

**CENTENNIAL PARK CEMETERY  
AUTHORITY AND CEMETERY  
EMPLOYEES AWARD  
ENTERPRISE BARGAINING  
AGREEMENT  
NO. 8 2009**

**File No. 3849 of 2009**

**This Agreement shall come into force on  
and from 1st April 2009 and have a life  
extending until 31st March 2012  
therefrom.**

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



DATED 1 JUNE 2009.

\_\_\_\_\_  
COMMISSION MEMBER



# CENTENNIAL PARK CEMETERY AUTHORITY AND CEMETERY EMPLOYEES AWARD ENTERPRISE BARGAINING AGREEMENT No. 8 2009

## Clause 1 – Title

This Enterprise Agreement shall be known as the Centennial Park Cemetery Authority and Cemetery Employees Award Enterprise Bargaining Agreement No. 8 2009.

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**Clause 3 – Scope and Persons Bound**

This Enterprise Agreement shall be binding upon the Centennial Park Cemetery Authority (The Authority), and the Australian Workers Union Greater South Australian Branch (the Union) and the employees of the Authority whose contract of employment is otherwise covered by the terms and conditions of the Cemetery Employees Award.

**Clause 4 – Definitions**

"**Adoption**" includes the placement of a child with a person in anticipation of, or for the purposes of adoption.

"**Agreement**" shall mean the Centennial Park Cemetery Authority and Cemetery Employees Award Enterprise Bargaining Agreement No.8 2009.

"**Award**" shall mean the Cemetery Employees Award.

"**Child**" means a child of the employee or the employee's spouse under the age of one year, or means a child under the age of five years who is placed with an employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee who has previously lived with the employee for a continuous period of at least six months.

"**Consultation**" shall mean the opportunity for the views of the parties to be considered prior to a final decision being taken.

"**Employees**" shall mean persons employed by the Authority whose contract of employment is otherwise covered by the terms and conditions of the Award.

"**Employer**" shall mean the Centennial Park Cemetery Authority.

"**Flexibility**" shall mean the removal of artificial demarcations and unreasonably restrictive working and management practices which improve flexibility in work practices, whereby The Authority may **instruct or direct** an employee to carry out such duties as are within the limits of the employee's skill, competence and training

"**Multi skilling**" shall mean the **training and supervision** of employees up to a level of competency in varied skills to allow them to do a wider range of work (Refer Appendix 3, Examples of Multi Skilling Tasks).

"**Parental Leave**" means adoption leave, maternity leave, paternity leave, extended adoption leave or extended paternity leave as appropriate, and is unpaid leave.

"**Parties**" shall mean the Centennial Park Cemetery Authority (as the employer), the Australian Workers Union, Greater SA Branch and all employees bound by the provisions of this Agreement.

"**Primary Care Giver**" means a person who assumes the principal role of providing care and attention to a child.

"**Redeployment**" shall mean the transfer of an employee to another position within the Authority. The position may be at a lower, the same or at a higher classification than their substantive position.

"**Relative Adoption**" means the adoption of a child by a parent, a spouse of a parent or another relative, being a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

"Spouse" includes a defacto spouse or a former spouse.

"The Authority" shall mean the Centennial Park Cemetery Authority.

"Union" shall mean the Australian Workers Union, Greater SA Branch.

#### **Clause 5 – Locality**

This Enterprise Agreement will apply to the Goodwood Road, Pasadena Site, South Australia and any other facilities managed by the Authority.

#### **Clause 6 – Commencement and Duration**

This Agreement will come into force on the day of certification and will expire on 31<sup>st</sup> March 2012.

#### **Clause 7 – Relationship to Parent Award**

This Agreement shall be read in conjunction with the Award.

If there is any inconsistency between the terms and conditions of this Enterprise Agreement and those in the Award, the provisions of this Enterprise Bargaining Agreement will prevail.

#### **Clause 8 – Objective of Enterprise Agreement**

The Authority, the employees and the Union have entered into this Agreement with the objective of providing improved services to stakeholders, including services on a Saturday. This Agreement will provide a framework in which the parties may pursue these objectives in a consultative fashion and for each party's mutual benefit.

#### **Clause 9 – Continuous Improvement**

Continuous improvement processes are the keys to the ongoing success of the Authority. All parties are committed to achieve improvements in the business operations, the following obligations of the parties will be adhered to:

- Recognition of the need for commitment to change to achieve the effective improvements in productivity and competitiveness, which ultimately leads to a sustainable level of job security for employees.
- The development and nurturing of an inclusive workplace culture.
- Further developing and supporting a flexible workforce and organisational structure committed to the continued improvement and ongoing success of the Authority.
- The need to maintain mutual trust and communication throughout the Authority.

#### **Clause 10 – Consultation Clause**

The Authority's management will consult at an early stage with employees who may be significantly affected by the introduction of change.

Consultation, in the above context requires the opportunity for views from employees to be considered prior to the final decision being taken in respect of the change.

All parties shall consider practical ways of mitigating the adverse affects of the change on employees through dialogue.

## **Clause 11 – Consultative Mechanism**

The parties agree that the effective operation of this Agreement is dependant on the continuation of the established Consultative Structures within the workplace. The principle Consultative Structure is the Single Bargaining Unit.

### **SINGLE BARGAINING UNIT**

**The Single Bargaining Unit (SBU) shall consist of:**

- i) Employer representatives employed and/or nominated by the Authority;
- ii) Employee representatives elected by the employees who are covered by this Agreement and an elected representative who must be a member of the Union;
- iii) The State Secretary of the Australian Workers Union Greater South Australian Branch (or their nominee), who shall be a member of the Committee as required.

**The role of the Single Bargaining Unit shall be:**

- i) Formulate an Agreement acceptable to the SBU.
- ii) To reach decisions by consensus. All decisions will operate as recommendations to the parties they represent;
- iii) To consider reports and ideas generated by employee and employer representatives on a range of issues; and
- iv) To provide a forum for information flow between the employer and employees, and distribute minutes of its meetings together with regular Bulletins. Members of the SBU will make themselves available to employees for the purpose of receiving and providing information.
- v) Consider and implement agreed suggestions for continuous improvement, and to document these and record them to be taken into account for the next round of negotiations
- vi) Assist in resolving any disputes arising out of the operation of the Agreement

## **Clause 12 – Dispute Settlement Procedure**

The parties will observe the dispute settlement procedure as provided in Clause 3.2 of the Cemetery Employees Award.

## **Clause 13 – Employment Security**

- 13.1 There shall be no forced redundancies as a result of any change process either internally or through arrangements with other organisations during the life of this Agreement. Natural attrition, redeployment and voluntary redundancies will be the normal means of adjustment in those situations where organisational changes result in positions being no longer required.
- 13.2 Without limiting the range of options for consideration redeployment discussions may cover transferring to alternative available work and re-training. Training will be made available to assist in re-deployment or appointment to a changed position.
- 13.3 Where an employee is re-deployed to a position carrying a lower classification, and their substantive position has been declared redundant the employee will be entitled to a separation package or their pre-transfer wage will be maintained for a period of one year. At the conclusion of that one-year period the employee will be reclassified in accordance with the new position.

13.4 Where positions are identified as redundant, and the employee elects to take a voluntary separation package the following terms will apply:

13.4.1 Eight weeks notice of termination to be taken as payment in lieu.

13.4.2 Four weeks of severance pay for each year of continuous service with the Authority.

13.4.3 Subject to 13.4.1 and 13.4.2 the maximum entitlement per individual employee will be limited to 104 weeks.

13.5 As part of the voluntary redundancy process assistance of a financial adviser nominated by the Authority and funded to the value of \$1,000 will be provided.

#### **Clause 14 – Occupational Health, Safety & Welfare**

The Authority is committed to maintaining the highest standard of Occupational, Health, Safety and Welfare (OHS&W).

All parties shall give their full co-operation to the achievements of high standards of OHS&W by ensuring strict compliance with all relevant Acts, Regulations, and Authority Policies and Procedures.

#### **Clause 15 – Performance Development and Review (PDR)**

The Authority's **Performance Development and Review Policy** shall continue to apply during the life of this Agreement.

Changes to the Authority's **Performance Development and Review Policy** shall only be made in consultation with the parties to this Agreement.

#### **Clause 16 – Training and Development**

The Authority is dedicated to providing appropriate Training and Development to enable employees to operate effectively in the performance of their jobs.

The Authority will further develop a Training and Development Plan to ensure clear linkages and appropriate levels of integration between the PDR process and the employee Training and Development Plan.

The Authority will ensure that all employees have a fair and equitable chance to attend training programs based on strategic and corporate objectives and outcomes of the Training and Development Plan and PDR process.

#### **Clause 17 – Saturday Duties and Responsibilities**

Saturday duties will only include work that is included within existing job descriptions, work practices and the tasks defined within the Award, unless mutually agreed.

## **Clause 18 – Span of Hours**

Ordinary hours of work will be 38 hours per week, or 7.6 hours per day to be worked Monday to Saturday inclusive between the hours of 5.00am and 7.00pm.

## **Clause 19 - Hours Flexibility**

- 19.1 In specific circumstances and following appropriate consultation an employee may by mutual agreement agree to work ordinary hours other than the standard 8 hour day currently worked.
- 19.2 Subject to the provisions of Clause 18 of this Agreement flexible working hours shall operate with the span of hours, 5.00am to 7.00pm (Monday to Saturday).
- 19.3 The additional hours worked in excess of 8.0 hours a day may be accrued as flexi-time or paid hour for hour and will not accrue the penalty rates provided in the Award. All work in excess of 9.0 hours a day may be accrued as flexi-time or paid in accordance with the Award provisions.
- 19.4 Under this Clause, employees may go into credit to a maximum of 38 hours “flexi time” before being required to reduce their accrued flexi hours. Where an employee exceeds the 38 hours credit, the Team Leader and/or Manager will have the capacity to direct an employee to reduce their accrued flexi hours within reasonable timeframes.

## **Clause 20 – Rosters and Saturday Work**

- 20.1 The ordinary hours of work described in Clause 18 of this Agreement shall be worked in accordance with an agreed roster (See Appendix 2). The roster may be altered by mutual agreement.
- 20.2 Each employee will be entitled to a minimum of 4 days off duty within each 14 day work period. These days will normally fall on a Saturday or Sunday, however, where a Saturday is worked as part of ordinary hours of duty, the substituted day off is to be taken within the week at a date to be mutually agreed between the employee and the employer.
- 20.3 Rosters shall be developed in consultation with the employees. It is anticipated that the roster cycle will include 1 Saturday to be worked in each 5 week period per employee (10 Saturdays per employee per year on average).
- 20.4 Flexibility regarding rostering will be available; however it will only be on an exchange basis with other employees.

Notification of any change to projected rosters must be made in the prescribed form. This notification is to include:

- i) the name of the staff member requesting the change;
- ii) the replacement staff member;
- iii) the dates of the Saturday(s) being requested; and
- iv) the signatures of both applicant and replacement employee.

- 20.5 All Casual employees are exempt from participating in the Saturday roster.

### **Clause 21 – Saturday Penalty Rates**

All work performed on a Saturday as part of ordinary hours shall attract a penalty payment of 100% in addition to the normal hourly rate.

Penalty payments are to be annualised in accordance with the provision of Clause 20 of this Agreement.

### **Clause 22 – Notification of Illness**

In the case of inability to attend for duty, especially on a Saturday, an employee must inform their Team Leader or Manager of such absence as early as practicable and possible. Sick leave on rostered Saturdays will be treated in the same manner as sick leave on Monday to Friday. Satisfactory medical evidence is required for absences on a rostered Saturday.

### **Clause 23 – Work on Additional Saturdays – Sick Leave Coverage**

Where an employee is asked to work additional Saturdays (additional to the 10 prescribed), for the purposes of covering sick leave on a Saturday, the employee shall receive overtime in accordance with prevailing award conditions.

### **Clause 24 – Classification Structure**

A classification structure titled "*Centennial Park Cemetery Authority Cemetery Employees Classification Structure*" is contained as **Schedule 1** of this Agreement.

### **Clause 25 – National Funeral Industry Qualification**

Both parties acknowledge that the trade level (Level 3) of the National Funeral Industry Qualification or trade equivalent is the desired minimal qualification for employees of the Centennial Park Cemetery Authority.

The Authority is committed to supporting employees who do not currently possess a relevant trade qualification in undertaking training and study to gain the relevant qualification from the National Funeral Industry Training Package.

### **Clause 26 – Higher Duties, Leading Worker Chapels**

Both Parties agree that the Casual Chapel Attendants who are required to work on any day in the role of Leading Worker of the Chapels Team will be paid at the higher rate for the whole of that day. This arrangement does not apply on Saturdays, Sundays or Public Holidays.

Both Parties agree that this arrangement differs from other teams.

Both Parties acknowledge that this arrangement may alter if, during the life of this agreement, the organisational structure or Team structures change.

### **Clause 27 – Multi Skilling**

Where the actual performance of such work as included in the Multi Skilling Schedule becomes a normal and constant feature of the employee's substantive position for an accumulated period of 450 hours then the employee will be reclassified to include the all-purpose allowance permanently.



Employees wishing to participate in multi skilling will be required to complete an application form which will be assessed by the responsible manager. The criteria for assessment will be included in the application form.

Multi skilling will be trialled for a period of six (6) months from the commencement of this EBA.

### **Clause 28 – Annualised Salaries**

For the purpose of this Clause, annualised salaries have been calculated according to the attached **Appendix 2**.

### **Clause 29 – Christmas Bonus**

The Authority will continue to pay an annual Christmas bonus, less appropriate tax, to current employees at the time of payment on the basis of service during the preceding twelve (12) months January to December as follows:

- 29.1 Full-time employees \$400.
- 29.2 Casual employees and part-time employees will be paid a pro-rata equivalent of \$400.
- 29.3 Employees who commenced employment with the Authority within the preceding twelve (12) months will be paid on a pro-rata basis including the month of commencement

### **Clause 30 – Superannuation**

The parties agree that the employer will pay employer superannuation contributions in respect of each employee into Local Super (being a complying superannuation fund).

For the purpose of this clause:

“Local Super” means the superannuation scheme established under the Local Government Act 1934 (SA) that continued in existence under Part 2 of Schedule 1 of the Local Government Act 1999 (SA) (**1999 Act**), and continues in existence under a trust deed dated 25 November 2008 (**Trust Deed**) pursuant to amendments to the 1999 Act that took effect on 1 January 2009.

“Salarylink Contributions” has the meaning given to that term under the Trust Deed.

The amount of employer superannuation contribution means:

- a) For each employee who is making “Salarylink Contributions” to Local Super:
  - (i) 3% of the employee’s salary; and
  - (ii) any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed; and
  - (iii) any additional superannuation contributions which the employer agrees to pay in respect of the employee.
- b) For each other employee who is a member of Local Super:

- (i) 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
- (ii) any additional superannuation contributions which the employer agrees to pay in respect of the employee.

### **Clause 31 – Salary Sacrifice – Superannuation**

Subject to the following conditions an employee must apply to the employer to salary sacrifice any part of his/her salary (including Award or Enterprise Agreement based salary/wages) to make additional contributions to the Local Super.

- 31.1 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 agreement.
- 31.2 The employee's substantive gross salary for all purposes, including but not limited to superannuation, annual leave, annual leave loading and long service leave, shall be the pre-sacrificing salary.
- 31.3 Any such arrangement shall be by mutual agreement between each individual employee and the employer, provided that approval by the employer shall not be unreasonably withheld.
- 31.4 The application shall be in writing on the form provided by the employer and shall detail the percentage of salary to be sacrificed together with a signed statement that the "cash component is adequate for the employee's ongoing living expenses".
- 31.5 The remaining "cash" component cannot be lower than any minimum salary amount which the employer may otherwise be required to satisfy in respect of an employee.
- 31.6 Each employee may only review and alter the percentage of salary to be salary sacrificed 4 times in any one calendar year. The arrangements may only apply to future salary arrangements and cannot operate retrospectively.
- 31.7 The individual agreement to salary sacrifice may be rescinded by the employee provided two weeks prior notice in writing is given to the payroll officer.
- 31.8 The employee shall bear the responsibility and costs associated with taxation and other matters in respect of the salary sacrificing arrangements. This means that contributions made to the Local Super will be adjusted (at the employee's cost) to take account of taxation payable in relation to those contributions.
- 31.9 Salary sacrifice contributions will be treated as employer contributions and may be subject to the superannuation surcharge and are likely to be preserved.

## **Clause 32 – Parental Leave**

### **Clause 32.1 – Paid Maternity Leave**

(This clause shall be read in conjunction with the Award provisions.)

A female employee, who produces to the Authority a certificate from a legally qualified medical practitioner stating that she is pregnant and specifying the expected date of delivery shall be granted paid maternity leave provided that:

- 32.1.1. After a minimum qualifying period of 12 months continuous service with the Authority immediately preceding the expected date of birth, the employee is entitled to paid Maternity Leave under this clause. An employee who qualifies for paid Maternity Leave shall be entitled to 2 weeks paid leave for each completed year of continuous service to a maximum of 12 weeks
- 32.1.2 The period of paid maternity leave will be paid in two parts:
  - 32.1.2.1 Half during the period of the employee's maternity leave as nominated by the employee, and
  - 32.1.2.2 Half on the employee's return to work following the conclusion of their maternity leave. This will have the effect of doubling the employee's pay for their initial period of their return to work, or one and a half pays (time and a half) should the employee have nominated to take maternity leave at half pay as provided in clause 29.3.
- 32.1.3 The period of paid maternity leave may be taken at half pay thereby doubling the paid maternity leave to a maximum of 24 weeks.
- 32.1.4 Part-time employees shall be entitled to paid maternity leave on a pro rata basis according to the number of ordinary hours they worked per week in the preceding 12 months.
- 32.1.5 Any public or other statutory holiday which may fall within the period of nominated paid maternity leave shall be counted as a day of such maternity leave.
- 32.1.6 Absence from work during the paid maternity leave shall count as service for sick leave, annual leave and long service leave purposes
- 32.1.7. Upon the return to work, at the conclusion of the maternity leave, the outstanding accrued leave entitlements during the paid maternity leave shall be credited to the employee.
- 32.1.8 Where the pregnancy of an employee terminates earlier than 21 weeks prior to the expected date of delivery, the entitlement to any leave under this clause shall cease.

### **Clause 32.2 – Paid Paternity Leave**

This clause shall be read in conjunction with the Award.

An employee, who produces to the Authority a certificate of a legally qualified medical practitioner which names the employee's partner, states that she is pregnant and specifying the expected date of delivery, shall be granted paternity leave on full pay for a period of two weeks, provided that:

- 32.2.1 The employee has served a minimum qualifying period of twelve months continuous service of employment with the Authority at the time of taking the leave

- 32.2.2 The employee provides at least 10 weeks' prior notice of the intention to take such leave.
- 32.2.3 Any public or other statutory holiday which may fall within the period of two weeks' paid paternity leave shall be counted as a day of such paternity leave.
- 32.2.4 Part-time employees shall be entitled to paid paternity leave on a pro rata basis according to the number of ordinary hours they worked per week in the preceding 12 months.
- 32.2.5 Where the pregnancy of an employee terminates earlier than 20 weeks prior to the expected date of delivery, the entitlement to any leave under this clause shall cease.

### **Clause 32.3 – Paid Adoption Leave**

This clause shall be read in conjunction with the Award.

- 32.3.1 The employee will notify the employer at least ten weeks in advance of the date of commencement of paid adoption leave. An employee may commence adoption leave prior to providing such notice, where through circumstances beyond the control of the employee, the adoption of a child takes place earlier.
- 32.3.2 Before commencing paid adoption leave, an employee will provide the employer with a statutory declaration stating:
  - 32.3.3 the employee is seeking paid adoption leave to become the primary care-giver of the child;
  - 32.3.4 particulars of any period of paid adoption leave sought or taken by the employee's spouse; and
  - 32.3.5 that for the period of paid adoption leave the employee will not engage in any conduct inconsistent with their contract of employment.
- 32.3.6 An employer may require an employee provide confirmation from the appropriate government authority of the placement.
- 32.3.7 Where the placement of child for adoption with an employee does not proceed or continue, the employee will notify the employer immediately and the employer will nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.
- 32.3.8 Entitlement to paid adoption leave shall be consistent with the provisions of paid maternity leave as specified in clause 31.

### **Clause 32.4 – Qualifications on Entitlements and Eligibility**

The entitlement to parental leave is reduced:

- 32.4.1 In the case of maternity leave, by any period of extended paternity leave taken by the employee's spouse and/or by any period of special maternity leave taken by the employee;
- 32.4.2 In the case of extended paternity leave, by any period of maternity leave taken by the employee's spouse;
- 32.4.3 In the case of extended adoption leave, by any period of extended adoption leave taken by the employee's spouse.

### **Clause 32.5 – Certification Required**

- 32.5.1 At the request of the employer, an employee must, in respect of the conferral of parental leave, produce to the employer within a

reasonable time a statutory declaration or statement as stipulated by the CEO, which states:

- 32.5.2 The particulars of any period of parental leave sought or taken by the employees' spouse, and where appropriate;
- 32.5.3 That the employee is seeking the leave to become the primary care-giver of a child;
- 32.5.4 In the case of adoption leave, a statement from a Government authority giving details of the date, or presumed date, of adoption; and
- 32.5.5 That for the period of the leave the employee will not engage in any conduct inconsistent with the employee's contract of employment.

### **Clause 33 – Sick Leave**

An employee shall be allowed a maximum aggregate of two (2) days sick leave per annum without a medical certificate, provided that for any period of sick leave exceeding one day, or single days taken together with a public holiday or flexi day off, or where either days preceding or following a weekend are taken off duty, satisfactory medical evidence must be submitted by the employee. A statutory declaration will be accepted as an alternative.

### **Clause 34 – Carer's Leave**

Centennial Park 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 at Centennial Park.

In order to achieve these goals there will be no change in the current sick leave entitlement (nor the accrual of sick leave from year to year), for the employees, but the method of sick leave use will be extended to include Carer's Leave.

Carer's Leave of up to 10 days per year will incorporate leave for employees who require time away from work for sickness of their immediate family or for urgent personal or family needs.

None of the foregoing Clause shall prevent the Chief Executive Officer from exercising his/her discretion to approve more than the prescribed 10 days leave where warranted by the circumstances and where the accumulated sick leave entitlements permit.

### **Clause 35 – Wages**

35.1 A list of the wages schedule for this Agreement is provided in **Appendix 1**.

- **Year One:** Effective from the first full pay period on or after 1<sup>st</sup> April 2009 a \$35.00 flat rate increase per week will be paid to all CEA employees Centennial Park.
- **Year Two:** Effective from the first full pay period on or after 1<sup>st</sup> April 2010 a 4.00% increase will be paid to all CEA employees Centennial Park.
- **Year Three:** Effective from the first full pay period on or after 1<sup>st</sup> April 2011 a 4.00% increase will be paid to all CEA employees Centennial Park.

35.2 The Authority will annually pay full 24 hour Journey Insurance, which includes all Private Journeys, for all employees covered by this agreement as arranged by the Authority with the Local Government Risk Services.

35.3 For "lift and deepen" and "re-use" procedures carried out by the Centennial Park Cemetery Authority's Graves Team, where the time that has elapsed since the last

burial exceeds 50 (fifty) years, the allowance payable to the grave digger or grave diggers undertaking the “lift and deepen” or “re-use” will be that provided for the “lift and deepen” or “re-use” process where the last burial took place less than 50 (fifty) years but greater than 25 (twenty five) years ago, as per the table noted in Clause Seven of Schedule Three of the current South Australian Cemetery Employees Award.

**Clause 36 – Renegotiation of Agreement**

The parties will review and renegotiate this Enterprise Agreement at least six months prior to its expiration.

**Clause 37 – No Further Claims**

The Union undertakes that for the life of this Agreement, other than increases set out in Clause 35, there shall be no further increases.

**Clause 38 – Signatories**

**THIS AGREEMENT** is made at

**DATED** this                      day of                      2009

SIGNED ON BEHALF OF THE CENTENNIAL PARK CEMETERY AUTHORITY BY:

.....  
BRYAN ELLIOTT  
CHIEF EXECUTIVE OFFICER                      )                      ...../...../2009

.....                      ...../...../2009  
Witness

SIGNED FOR AND ON BEHALF OF                      )  
THE AUSTRALIAN WORKERS UNION                      )

.....                      )                      ...../...../2009  
BRANCH SECRETARY                      )

In the presence of:

.....                      ...../...../2009  
Witness

**SCHEDULE 1: CENTENNIAL PARK CEMETERY AUTHORITY: NEW AWU CLASSIFICATIONS JULY 2003**

<b>CP Classification</b>	<b>Current Positions</b>
Team Leader	Team Leader Rate
Leading Worker	Leading Worker Rate
Level 4	Mechanic Horticulturalist Asset Worker <b>with</b> National Training Qualification Crematorium Worker <b>with</b> National Training Qualification Grave Digger <b>with</b> National Training Qualification
Level 3	Gardener Asset Worker <b>without</b> National Training Qualification Crematorium Worker <b>without</b> National Training Qualification Grave Digger <b>without</b> National Training Qualification
Level 2	Chapels Attendant Basement Attendant Labourer
Level 1	Below Level 4
Apprentice	Apprentice



**Appendix 2: April 2009 to March 2010**

<b>Old Classification</b>	<b>New CP Classification</b>	<b>Weekly Base Rate: April 2008 - March 2009</b>	<b>Plus \$35</b>	<b>New Weekly Base Rate: April 2009 to March 2010</b>	<b>x52</b>	<b>x2x2 80 hours - Double Time Premium</b>	<b>Total Weekly Salary</b>
<b>Grade 1</b>		\$660.02	\$35.00	\$695.02	\$36,141.04	\$1,463.20	\$723.16
<b>Grade 2</b>		\$678.56	\$35.00	\$713.56	\$37,105.12	\$1,502.23	\$742.45
<b>Grade 3</b>	<b>Level 1</b>	\$699.77	\$35.00	\$734.77	\$38,208.04	\$1,546.88	\$764.52
<b>Grade 4</b>	<b>Level 2</b>	\$711.75	\$35.00	\$746.75	\$38,831.00	\$1,572.11	\$776.98
<b>Grade 5</b>	<b>Level 3</b>	\$739.47	\$35.00	\$774.47	\$40,272.44	\$1,630.46	\$805.83
<b>Grade 6</b>	<b>Level 4 &amp; Base Leading Hand</b>	\$755.17	\$35.00	\$790.17	\$41,088.84	\$1,663.52	\$822.16
<b>Grade 7</b>	<b>Base Team Leader</b>	\$771.65	\$35.00	\$806.65	\$41,945.80	\$1,698.21	\$839.31

**April 2010 – March 2011**

<b>Old Classification</b>	<b>New CP Classification</b>	<b>Weekly Base Rate: April 2009 - March 2010</b>	<b>Plus 4%</b>	<b>New Weekly Base Rate: April 2010 to March 2011</b>	<b>x52</b>	<b>x2x2 80 hours - Double Time Premium</b>	<b>Total Weekly Salary</b>
<b>Grade 1</b>		\$695.02	\$27.80	\$722.82	\$37,586.64	\$1,521.73	\$752.08
<b>Grade 2</b>		\$713.56	\$28.54	\$742.10	\$38,589.20	\$1,562.32	\$772.14
<b>Grade 3</b>	<b>Level 1</b>	\$734.77	\$29.39	\$764.16	\$39,736.32	\$1,608.76	\$795.10
<b>Grade 4</b>	<b>Level 2</b>	\$746.75	\$29.87	\$776.62	\$40,384.24	\$1,634.99	\$808.06
<b>Grade 5</b>	<b>Level 3</b>	\$774.47	\$30.98	\$805.45	\$41,883.40	\$1,695.68	\$838.06
<b>Grade 6</b>	<b>Level 4 &amp; Base Leading Hand</b>	\$790.17	\$31.61	\$821.78	\$42,732.56	\$1,730.06	\$855.05
<b>Grade 7</b>	<b>Base Team Leader</b>	\$806.65	\$32.27	\$838.92	\$43,623.84	\$1,766.15	\$872.88

**Appendix 2 (Continued): April 2011 – March 2012**

<b>Old Classification</b>	<b>New CP Classification</b>	<b>Weekly Base Rate: April 2010 - March 2011</b>	<b>Plus 4.0%</b>	<b>New Weekly Base Rate: April 2011 to March 2012</b>	<b>x52</b>	<b>x2x2 80 hours - Double Time Premium</b>	<b>Total Weekly Salary</b>
<b>Grade 1</b>		\$722.82	\$28.91	\$751.73	\$39,089.96	\$1,582.59	\$782.16
<b>Grade 2</b>		\$742.10	\$29.68	\$771.78	\$40,132.56	\$1,624.80	\$803.03
<b>Grade 3</b>	<b>Level 1</b>	\$764.16	\$30.57	\$794.73	\$41,325.96	\$1,673.12	\$826.91
<b>Grade 4</b>	<b>Level 2</b>	\$776.62	\$31.06	\$807.68	\$41,999.36	\$1,700.38	\$840.38
<b>Grade 5</b>	<b>Level 3</b>	\$805.45	\$32.22	\$837.67	\$43,558.84	\$1,763.52	\$871.58
<b>Grade 6</b>	<b>Level 4 &amp; Base Leading Hand</b>	\$821.78	\$32.87	\$854.65	\$44,441.80	\$1,799.26	\$889.25
<b>Grade 7</b>	<b>Base Team Leader</b>	\$838.92	\$33.56	\$872.48	\$45,368.96	\$1,836.80	\$907.80

## **Appendix 3: Examples of Multi Skilling Tasks**

### **Crematorium**

1. Placement of cremated remains.
2. Placement of memorial plaques.
3. Prepare memorial sites for attendances.
4. Remove cremated remains from memorial positions (expired/relinquished positions).
5. Plaque preparation and refurbishment
6. Sign making
7. Specialist maintenance needs of cremators
8. Training & Supervision of any of the items listed above.

### **Graves**

1. Hand digging of graves
2. Leveling of cemetery paths
3. Training & Supervision of any of the items listed above.

### **Gardens**

1. Winter rose pruning / summer dead heading programs
2. Specialist Garden Maintenance and development operations
3. Irrigation installation and maintenance
4. Specialist pond maintenance operations
5. Training & Supervision of any of the items listed above.

### **Asset Maintenance**

1. Specialist building maintenance activities.
2. Construction of new /replacement concrete beams.
3. Removal of headstones
4. Specialist asset maintenance
5. Training & Supervision of any of the items listed above.

Other duties as agreed between the parties.