative structure may be substituted during the term of this Agreement.

5.3 CHANGE MANAGEMENT

The parties recognise that change is an ongoing feature of the work environment and that appropriate management of change is essential for the benefit of both employees and the Council. For the purposes of the Agreement, change includes but is not limited to any of the following:

1. Change to work practices
2. Introduction of new technology and equipment
3. Change in the workforce size and/or structure
4. Resource sharing
5. Consideration of alternative service delivery

As soon as change is considered, there will be consultation involving all parties who may be affected by the change. There will be full, open and honest disclosure of all information relevant to the proposed change. The Enterprise Bargaining Consultative Committee shall serve as the appropriate consultative forum to deal with the introduction of change.

Part 6 – HOURS OF WORK & RELATED MATTERS

6.1 FLEXIBLE WORKING HOURS

The span of hours of work will be Monday to Friday inclusive (other than for Award specified holidays) between the hours of 6.00am and 6.00pm (except for exemptions under Clause 6.1.2 of the South Australian Local Government Employees Award).

The normal hours of work may by mutual agreement be changed to meet the operational needs regarding special projects, seasonal work, peak work periods, completion of daily work.

The following flexible arrangements by mutual agreement will apply:

- No more than 10.50 hours per day (ie extra 2 hours per day).
- 24 hours notice to work additional hours, except where completing work on a given day.
- Time off in lieu (TOIL) on an equal time for time basis will accrue for additional work performed under these provisions. Alternatively, employees may elect to be paid for such time worked on an equal time for time basis.
- The TOIL shall be taken in the following manner:
 - ❖ at a time by mutual agreement providing that not more than 38 hours can be accrued at any one time
 - ❖ if the accrual reaches 38 hours, the employee shall then take the leave at that time (commencing the next week),
 - ❖ upon the request of the employee however, the taking of the full block of 38 hours may be deferred to a future specified date, subject to the mutual agreement of both parties
 - ❖ Provided that such deferment shall only occur with one block of 38 hours in a twelve month period.
- The employer shall make suitable arrangements to advise employees of their TOIL credits on a fortnightly basis.
- A calendar shall be maintained at the depot for employees to record their preferred dates to take TOIL.
- The principle of a 9 day fortnight will be maintained.
- Employees will not unreasonably withhold any agreement to work flexible hours in accordance with these provisions.

Where an employee works in excess of 10.50 hours per day, overtime rates shall be paid or equivalent time TOIL accrued (for such time worked in excess of the flexible hours limits) at the rate of time and one half for the first hour and double time thereafter.

6.2 REGULAR PART TIME EMPLOYEES

Any employee employed on less than a full-time basis may be engaged as a part-time employee.

Where a part-time employee agrees such employee may work up to 38 hours per week within the normal span of hours without attracting overtime. All work performed in excess of 38 hours per week to be paid at the appropriate overtime rate and work performed out of the normal span of hours to attract a penalty.

The employee shall be given a minimum of 24 hours notice of the requirement to work additional hours and shall be engaged for no less than one additional hour or in situations where the employee is required to work on an additional day the term of engagement shall be no less than 3 hours.

Adjustments to all entitlements to be made proportionate to the additional hours worked over the officer's contractual hours of duty.

Upon engagement, the employer and employee shall record in writing the working days and hours which are to constitute the employees normal rostered hours arrangement.

6.3 AFTER HOURS CALLOUT PROVISIONS

6.3.1 Availability Allowance

****A combined Goolwa and Strathalbyn Roster will be developed. Appropriate training being for all staff will be given prior to this roster being implemented.****

This clause applies to any employee who is rostered to be available for recall to work outside of their normal working hours.

Employee inclusion on the after-hours callout roster is voluntary in the first instance (for non essential services), but employees may be directed to be included on the roster if operational requirements are not being met, and employees, whilst members of this roster, will be paid in accordance with the terms and conditions contained in this Clause.

For the purpose of this Clause Availability Allowance will refer to a situation where an employee is rostered to hold themselves on immediate standby to attend work during prescribed times outside their normal working hours.

Availability is taken to mean the ability to commence the journey to the site of a callout within a suitable timeframe of receipt of advice of the need to respond to an after-hours callout. The rostered employee would be expected to be able to respond within such a time frame and comply with all the relevant SA laws particularly with respect to ensuring that they are not under the influence of alcohol or drugs.

An employee instructed to carry out availability duty in accordance with a written direction by Council to hold themselves on immediate standby, shall receive, in addition to the salary otherwise payable, an amount equal to 10% of the employee's hourly rate for each hour or part thereof that the employee is required to be on immediate standby.

Where the employee is being paid availability allowance in accordance with the above clause, a minimum of 2 hours work at the appropriate overtime rate will be paid or equivalent TOIL for each time he/she is recalled.

If any other staff are called out and are not being paid an availability allowance, they will be paid as per the LGEA call out clause.

6.3.2 Remote Response

Responding to after hour's telephone enquiries which do not require attendance on-site will not qualify employees on standby to receive the minimum payment of 2 hours.

The employee rostered for availability when responding to the following events not requiring attendance on-site to a callout:

- work related phone calls or messages
- remotely monitor and/or address work related issues by remote telephone and/or computer access,

will be paid the appropriate penalty loading for the time actually taken in dealing with each particular matter not requiring attendance on site to a callout.

The employee rostered for availability remotely responding will be required to maintain and provide a time sheet of the length of time taken in dealing with each matter remotely for each day commencing from the first remote response. The total overtime paid to an employee for all time remotely responding in any day commencing from the first response will be rounded up to the nearest 15 minutes.

6.4 MEAL ALLOWANCE

An employee required to work overtime in excess of one and a half hours after working ordinary hours will be paid by their employer the amount of \$ 15 to meet the cost of a meal, or at the option of the employer, be provided with an adequate and suitable meal. The meal allowance will be increased in accordance with the percentage increases outlined in the Wage Schedule.

6.5 LOCAL AREA WORKPLACE AGREEMENTS

The parties recognise that "Local Area Workplace Agreements" may be developed during the life of this agreement. Local Area Workplace Agreements will not be inferior to the agreement.

The parties seek to regulate such mutually agreed arrangements, and therefore incorporate the terms of the 'Community Wastewater Management Scheme (CWMS) Section On Call Arrangement' into the terms of this agreement. NB not relevant as CWMS included in this agreement.

Part 7 – LEAVE PROVISIONS

7.1 SICK / FAMILY LEAVE

Subject to the following conditions an employee may access his/her sick leave entitlement for reasons of personal illness/injury or urgent family need.

- (i) There shall be no change to the sick leave entitlement for full-time employees (10 days or 76 hours per annum) – nor any change to the accrual of unused sick leave from year to year.
- (ii) An employee may be permitted up to five (5) days per annum from his/her sick leave entitlement for urgent family need.
- (iii) Whenever possible leave under (ii) hereof shall be sought and approved prior to the actual taking of the leave. Where the family leave coincides with a weekend or (in particular) a long weekend the Manager Engineering Services may require some proof regarding the circumstances necessitating the absence.
- (iv) A medical certificate, statutory declaration or other reasonable evidence will be required to be produced (to qualify for payment for the absence) in respect of personal sick leave taken in excess of one day, and for single day absences taken to coincide with a weekend or long weekend.
- (v) Management reserves the right to require a medical certificate, statutory declaration or other reasonable evidence for single day absences provided there are reasonable grounds to do so.

7.2 PAID MATERNITY LEAVE

A female employee who produces to Council a certificate of a legally qualified medical practitioner confirming the pregnancy and specifying the expected date of delivery, shall be granted maternity leave on full pay for a period of 12 weeks, provided that:

- In the first instance, she shall have a total of two (2) years continuous service at the time of taking the leave.
- The period of 12 weeks leave will be paid in normal fortnightly payments from the commencement of the maternity leave component of the employee's leave.
- Any public or other statutory holiday which may fall within the period of 12 weeks paid maternity leave shall be counted as a day of such maternity leave.
- Absence from work during paid maternity leave shall count as service for sick leave, annual leave and long service leave purposes.

- Where the pregnancy of an employee terminates earlier than 20 weeks prior to the expected date of delivery, her entitlement to any leave under this Clause shall cease.

7.3 PAID PATERNITY LEAVE

12 weeks paid paternity leave may be available to employees who are the partner of a pregnant woman in circumstances where the mother will not be the primary caregiver for the child. Employees who wish to apply for paternity leave must produce a certificate of a legally qualified medical practitioner confirming their partner's pregnancy which specifies the expected date of delivery. Paid paternity leave will only be granted provided that:

- (a) The person applying for paternity leave will be the primary caregiver for the child.
- (b) In the first instance, the employee shall have a total of two (2) years continuous service at the time of taking the leave.
- (c) The period of 12 weeks leave will be paid in normal fortnightly payments from the commencement of the paternity leave component of the employee's leave.
- (d) Any public or other statutory holiday which may fall within the period of 12 weeks paid paternity leave shall be counted as a day of such paternity leave.
- (e) Absence from work during paid paternity leave shall count as service for sick leave, annual leave and long service leave purposes.
- (f) Where the pregnancy of the partner of an employee terminates earlier than 20 weeks prior to the expected date of delivery, their entitlement to any leave under this Clause shall cease.
- (g) Paid paternity leave must commence within 12 weeks of the date of delivery.
- (h) Employees who are granted paid paternity leave are ineligible for paid partner's leave as per clause 7.4 in respect to that particular pregnancy.

7.4 PAID PARTNERS LEAVE

An employee, who produces to Council a certificate of a legally qualified medical practitioner stating that their partner is pregnant and specifying the expected date of delivery, shall be granted paid partner's leave on full pay for a period of two (2) weeks coinciding with the birth, or at the time the mother and child are discharged from the hospital provided that:

- (a) In the first instance, the employee will have a total of two (2) years continuous service at the time of taking the leave;
- (b) The period of two (2) weeks leave will be paid in the normal fortnightly pay from the commencement of the parental leave;
- (c) Any public or statutory holiday which may fall within the period of two (2) weeks paid Partner's leave shall be counted as a day of such parental leave; and
- (d) Absence from work during paid partner's leave shall count as service for the accrual of sick leave, annual leave and long service leave.

7.5 PAID ADOPTION LEAVE

An employee who submits evidence to the satisfaction of Council that they are an approved applicant for the adoption of a child and will be the primary care-giver, shall be entitled to leave with pay for a continuous period of twelve (12) weeks, commencing from the date of placement of the child with the employee, provided that:

- (a) In the first instance the employee will have a total of two (2) years continuous service at the time of taking the leave.
- (b) Any public or statutory holiday which may fall within the period of twelve (12) weeks paid adoption leave shall be counted as a day of such parental leave.
- (c) In extenuating circumstances (e.g. overseas adoption) the employer will consider the application of this section in full or part to employees who are partners (as defined) and have a shared care-giver responsibility.
- (d) Absence from work during paid adoption leave shall count as service for the accrual of sick leave, annual leave and long service leave.

7.6 EMERGENCY SERVICES LEAVE

Council is committed to supporting staff who are voluntary members of the emergency services organisations within the district.

An employee who is a member of the Country Fire Service, the State Emergency Service or SA Ambulance Service may be granted special leave of absence to attend for duty as a voluntary member in the event of fire or emergency.

An employee shall be entitled to leave without deduction of pay for a period of leave not exceeding two (2) ordinary days work each year for absences to attend for duty as a voluntary member in the event of fire or emergency.

In addition, at the discretion of the Chief Executive, leave may be granted on an unpaid basis, or the employee may apply to use outstanding Annual or Long Service leave.

During periods of such leave benefits such as Long Service Leave will accrue as normal.

7.7 JURY SERVICE LEAVE

A full-time or part-time employee who is called to serve on a jury shall be entitled to leave for that purpose without loss of pay, provided that;

- The employee notifies Council as soon as possible of the date/s involved in the jury service.

- The employee supplies proof of jury attendance including the relevant dates and times together with full details of the amounts received in respect of their attendance.
- The employee claims from the relevant Court the full amount payable in respect of jury service (excluding amounts reimbursed for travelling) and repays such amounts in full to Council.
- The employee, as far as is practicable shall return to work if the jury attendance ceases prior to the end of the normal day's work.

Jury service shall count as service for the purposes of the Award, Agreement or Long Service Leave Act 1987.

7.8 BLOOD DONOR LEAVE

An employee, other than a casual, shall be entitled up to a maximum of two hours paid leave on any one occasion for the purpose of donating blood. A maximum of two separate absences per calendar year may be allowed and shall be arranged by mutual agreement between the employee and Supervisor.

Provided that the employee shall arrange for the absence to be at a time suitable to the operations of the employee's work group and be as close as possible to the beginning or ending of the employee's ordinary working hours.

Proof of such attendance shall be required to be produced, upon request by the Council

7.9 CORPORATE VOLUNTEERING

Employees will be able to participate in volunteering for community not for profit events as a special paid leave type, up to two days per year. Council will develop a register of community activities, not directly run by council, to enable staff to share skills and engage in supporting the needs of community groups. Employees must provide advance notice of the intention to participate and the details of the volunteering role. Volunteering events must take place in not for profit events or organisations.

7.10 MILITARY LEAVE

A staff member who is a volunteer member of the Australian Defence Force Reserve (including Army, Naval or Air Force) and as such is required to attend one (1) or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special leave.

Entitlement

- Up to fourteen (14) calendar days on full pay in aggregate in any financial year for compulsory camps of continuous training.

- Up to a further fourteen (14) calendar days in any financial year for additional training, these can be in half or single days or a continuous period. The University will fully fund the additional 14 days pay without applying any 'make-up' pay calculations. An application for reimbursement of the Employer Support Payment for this additional 14 calendar days can be applied for by the Cost Centre Manager from the Australian Defence Force.
- Military leave additional to that outlined above which is required by a staff member must be taken without pay or the staff member may utilise annual leave or may apply for long service leave (if eligible) for the period of training.
- Leave granted under this clause shall be recorded as "military leave".
- Leave granted under this clause will count as service for all purposes.

Employer Support Payments

- Managers are encouraged to pursue Employer Support Payment entitlements from the Department of Defence whenever a reservist / employee is on Defence Reserves service.
- The Council can only claim an Employer Support Payment if the staff member is released on Military leave or leave without pay. If an employee is made to use their own leave entitlements, the Council is not entitled to claim an Employer Support Payment for that period of leave.
- Further information about the Employer Support Payment provisions is available on the Australian Defence Force Reserves web site (<http://www.defence.gov.au/reserves>).

Full-time Service

- Reservists who are called out for full-time service (eg as part of a peacekeeping or humanitarian aid operation) are to be granted special leave without pay.
- The effect on entitlements shall be in accordance with the clause on special leave without pay.

7.11 STUDY LEAVE

As per Councils relevant policy and procedures, Employees shall be entitled to request study leave to attend courses, classes or training programs which are of mutual benefit to the employee and the employer. General Managers will have the discretion to grant or deny requests for study leave. The amount of study leave to be granted will be considered based on the requirements of the course, class or program as well as the staffing requirements and level of responsibility relevant to their position.

7.12 LONG SERVICE LEAVE

Long service leave will be administered in accordance with the *Long Service Leave Act 1987 (SA)*, including the "cashing out" provisions.

Long service leave may be taken at a time mutually convenient between Council and the employee concerned after seven (7) years service.

Permanent full-time employees who negotiate to reduce their hours of work to part-time shall have their long service leave hours (accrual or entitlement) preserved at the higher amount applicable at the time of the reduction in their hours of work.

Part 8 –CLASSIFICATION AND REMUNERATION

8.1 CLASSIFICATION STRUCTURE CRITERIA

Council commits during the life of this Agreement to review classification criteria of all levels to ensure that it is reflective of modern work practices and provides clear pathways for progression. Council will work collaboratively with AWU to ensure that this work is undertaken.

During the life of this Agreement, Council commits to update and review job roles and Position Descriptions in consultation with employees, so as to ensure they accurately reflect work being undertaken. and review the classification of such positions.

Classification structure criteria will be as per the Award for Grade 1 to Grade 8 employees. The following classification structure criteria will apply to Grades above Grade 8.

Municipal Employee Grade 10

- highly skilled leading worker
- manage work teams
- undertake risk assessments of tasks
- assist in the development of WHS procedures
- lower classified tasks as required

Municipal Employee Grade 11

- relief supervisor
- manage work teams
- undertake risk assessments of tasks
- assist in the development of WHS procedures
- lower classified tasks as required

Municipal Employee Grade 12

- highly skilled relief supervisor
- respond to customer requests
- manage work teams
- undertake risk assessments of tasks
- assist in the development of WHS procedures
- lower classified tasks as required

Municipal Employee Grade 15

- highly skilled in specialist trade
- lower classified tasks as required

8.2 RECLASSIFICATION

An employee may, upon written request, have their classification reviewed by the employer. The review shall be conducted in accordance with the classification criteria (refer Clause 8.1), and the Council's Reclassification Procedure, as amended from time to time.

Any request for a reclassification shall be examined and determined by the employer within one month of receipt of such application by the authorised officer. Date of reclassification shall take effect from the date of application. Where an employee's role is reclassified, they will be placed on the same incremental step they were on prior to the reclassification.

The applicant shall be provided with written confirmation of the decision on their application. If the applicant is unsuccessful, written reasons shall be provided.

If unsatisfied with the decision, the officer may choose to access the dispute settling procedures in clause 2.4 of this Agreement.

Part 9 – WAGE ADJUSTMENTS

9.1 ANNUAL WAGE INCREASES

The wage adjustments to apply throughout the operation of this Agreement are as follows:

- An increase of 3% effective from the first full pay period commencing on or after 1 January 2015.
- An increase of 3% effective from the first full pay period commencing on or after 1 January 2016.
- An increase of 3% effective from the first full pay period commencing on or after 1 January 2017.

Part 10 – OTHER ARRANGEMENTS

10.1 TRAINEES

The parties agree that opportunities for young people to gain training and experience in the organisation are an important strategy in addressing succession and workforce planning needs. Council employees will provide a commitment to pass on knowledge and provide direction and assistance in helping trainees to integrate into the workforce.

Trainees will not be used in positions that require significant experience, knowledge or plant operator competencies.

10.2 ANNUAL LEAVE LOADING

Annual leave loading has been annualised into the wage rates provided for under this Agreement.

10.3 ELECTRONIC FUNDS TRANSFER

Wages will be paid directly onto employee accounts by means of electronic funds transfer.

10.4 FIXED TERM CONTRACTS AND CASUALS

Fixed Term Contracts

The Agreement provides for Fixed Term Contracts of Employment for up to 3 years for new employees. No more than 20% of employees to be on contracts.

At the expiration of the contract and ongoing employment is offered it will be as a permanent member of staff.

Casuals

The parties recognise that the practice of employing full time employees from casuals who have had at least 12 calendar months with the employer, provided the employer provide adequate opportunity for assessment, no probationary period will apply for such employees when appointed to a full time position.

10.5 SICK LEAVE TREATMENT ON TERMINATION

For the life of this Agreement, accrued Sick Leave will be paid on resignation, redundancy, retirement, permanent disability or death at the rates set out hereunder, provided that the employee has completed five years or more employment with the employer.

Provided however that in cases where an employee has been reasonably and justifiably dismissed by Council, the payments prescribed under this clause shall not apply

Sick Leave Accrued	Pay-out Entitlement
200 – 575	10%
576 – 750	15%
751 – 950	20%
951 – 1150	30%
1151 – 1525	40%
1526 – upwards	50%

10.6 SUPERANNUATION

The parties agree that Statewide Superannuation Fund will be the default superannuation fund for employees. Employees will have the option of nominating (in writing) an alternative superannuation fund.

The amount of employer superannuation contribution means:

- Contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid the imposition of a superannuation guarantee charge under the Superannuation Guarantee (Administration) Act 1992 (Commonwealth); and
- Any additional superannuation contributions that the employer agrees to pay in respect of an employee.

The employer will bear the administration cost for this benefit. Any other costs will be met by the employee.

10.7 SALARY SACRIFICE

Subject to the following conditions, an employee may apply to Council to salary sacrifice part of their salary.

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

The employee's gross salary for all purposes, including but not limited to superannuation, annual leave and long service leave shall be pre-sacrificing salary.

Any such arrangement shall be by mutual agreement between each individual employee and Council, provided that approval by Council shall not be unreasonably withheld.

The arrangements made may only apply to future salary arrangements and cannot be retrospective.

The individual agreement to salary sacrifice may be rescinded by the employee provided a full pay period of prior notice in writing is given to Payroll Officers, and an employee can elect to vary the amount of salary sacrifice paid to their nominated superannuation fund as required.

The employee shall bear the responsibility and costs associated with taxation and any other matters in respect of the salary sacrifice arrangements. This means that contributions made to their nominated superannuation fund will be adjusted (at the employee's cost) to take account of taxation payable in relation to those contributions.

The employee accepts that if they enter into a salary sacrifice arrangement pursuant to this clause, the employee's take home pay will be less than that provided for in Schedule 1.

Employees may use salary sacrifice to:

- Make additional contributions to their nominated superannuation fund. The application shall be in writing and shall detail the percentage of salary to be salary sacrificed up to a maximum of 80%, together with a statement that the "cash" component is adequate for their ongoing living expenses.
- Lease a motor vehicle through Council's agreement with a leasing provider or Council's choice

Part 11 - Signatures

Signed for and on behalf of Alexandrina Council

.....
Chief Executive

Date: / /

.....
Witness

Date: / /

**Signed for and on behalf of the
Single Bargaining Unit
Representing the Amalgamated AWU (SA) State Union**

.....
Branch Secretary

Date: / /

.....
Witness

Date: / /

Schedule 1

Classification	Previous Agreement	January 2015 3%	January 2016 3%	January 2017 3%
Grade 1-1	45,630	46,999	48,409	49,861
Grade 1-2	46,196	47,582	49,009	50,480
Grade 1-3	46,747	48,149	49,594	51,082
Grade 2-1	47,407	48,829	50,294	51,803
Grade 2-2	47,965	49,404	50,886	52,413
Grade 2-3	48,516	49,971	51,471	53,015
Grade 3-1	49,174	50,649	52,169	53,734
Grade 3-2	49,735	51,227	52,764	54,347
Grade 3-3	50,285	51,794	53,347	54,948
Grade 4-1	51,391	52,933	54,521	56,156
Grade 4-2	51,951	53,510	55,115	56,768
Grade 4-3	52,501	54,076	55,698	57,369
Grade 5-1	52,887	54,474	56,108	57,791
Grade 5-2	53,448	55,051	56,703	58,404
Grade 5-3	53,999	55,619	57,288	59,006
Grade 6-1	54,163	55,788	57,462	59,185
Grade 6-2	54,725	56,367	58,058	59,799
Grade 6-3	55,277	56,935	58,643	60,403
Grade 7-1	55,442	57,105	58,818	60,583
Grade 7-2	56,002	57,682	59,413	61,195
Grade 7-3	56,554	58,251	59,998	61,798
Grade 8-1	56,613	58,311	60,061	61,863
Grade 8-2	57,174	58,889	60,656	62,476
Grade 8-3	57,725	59,457	61,240	63,078
Grade 10-3	60,166	61,971	63,830	65,745
Grade 11-3	62,370	64,241	66,168	68,153
Grade 12-3	64,574	66,511	68,507	70,562
Grade 15	77,670	80,000	82,400	84,872