

CITY OF BURNSIDE ADMINISTRATIVE STAFF ENTERPRISE AGREEMENT - 2012

File No. 03356/2012

This Agreement shall come into force on and from 24 August 2012 and have a life extending until 30 June 2014.

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



DATED 24 AUGUST 2012

COMMISSION MEMBER





Administration Staff
Enterprise Agreement
- 2012

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SECTION 1 – AGREEMENT REGULATION AND ADMINISTRATION

1. Title

- 1.1 This Agreement is known as the City of Burnside Administration Staff Enterprise Agreement - 2012.

2. Parties Bound by Agreement

- 2.1 This Agreement will be binding on the City of Burnside (the Council), all staff employed at the Council (excluding Field Staff) and the Australian Services Union (ASU) in respect of their members.
- 2.2 The following positions are excluded from Clause 27, "Salary Increases" of this Agreement due to employment contracts which include remuneration negotiated and recorded, with each of the incumbents of the positions:

Chief Executive Officer	Manager Finance
General Manager Corporate Services	Manager Information Systems
General Manager Community & Development Services	Manager Library, Learning & Volunteers
General Manager Urban Services	Manager Operations Services
Manager Asset Services	Manager Organisational Development & Governance
Manager Community Services	Manager Procurement & Contracts
Manager Community Engagement	Internal Audit Manager
Manager Development Services	Strategic Projects Officer
Manager Engineering Services	

- 2.3 The exclusion in Clause 2.2 extends to any position at Level 7 or above created or re-designated after the date on which this Agreement is lodged, provided that no employee shall be excluded from the Enterprise Agreement without their written agreement.

3. Commencement and Duration

- 3.1 This Agreement will come into operation from the date of lodgement with the South Australian Industrial Relations Commission and will remain in force until 30 June 2014 or until replaced.
- 3.2 This Agreement replaces all previous Agreements negotiated between the parties.

4. Definitions

- 4.1 "**Act**" means the Fair Work Act (SA)1994 and as amended.
- 4.2 "**Agreement**" means the City of Burnside Administration Staff Enterprise Agreement – 2012, and as amended.
- 4.3 "**Approved Season**" means the time of the year that the Burnside Swimming Centre is open from October to April each year.
- 4.4 "**ASU**" or "**Union**" means the Australian Services Union – SA and NT Branch.
- 4.5 "**Award**" means the South Australian Municipal Salaried Officers Award.
- 4.6 "**CEO**" means the Chief Executive Officer of the City of Burnside.
- 4.7 "**Commission**" means the South Australian Industrial Relations Commission or any equivalent State body as established by the Fair Work Act (SA)1994
- 4.8 "**Committee**" means City of Burnside Administration Staff Enterprise Agreement Committee (EAC).
- 4.9 "**Consultation**" is understood to be a process, which has regard to employees' interests in the formulation of plans, which have a direct impact on them. It provides an opportunity for employees to have their viewpoints heard and taken into account prior to a decision being made. Consultation allows for decisions to be made giving due regard to matters raised by employees. The principal consultative structure is the City of Burnside Administration Staff Enterprise Agreement Committee.

4. Definitions – Cont.

- 4.10 “**Council**” means the City of Burnside.
- 4.11 “**Employee**” means an employee of the City of Burnside who is remunerated by salary and whose duties, responsibilities and work description are contained within the terms of this Agreement.
- 4.12 “**Employer**” means the City of Burnside.
- 4.13 “**Field Staff** ” means the City of Burnside Operations Service Staff employed at Council’s depot operations, covered under separate City of Burnside Field Staff Enterprise Agreement, and as amended”.
- 4.14 “**Fixed Term Contract**” means an employment contract that has a defined expiration date.
- 4.15 “**Tenured employee**” means an employee on an ongoing Contract of Employment, which has no defined expiry date.
- 4.16 “**Workplace Representative**” means employee, who is an ASU member, elected by the other employee members from the membership and appointed under the rules of the ASU, whose role is to effectively represent the interests of members at the workplace, if requested.

SECTION 2 – AIMS AND OBJECTIVES

5. Aims of the Agreement

This Agreement aims to:

- 5.1. Develop and support a flexible workforce and management structure committed to continuous improvement, aimed at achieving improved productivity and a sustainable level of job security for employees.
- 5.2. Recognise past efficiency and productivity and provide the necessary mechanisms for change through a participative and consultative process in order that the employer can become more efficient, productive and competitive.
- 5.3. Provide an environment where employees are given an opportunity to achieve their full potential and benefit from the success of their efforts.
- 5.4. Provide a regulated framework whereby all employees are treated consistently and equitably, regardless of their employment status.
- 5.5. Provide for improved wages and conditions for the employees resulting from productivity increases.

6. Objectives of the Agreement

The objectives of the Agreement are to:

- 6.1. Develop an organisation, which will demonstrate its ability to be competitive with external service providers.
- 6.2. Encourage and develop a high level of skill, innovation and excellence amongst all employees.
- 6.3. Develop a high degree of participation, team work, trust and shared commitment to the goals and policies of the employer and the achievement of real and sustainable improvements in productivity.
- 6.4. Implement a training and skills improvement program to enable all employees to increase their level of individual expertise and have access to defined career paths and opportunities.
- 6.5. Continually promote measures to eliminate industrial disputation, reduce labour turnover, absenteeism and lost time through injury by the design of jobs which provide a safer and more enjoyable working environment, a sustainable level of job security, skill levels and the job satisfaction of all employees.
- 6.6. Provide for an immediate response to issues affecting productivity such as time and cost performance, job design and work organisation, quality, technology, training and up-skilling through a process of continuous improvement and continuous change.
- 6.7. Ensure strict adherence to this Agreement and all statutory provisions.
- 6.8. Eliminate lost time.

7. Organisational Competitiveness & Benchmarking

7.1. Competitiveness and Benchmarking

- 7.1.1. Without limiting the Council's right to manage its services, the parties are committed to ensuring that all parts of the organisation operate at a level of efficiency, cost effectiveness and customer service equivalent to external providers. As a general principle the Council is committed to the provision of services and works by its employees where those services and works are provided on a cost effective and efficient basis. Measures shall be adopted to ensure that:

7. Organisational Competitiveness & Benchmarking – Cont.

- a) Objective benchmarks including cost-effectiveness and customer service are developed which may include comparisons with the pricing and cost structures of similar operations in other local government bodies or in the private sector; and
- b) Employees are given every opportunity and encouragement to devise and adopt new work methods and technology to achieve optimum efficiency and effectiveness.

7.2 Performance Standards/Indicators

- 7.2.1 The parties commit themselves to a process of continuous improvement and see performance indicators and performance standards as a means of measuring what has been achieved and the need for any further improvements. The primary role of performance indicators is to assist in the attainment of corporate goals in the interest of the customers, staff and Council in improving the quality of service.

8. Disputes arising under this Agreement:

- 8.1. Any disputes arising under this Agreement shall be dealt with through the following steps:
 - 8.1.1. The aggrieved party shall raise the matter with the other party through the Committee and attempt to resolve the issue by negotiation. This may be by way of internal mediation through the Committee where a written record made of the issue and outcome or alternatively, the aggrieved party shall raise the matter with the other party through formal written communication and attempt to resolve the issue at the workplace level.
 - 8.1.2. Should the parties or the Committee be unable to resolve the issue, the matter will be referred to the CEO.
 - 8.1.3. If the issue remains unresolved then the matter may be referred to the Commission for conciliation; and
 - 8.1.4. If conciliation does not resolve the matter then the parties will place it before the Commission for arbitration.

9. Grievance Procedure

- 9.1. The status quo existing immediately prior to the emergence of the grievance will continue whilst the grievance is being investigated. For this purpose, "status quo" means the work procedures and practices in place immediately prior to commencement of the grievance will remain in place.
- 9.2. Clause 9.1 does not apply where the grievance concerns a genuine occupational health and safety issue.
- 9.3. A grievance exists where an employee is dissatisfied or has a feeling of being wronged in relation to their employment. This may relate to:
 - 9.3.1. the allocation of work or higher duties;
 - 9.3.2. pay/classifications;
 - 9.3.3. inability to get leave at a desired time, an unfair reprimand over performance;
 - 9.3.4. work conditions;
- 9.4. It is the manager's responsibility to resolve grievances informally in the interests of effective working relationships, and to avoid the creation of industrial issues.
- 9.5. It is the employees right to raise and discuss a grievance with their manager.
- 9.6. While grievance procedures are being applied, work should continue in accordance with circumstances existing prior to the grievance.

9. Grievance Procedure – Cont.

9.7. In dealing with a grievance the manager must ensure that:

- 9.7.1. The employee is treated fairly.
- 9.7.2. A relationship of trust and confidence is established to encourage free expression of feelings.
- 9.7.3. The employee is afforded fair and reasonable opportunity to present their case.
- 9.7.4. All information provided by the employee as part of their case is given reasonable consideration.
- 9.7.5. An employee is invited to have their representative present at the discussion.

9.8. Informal Grievance

- 9.8.1. Any employee who is aggrieved should, in the first instance, approach their immediate supervisor or a contact officer. They may also speak to Organisational Development for advice or assistance in dealing with the issue.
- 9.8.2. Our aim is to resolve grievances and differences of opinion informally in the workplace by discussion. Organisational Development can assist in facilitating that discussion.
- 9.8.3. The supervisor must make a note of the grievance in their diary.

9.9. Formal Grievance

- 9.9.1. If discussion does not resolve the grievance the employee may elect to initiate a formal grievance procedure.
- 9.9.2. The employee should advise their supervisor that they wish to initiate a formal grievance procedure and that they wish to speak to their General Manager, or if the grievance is with their General Manager, the CEO.
- 9.9.3. On being advised of a grievance, the General Manager will arrange separate meetings with the manager, employee and their representative. They may request the employee to put the grievance in writing.
- 9.9.4. If the General Manager is unable to resolve the matter they should advise the employee that they will refer the matter to the Chief Executive Officer.
- 9.9.5. They should then advise the Chief Executive Officer of the grievance and forward a written report.

9.10. Chief Executive Officer's Responsibility

- 9.10.1. On being advised that an employee is aggrieved, the Chief Executive Officer will initiate discussions with the employee and their representative with the aim of resolving the matter as quickly as possible.
- 9.10.2. If, after discussion and examination, the Chief Executive Officer does not see any good reason for redress, or to change a previous decision, the aggrieved employee will be advised in writing regarding the reasons for the decision.

9.11. South Australian Industrial Relations Commission

- 9.11.1. An employee may refer an unresolved grievance to the South Australian Industrial Relations Commission for conciliation.

10. Consultative Mechanisms

- 10.1 The principle consultative structure is the City of Burnside Staff Enterprise Agreement Committee (the Committee).
- 10.2 The Committee shall consist of:
 - 10.2.1 Up to four (4) employer representatives nominated by the employer.
 - 10.2.2 Up to three (3) employee representatives elected by staff.
 - 10.2.3 The Workplace Representative; and
 - 10.2.4 An Employee Representative, which may be the Union, if requested by any employee covered under this Agreement.
- 10.3 The role of the Committee shall be to:
 - 10.3.1 Meet on at least on a six (6) monthly basis to discuss matters relating to this Agreement;
 - 10.3.2 Aim to reach decisions by consensus. All decisions will operate as recommendations;
 - 10.3.3 Hear and acknowledge reports and ideas generated by employee and employer representatives on a range of issues to ensure appropriate action is taken;
 - 10.3.4 Provide a forum for information flow between the employer and employees;
 - 10.3.5 Consult on proposed changes;
 - 10.3.6 Monitor the implementation of the Agreement;
 - 10.3.7 Identify and recommend appropriate methods of monitoring productivity improvement;
 - 10.3.8 Monitor and quantify where possible:
 - Productivity improvement;
 - Workplace change;
 - Outcomes of continuous improvement; and
 - 10.3.9 Report to the CEO.
- 10.4 Training of the Committee employee members regarding matters that pertain to the employment relationship is considered essential to ensure optimal outcomes. To this end, the employer agrees that training for employee committee members will be undertaken in the employer's time. Further, such training is to be discussed and approved by agreement between the employer and the employee.

SECTION 3 – EMPLOYEE RELATIONS

11. Family Friendly Commitment

11.1 We recognise that achieving a balance between employment and family responsibilities is important for staff health and wellbeing and productivity at work. Our commitment to providing a family friendly organisation is recognised through:

- 11.1.1. Paid maternity, paternity and adoption leave.
- 11.1.2. Ability to access sick leave to deal with family sickness, personal, family and domestic matters.
- 11.1.3. Flexible working arrangements “Banked Time” through:
 - (a) Rostered Day Off.
 - (b) Accumulation of time off in lieu.
 - (c) Right to access time in lieu at short notice for family and personal matters.
 - (d) Access to one or more days annual and long service leave at short notice.
- 11.1.4. External counselling for assistance in work related, family and personal issues through an Employee Assistance Program (EAP) as outlined below:
 - (a) The EAP provides access to counselling on a confidential basis through service providers as determined by Organisational Development and to a level determined by management.
 - (b) Where staff choose to access EAP:
 - (i) They will be guaranteed confidentiality regarding the issue(s) on which they have sought counselling and that no report (either written or verbal) will be made to management unless authorised/requested by the person.
 - (ii) They may contact a service provider directly and arrange their own appointment during work time or ask Organisational Development to arrange on their behalf.
 - (iii) They must advise their Manager or Organisational Development that they are accessing EAP if they are attending an appointment during working hours. They do not have to say why.
 - (iv) No record will be kept by the Council that they have used a service provider.
- 11.1.5. Special leave without pay.

12. Training

- 12.1 As a means of providing greater flexibility in training and development opportunities, Training (Clause 12) and Study Out of Hours (Clause 13) may be provided for employer approved training courses.
- 12.2 The parties are committed to training and development of staff to enhance the career options of staff and to increase productivity and effectiveness.
- 12.3 Employees undertaking courses of study are allowed time off with pay of up to five (5) hours per week (including travelling time) to attend lectures and/or examinations and such time as necessary for practical training in normal working hours subject to the following provisos:
 - 12.3.1. That the course/training is appropriate to Local Government;
 - 12.3.2. That the leave is approved by the employer prior to attendance.
- 12.4 Employees undertaking approved courses of study by correspondence are permitted time off with pay of two (2) hours per week for the purposes of completing exercises/assignments which are essential to the course and such time as is necessary for practical training and examinations.

12, Training -Cont.

- 12.5. The parties recognise that in some instances the maintenance of customer service restricts the options of staff taking full advantage of training.
- 12.6. As a means of providing greater flexibility in the provision of training and development opportunities, structured training of up to 8 hours per annum non-cumulative, may be conducted by Council outside of the normal spread of hours, and be paid at ordinary time. Such training shall occur at a time mutually agreeable to the majority of participants and given adequate notification of five (5) working days.
- 12.7. Where structured training occurs in accordance with Clause 12.6 above, employees with family responsibilities may seek reimbursement from the employer for reasonable childcare expenses.
- 12.8. The employer may approve an employee's application for study leave (either wholly or in part) in order for the employee to obtain a qualification that is necessary to enable the employee to progress through the classification structure within this Agreement.
- 12.9. Such leave shall require approval by the employer, whether paid or not, if taken during normal working hours.

13. Study Out of Hours

- 13.1 Where approval has been granted for a staff member to undertake further study and where an employee chooses, the employee may forego an entitlement for paid time off for study (Clause 12, "Training"), in return for a Study Allowance paid by the Council of up to \$2,500.00 per annum, provided the course is directly related to work carried out pursuant to this Agreement and is not subject to Fringe Benefit Tax.
- 13.2 Payment of fees will be subject to the following:
 - 13.2.1. Fees will be paid on presentation of official enrolment documentation;
 - 13.2.2. The employee must produce evidence of successful completion of all subjects for which they are enrolled;
 - 13.2.3. If subjects are not passed, the employee will either repeat at their own expense until passed, or refund the fees paid by Council.

14. Performance and Disciplinary Arrangements

- 14.1 These processes facilitate a fair and orderly framework to deal with matters involving disciplinary action and unsatisfactory work performance. In particular, these arrangements should ensure that prior to any decision taken to dismiss an employee (on those grounds) the employee is afforded proper procedural fairness and natural justice.
- 14.2 In this respect the following processes will be applied:
 - 14.2.1 Informal Process:
 - (a) Before embarking upon a formal prior warning process the employer may (having regard to the circumstances) consider it more appropriate to deal with the issue by way of verbal admonishment, reprimand or through counselling. These incidents are ancillary to the formal prior warning process.
 - 14.2.2 Prior Warnings:
 - (a) These arrangements will apply to the formal process by the employer to address matters of unacceptable or unsatisfactory performance, misdemeanour or conduct, which does not warrant summary dismissal.
 - (b) A first written warning will be given to the employee detailing the nature of the complaint(s).

14. Performance and Disciplinary Arrangements – Cont.

- (c) A copy of the warning will be dated, placed on the employees file and signed by the employee (indicating that the employee is aware of its existence).
- (d) Should further misdemeanour, unacceptable conduct or unsatisfactory performance recur or continue (provided that it is within a reasonable and relevant period from the time of the first warning) a second and final written warning will be given to the employee. Such warning should make it clear that continued unacceptable performance, conduct or misdemeanour will result in dismissal.
- (e) The employer should be satisfied (following proper consideration or investigation) of the grounds for issuing formal written warnings.
- (f) In the case of unacceptable or unsatisfactory performance, misdemeanour or misconduct the employee should have the opportunity to put their side of the matter as part of the process leading to the warning.
- (g) If requested, the employee can be assisted by another employee or person of their choice.

14.2.3 Proposed Dismissal:

- (a) The employer will carry out a prior investigation into relevant matters, which is sufficient for the purposes of making such decision to dismiss.
- (b) Prior to the decision being made, the employee shall have the opportunity to consider the complaint(s) or allegation and respond if he/she so chooses.
- (c) An employee may be assisted in such response by another employee or person of their choice.
- (d) Where the decision is contemplated as a result of continuing unsatisfactory performance and/or conduct, there will be a need to demonstrate prior warning in respect of such performance or conduct.
- (e) The employer has the right to summarily dismiss an employee without notice, in circumstances involving serious misconduct.

SECTION 4 – TYPES OF EMPLOYMENT

15. Probationary Employment

- 15.1 The Council may engage new employees or promote existing employees on a probationary basis of three (3) months duration for the purpose of facilitating the assessment of an employee's work performance.
- 15.2 The probationary period may be extended for a further period of three (3) months in light of an unsatisfactory work assessment at the end of the initial three (3) month probation.
- 15.3 Dismissal during or at the completion of the probationary period (due to unsatisfactory work performance) will not be given before the employee has been reasonably counselled by the Council.
- 15.4 Provided however that where an existing employee is promoted to a higher classification under this Agreement, the promotion for the first three (3) months will be on an acting basis to allow for an assessment of the employee's suitability for the position. Provided further that where the employee has, within the last 12 months, acted in the position for an accumulated period of three (3) months, the employee will be considered to have satisfied this requirement.

16. Full Time Employment

- 16.1 A contract or tenured employee who works 38 hours on a regular weekly basis (76 hours on a regular fortnightly basis) is a full time employee, with the ordinary hours of work as specified in Clauses 24.1.1 and 24.1.2.

17. Part Time Employment

- 17.1 A contract or tenured employee who works less than 76 hours on a regular fortnightly basis is a regular part time employee. Ordinary hours for part time employees are to be worked within the span of hours identified at Clauses 24.1.1 and 24.1.2.
- 17.2 Part time employees are entitled to the same benefits of full time employees but on a pro rata basis, according to the normal fortnightly hours worked.
- 17.3 Part time employees may also, from time to time, be rostered, by mutual agreement, for additional hours during the week between 7.30am and 7.00pm (Monday to Friday) to a maximum of 38 hours per week to meet organisational requirements. These hours will be paid at ordinary time rates and leave entitlements will accrue on a pro rata basis.
- 17.4 Subject to the provisions of Clauses 17.1 and 17.3, overtime and penalty rates shall apply to a part time employee where work is performed outside of the ordinary span of hours set out in Clause 24.1 of this Agreement.
- 17.5 The normal working hours of a part time employee may be changed by mutual agreement between the employer and the employee. This provision applies to meet the short-term requirements of either party or in respect of an increase or decrease in normal hours of duty.
- 17.6 A part-time employee shall be required to work the equivalent hours as a full-time employee works within a 12-month period (1976 hours per annum) in order to qualify for incremental progression within the classification level.

18. Fixed Term Contracts

- 18.1 Fixed term contracts will apply to all new appointments or where the position is subject to:
 - 18.1.1. external funding, or
 - 18.1.2. for a specific project that has a definite completion date.

18. Fixed Term Contracts – Cont.

- 18.2 The maximum term of the contract period will be five (5) years except where:
- 18.2.1. It is project based for a finite period.
 - 18.2.2. The employee is replacing someone who is absent on Long Service Leave or Parental Leave.
 - 18.2.3. An employee requests a shorter or longer term and the mutually Council agrees.
- 18.3 A loading of 6.5% on fixed term contracts will recognise:
- 18.3.1. The fixed term nature of employment and lack of job security;
 - 18.3.2. Non-access to termination benefits at the conclusion of the contract period other than negotiated between the employee and the employer.
- 18.4 Where a contract position is being restructured and subject to change in any or all of the following:
- Focus
 - Duties
 - Personal skills
 - Qualifications;
- the new position will be advertised internally at least three (3) months before expiry of the contract.
- 18.5 Three (3) months prior to the conclusion of any fixed term contract, the employee may make an application in writing for a new fixed term or tenured contract of employment.
- 18.6 The employee will be advised within 8 weeks of the expiry date of their contract whether further employment will be offered. If further employment is to be offered, the employee will be given the choice of a tenured position, less the loading as in Clause 18.3, or a further fixed term contract position.
- 18.7 An employee who is offered and accepts a fixed term contract will be deemed to have accepted and acknowledged their fixed term contractual employment relationship. Hence they will have acknowledged that there is no right to ongoing employment at the conclusion of their contract.
- 18.8 Tenured staff will not be disadvantaged in applying for promotional positions, which are offered for a fixed term. Should a tenured employee be successful in their application for such a position, they shall fill the position on a “higher level duties” basis for the duration of the contract term.
- 18.9 At the conclusion of the contract, a tenured employee has the right to return to their substantive position. If that position is no longer available, the employee shall be offered a position as close as practicable and at the same classification level as their substantive position.
- 18.10 Employees may seek independent advice before signing the contract.

19. Casual Employment

- 19.1. A casual employee is an employee who is engaged under an hourly contract of hire by the City of Burnside and paid a casual loading in accordance with the Award in addition to the applicable rates of pay prescribed under Appendix A.
- 19.2. An employee engaged for a period of 800 hours or less in any year (measured from the anniversary date of the employee’s commencement of employment) may be engaged as a casual on an hourly contract of employment and such employee shall be entitled to be paid a loading in accordance with the Award, in addition to the appropriate ordinary time hourly rate prescribed at Appendix A of this Agreement for the normal duties involved.
- 19.3. The loading compensates the casual employee for the non-applicability of leave entitlements (other than Long Service Leave where applicable) and payment for public holidays not worked.

19. Casual Employment – Cont.

- 19.4. A casual employee is paid only for time worked and is not entitled to the various types of leave prescribed in Section 9, Clause 48 of this Agreement.
- 19.5. Where a casual employee performs work at a time, which attracts penalty rates under this Agreement, the penalties will also apply for the work performed by the casual employee. Overtime and penalty rates for casual employees shall be applied to the hourly rate which includes the Award loading.
- 19.6. The minimum engagement for a casual is two (2) consecutive hours.
- 19.7. An employee, employed for more than 800 hours in a year, shall be engaged as a part-time or full-time employee, unless the employer and the employee otherwise agree. A written copy of any such mutual agreement shall be signed by the employer and employee.
- 19.8. A casual employee shall be entitled to overtime or penalty payment at the prescribed rates in respect of work performed outside ordinary time hours of work or in excess of the ordinary hours of work provided for under Clauses 24.1.1 and 24.1.2 of this Agreement. Overtime and penalty rates for casual employees shall be applied to the hourly rate, which includes the Award loading.

20. Continuous Service

- 20.1 Continuous Service will be In accordance with Clause 7.5.1 of the Award.

21. Calculation of Period of Service

- 21.1 Calculation of Period of Service will be in accordance with Clause 7.5.2 of the Award.

22. Position Classification Structure

- 22.1 Position Classification Structure will be in accordance with Schedule 1 of the Award.

23. Progression through levels

- 23.1 Progression through levels will be in accordance with Schedule 1 of the Award.

SECTION 5 – ORDINARY HOURS OF WORK

24. Office Staff

- 24.1 Ordinary hours of work for employees covered under this Agreement, shall be Monday to Friday, 38 hours per week (7.6 hours per day), subject to the following:
- 24.1.1. The ordinary hours of work are to be worked between the span of hours of 7.30 am and 7.00 pm Monday to Friday inclusive.
 - 24.1.2. By mutual agreement between the employee and the manager, the number of ordinary hours worked or the span of hours worked as defined in clause 24.1.1 by an employee in any one day may be altered, provided that an employee works no more than ten (10) hours without attracting penalty rates.
 - 24.1.3. Where an employee's 38 ordinary hours per week cannot be worked during the span of hours in clause 24.1.1, in accordance with clause 24.1.2. a written agreement between the employee and the employer setting out the details of the work arrangement shall be signed and held by the employer and employee.
 - 24.1.4. An employee may, as per 24.1.2, accumulate a maximum of 38 hours of banked ordinary time in excess to the ordinary hours worked. Once this maximum time has accrued, the employee and manager need to reach mutual agreement for the time to be:
 - (a) taken as time off in lieu (TOIL), at a mutually agreed time or
 - (b) paid out at single time.
 - 24.1.5. The above TOIL arrangement will not apply in circumstances where an employee is required by the manager to work overtime. In such circumstances, the overtime provisions of Clause 42 - Overtime, of this Agreement will apply.
 - 24.1.6. Where employees are employed on an arrangement of working a 19-day month (i.e. ordinary hours of eight hours per day with time accruable after 7.6 hours per day for a Rostered Day Off (RDO)), this arrangement will continue with the time being accrued as banked ordinary time in accordance with sub-clause 24.1.3, above.
 - 24.1.7. Employees who regularly and directly supervise employees covered by the City of Burnside Field Staff Enterprise Agreement , as amended from time to time, and depot-based employees who regularly provide administrative support to those employees, may work the same hours as those employees provided such hours do not exceed 152 ordinary hours in a four-week period.

25. Swimming Centre

- 25.1 Full time staff will be rostered to work in excess of 38 hours per week to meet staffing requirements relating to the extended operating hours of the pool during the approved season without attracting an entitlement to extra remuneration during the approved season.
- 25.2 All time worked in excess of 38 hours on Monday to Friday inclusive and time worked on a Saturday, Sunday or Public Holiday during the approved season, shall be remunerated at the close of the approved season, by paid time off equivalent to the excess time worked during the approved season at the penalty rate prescribed in Clause 40 of this Agreement.
- 25.3 Staff will take the time owing and will recommence work at the beginning of the next season.
- 25.4 If there is insufficient excess time owing to cover the gap between seasons, this may be reimbursed to Council as time worked in the off-season, unpaid leave or, upon approval, carried forward to the next season.

SECTION 6 – REMUNERATION and ALLOWANCES

26. Payment of Wages

- 26.1 Salaries/wages are paid fortnightly and payment made in the employer's time.
- 26.2 The City of Burnside, as an option to the payment of salaries/wages by cash, may decide to pay salaries/wages of its employees by way of cheque or by means of direct transfer into a bank or other recognised financial institution of the employee's choice.
- 26.3 The minimum annual rate of salary to be paid to employees will be in accordance with the rates set out in Appendix A (subject to the deductions for taxation purposes and any other purpose approved by the employee) and will include for salary purposes relevant prescribed allowances.

27. Salary Increases

- 27.1 Salary increases of:
 - 27.1.1 3.0% per annum shall be effective from the first pay period after 1 July 2012.
 - 27.1.2 Either 3.0% per annum or CPI (Adelaide CPI comparison March 2012 to March 2013), whichever is the greater, from the first pay period after 1st July 2013.
- 27.2 A schedule outlining salary rates is appended as Appendix A.
- 27.3 Positions will be classified in accordance with the City of Burnside Classification Structure provided at (Appendix C) and paid in accordance with the Schedule of Salary Rates (Appendix A).

28. Trainees

- 28.1 Trainees shall be paid in accordance with the applicable percentage of the adult rate, as detailed in Appendix A.

29. Higher Level Duties

- 29.1 This Agreement recognises the existing practice of suitably qualified employees acting in higher/supervisory positions during absences of other employees and that the practice ensures flexibility and productivity and provides training and opportunity for employee development.
- 29.2 Salary rates (Appendix A) include recognition of higher duties payments for work performed up to one level higher for periods of up to 2 weeks to a cumulative maximum of 3 weeks per annum.
- 29.3 The appointment of an employee to a higher duties position for a period of up to one month is the prerogative of the Department Manager.
- 29.4 Higher duties appointments of between one and three months must be discussed with Organisational Development to determine whether they need to be internally advertised.
- 29.5 Appointments over three months will be advertised internally.
- 29.6 Higher duties appointments will not be automatically made for every absence and/or for every position.
- 29.7 Higher duties will be paid on the first year increment at the classification appropriate to the duties that they are asked to perform. It will be normal for the responsibilities and the salary to be less than that of the jobholder.
- 29.8 Acting Team Leader positions will always be at one level lower than the substantive position.

30. Drivers' Licences

- 30.1 Employees are required to ensure that they maintain a current licence in accordance with job requirements.
- 30.2 Where an employee requires a licence for the fulfilment of their duties, they shall inform Council of any impediment, downgrading or loss of licence as soon as possible.
- 30.3 Should an employee become disentitled, through disqualification or otherwise, from holding or obtaining a driver's licence, such change may result in the termination of their employment, if such loss of licence impacts on the employee's ability to perform duties at that time.
- 30.4 If the employee is able to demonstrate alternative transportation arrangements that do not incur any cost to Council and does not diminish the performance of their duties, termination of employment shall not occur.

31. Absence from Duty

- 31.1 An employee not attending for duty will lose pay for the actual time of non-attendance, except in the case where an employee is absent from duty in accordance with the provisions of this Agreement, or by special leave specifically agreed with the employer.
- 31.2 An employee will forfeit 7.6 hours of wages for each day that the employee does not attend for duty.

32. Uniform and Protective Clothing

- 32.1 Where an employer requires an employee to provide his/her own specific items of protective clothing, the employee shall be reimbursed reasonable expenses associated with the purchase and maintenance of such protective clothing.
- 32.2 An employee shall be reimbursed the costs involved in providing a uniform in circumstances where the employer requires a uniform to be worn.

33. Health Monitoring - Chemical use

- 33.1 Employees who are required to handle chemicals in the course of their duties shall be entitled to an annual medical examination as arranged by the employee and the employer. The cost of such medical examination – being the difference between the Medicare rebate and the actual cost of the examination – shall be borne by the employer.

34. Work Breaks (Meal Allowance)

- 34.1 There shall be an unpaid lunch break of between 30 and 60 minutes each day to be taken between 11.30 am and 2.30 pm.
- 34.2 There shall be allowed a paid rest period or tea break of ten minutes duration during the morning and afternoon of each working day. Where adequate tea/coffee making facilities are available the break shall be taken at the employee's normal work station at such times as are arranged by the employer and shall allow for the continuity of work where the circumstances so require.
- 34.3 An employee required to work overtime for more than one hour after the employee's normal ceasing hour on any weekday shall be entitled to a meal break before starting overtime and to subsequent meal breaks at four hourly intervals calculated from the end of the previous meal break taken by the employee.
- 34.4 An employee required to work overtime on a Saturday, Sunday or public holiday shall be entitled to a meal break:
 - 34.4.1 after three hours of continuous work if that period includes a recognised meal hour; or
 - 34.4.2 after four hours of continuous work in any other case; and
 - 34.4.3 to subsequent meal breaks at four hourly intervals calculated from the end of the previous meal break taken by the employee.

34. Work Breaks (Meal Allowance) – Cont.

- 34.5 When an employee is entitled to a meal break as provided by this clause and such employee is unable to return to his or her home for a meal, a meal allowance of \$14.60 shall be paid unless an adequate meal is provided by the employer irrespective of whether a meal break, paid or unpaid, is taken.
- 34.6 Where an employee is directed to commence duty before 7.00 a.m. on any day and a meal break is taken before commencing normal working hours and such employee is unable to return to his or her home for that meal an allowance of \$13.50 shall be paid.
- 34.7 Allowances contained in Clauses 34.5 and 34.6 will be increased on an annual basis (July each year) by a percentage equal to the Adelaide CPI – March to March comparison.

35. Mileage Reimbursement

- 35.1 An employee who, at the direction of the employer is required to take his/her vehicle to their usual place of work for official use in connection with the business of the Council shall be entitled to payment in accordance with Clause 35.2 below for the trip from his/her home to his/her usual place of work by the shortest practical route. Such payment shall be restricted to a one way trip, not a return journey, and the maximum distance paid on the one way trip shall not exceed 24 km per day, even if the distance between his/her home and his/her headquarters is more than 24 km.
- 35.2 An employee who, at the direction of the employer is required to use his/her privately owned motor vehicle for official use in connection with the business of the Council, will be reimbursed the appropriate mileage rate set out below:
- 35.2.1 Vehicle with engine of four cylinders or less: 68 cents per km.
- 35.2.2 Vehicle with engine of more than four cylinders or rotary engine: 81 cents per km.
- 35.2.3 Motor Cycle: 27 cents per km.
- 35.3 Where an employee is required to attend Council meetings and does so attend outside his/her normal working hours and this necessitates use of his/her privately owned motor vehicle to travel directly from and to his/her home, he/she shall be paid an allowance at the rate prescribed under Clause 35.2.
- 35.4 The allowance identified in Clause 35.2 will be increased on an annual basis (July each year) by a percentage equal to the Adelaide – March to March comparison.

36. Travelling Expenses

- 36.1 All authorised travelling expenses incurred by any employee in the course of his/her official duty shall be paid by the Council on the provision of satisfactory evidence (i.e. tax invoice).

37. Telephone Expenses

- 37.1 An employee required by the Council to provide a telephone at his/her home to enable contact by the employer or the public shall be paid an allowance to pay the cost of installation, rental and all business calls.

38. Availability Allowance

- 38.1 This Clause applies to any employee instructed to be available for recall to work outside of his/her normal working hours.
- 38.2 For the purposes of this Clause availability duty means a situation where the Council directs employees to hold themselves on immediate standby to attend work during prescribed times outside their normal working hours.

38. Availability Allowance – Cont.

- 38.3 Where a lesser state of readiness is required by the employer, the provisions of Clause 44 shall apply other than where such arrangements are mutually agreed by the employer and the employee and recorded in writing.
- 38.4 An employee instructed to carry out availability duty shall receive, in addition to the salary otherwise payable, an amount equal to 10 per cent of the employee's hourly rate for each hour or part thereof that the employee is required to be on standby.

39. First Aid Allowance

- 39.1 Where Council requires an employee to hold and act upon a first aid certificate, an allowance of \$9.30 per week shall be paid in respect of each such week that the employee is required to act upon such certificate.
- 39.2 The payment shall be paid to casual and regular part-time employees on a pro-rata basis providing that such payment cannot exceed the amount identified in clause 39.1 per week in any one working week.
- 39.3 The allowance identified in Clause 39.1 will be increased on an annual basis (July each year) by a percentage equal to the Adelaide CPI – March to March comparison.
- 39.4 Employees already in possession of a first aid certificate will not be reimbursed the initial cost incurred in obtaining the certificate.
- 39.5 Where an employee does not hold a first aid certificate, but is required to obtain a certificate for the purposes of carrying out the duties of their position, and then all reasonable costs associated with the obtaining of such certificate shall be borne by the employer. (This includes the renewal of certificates).

SECTION 7 – PENALTY RATES ON ORDINARY TIME

40. Penalty Rates on Ordinary Time

- 40.1 Employees who as part of their ordinary hours of duty regularly perform work prior to 7.30 am or after 7.00 pm on a Monday to Friday (inclusive) shall receive a loading of 15% in addition to their ordinary time rate of pay for all time worked outside of those hours.
- 40.2 Employees working on Saturdays and Sundays as part of their ordinary hours will receive a loading of 50% in addition to their normal wage. Saturday to commence at midnight on Friday and Sunday to finish at midnight on Sunday.
- 40.3 Employees working on public holidays as part of their ordinary hours may elect to receive either:
 - 40.3.1 150% in addition to their ordinary time rate of pay; or
 - 40.3.2 50% in addition to their ordinary time rate of pay plus paid TOIL equal to the number of hours worked, to be taken at a time that is mutually agreed between the employee and the employer.
- 40.4 Employees who are regularly rostered over seven days, including Sundays and public holidays, shall be granted an additional week of annual leave.
- 40.5 If an employee works Saturday and Sunday as part of his/her ordinary week, then he/she should be entitled to two consecutive days off during the period Monday to Friday, which shall be mutually agreed between the parties.
- 40.6 The penalty provisions of this subclause will not apply to supervisory staff as defined in Clause 24.1.7 of this Agreement.
- 40.7 All time worked in excess of ordinary hours in any one day or exceeding an average 38 hours per week shall be paid at the appropriate overtime rate as prescribed in Clause 42 - Overtime.
- 40.8 These provisions are not intended to alter or affect TOIL or rostered hours arrangements.

41. Library Officers

- 41.1 Library staff who are required to work as part of their normal roster on any day Monday to Friday (inclusive) shall be paid a loading for all such hours worked as set out below:
 - 41.1.1 Full time staff and staff working in excess of 19 hours per week, Monday to Friday, shall be paid penalty rates of 15% for all time worked after 5.00pm.
 - 41.1.2 Staff working 19 hours or less, Monday to Friday, shall receive a 15% loading for all time worked after 7.00pm.

These loadings will only be paid where the work time is continuous other than for meal breaks.
- 41.2 Library staff who are required to work as part of their ordinary weekly hours:
 - 41.2.1 On Saturday up to noon shall be paid a loading of 25% for such time;
 - 41.2.2 On Saturday afternoon, Sunday or a public holiday shall be paid a loading of 50% for such time
- 41.3 Library staff who are **not** normally required to work as a part of their normal roster on days outlined below, receive the following penalty rates:
 - 41.3.1. 50% loading for time worked on Saturday before 12 noon.
 - 41.3.2 100% loading for time worked on Saturday after 12 noon, Sunday or a public holiday.
- 41.6 By mutual agreement between the Council and an employee, penalty rates may be annualised in accordance with the model agreement as per Appendix B.
- 41.7 Library employees who are required to work in excess of 38 hours in any one week shall receive payment for such excess time at the rate of time and a half, or else be granted TOIL in accordance with Clause 24.1.4.

41. Library Officers – Cont.

41.8 Where during the life of this Agreement the parties may agree to alter hours of work or any conditions of employment to address the change of circumstances. Any such agreement should be in writing as a memorandum of understanding and shall have full applicability as if the alterations were expressed within this Agreement.

42. Overtime

42.1 Clauses 42.2 through to 42.6 do not apply to Library Staff.

42.2 Unless agreed as per Clause 24.1.4 of this Agreement, all work performed in excess of the ordinary hours of duty per week or before the ordinary commencing hour or after the normal ceasing hour on any day Monday to Friday inclusive shall be paid for at the rate of time and a half for the first three hours and double time thereafter until the completion of the overtime worked.

42.3 All time worked on a Saturday before noon shall be paid for at the rate of time and one half for the first three hours and double time thereafter.

42.4 All time worked on a Sunday or afternoon on Saturday shall be paid for at double time.

42.5 All time worked on a public holiday as defined by Clause 49 - Public Holidays, shall be paid for at double time and one-half. Provided that employees required to work overtime on any such occasion shall be paid a minimum of three hours work at the appropriate overtime rate.

42.6 The employer and the employee may agree to a suitable employment package to take account of work that is likely to be performed outside the ordinary hours of work and other similar contingencies inherent in the work. Such an agreement shall be entered into by mutual agreement and recorded in writing.

42.7 Any employee shall attend meetings of the Council or any committee thereof, whenever required to do so, notwithstanding that any such meetings may be held outside of the employee's ordinary hours.

43. Rest Period after Overtime

43.1 If starting work at the employee's next rostered starting time would mean that the employee did not receive a full ten hour break then either: the employee may, without loss of pay, start work at such a later time as is necessary to ensure that he or she receives a break of at least ten hours; or the employer must pay the employee double ordinary rates for all work performed until the employee has received a break of at least ten hours.

44. Call Out

44.1 An employee recalled to work, including Council meetings, whether notified before or after leaving the employer's premises, shall be paid for a minimum of three hours work at the overtime rate.

44.2 Where the employee is being paid an availability allowance in accordance with Clause 38, a minimum of two hours work, at the appropriate overtime rate, will be paid for each time he/she is so recalled, provided that, except in the case of unforeseen circumstances arising, the employee shall not be required to work the full two or three hours, as the case may be, if the job he/she was recalled to perform is completed within a shorter period. Overtime worked in the circumstances specified in this subclause shall not be regarded as overtime for the purpose of Clause 43 - Rest Period After Overtime, above when the actual time worked is less than three hours on such recall or on each of such recalls.

44.3 This clause shall not apply where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

SECTION 8 – SUPERANNUATION and SALARY PACKAGING

45. Superannuation Fund and Payments:

- 45.1 Choice of fund will apply from 1st January 2012 with all new employees to be provided with a standard choice form to enable them to select a fund in accordance with relevant legislation. For any employee that does not provide a choice form within an appropriate period, as determined by the employer, all contributions will be paid to Local Super or its successor.
- 45.2 “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 and as amended from time to time.
- 45.3 The amount of the employer superannuation contribution will be:
- 45.3.1 For each employee who is making “Salarylink Contributions” to Local Super:
- (a) 3% of the employee’s salary; and
 - (b) any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Local Super from time to time to finance the Salarylink benefit for the employee; and
 - (c) any additional superannuation contributions which the employer agrees to pay in respect of the employee.
- 45.3.2. “Salarylink Contributions” has the meaning given to that term under the Trust Deed.
- 45.4. For each other employee:
- 45.4.1. Contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992 (Cth); and
- 45.4.2. Any additional superannuation contributions which the employer agrees to pay in respect of the employee.
- 45.5 Salary sacrificing shall be available to Employees. An Employee may elect to vary the amount of salary sacrifice paid to an eligible superannuation fund on a prospective basis at any time during the life of this Agreement.
- 45.6. The employee’s salary referred to in this Agreement shall be the pre-sacrificed salary. However, the parties agree that the net salary paid to an employee will be reduced by any amount salary sacrificed to superannuation.

46. Salary Sacrifice to Superannuation

- 46.1 An employee may apply to the Council to salary sacrifice any part of his/her salary to make additional contributions to the Local Government Superannuation Scheme in accordance with this Clause.
- 46.2 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.
- 46.3 The employee’s substantive gross salary for all purposes, including but not limited to superannuation, annual leave, and long service leave, shall be the pre-sacrificing salary. The employee recognises that, as a consequence of entering into a salary sacrifice arrangement with the Council, there will be a reduction in the employee’s actual net take-home pay.

46. Salary Sacrifice to Superannuation – Cont.

- 46.4 Any such arrangement shall be by mutual agreement between each individual employee and the Council, provided that approval by the Council shall not be unreasonably withheld.
- 46.5 The application shall be in writing and shall detail the percentage of salary to be salary sacrificed, together with a statement that the “cash” component is adequate for his/her on-going living expenses. The remaining “cash” component cannot be lower than any minimum salary amount, which the Council may otherwise be required to satisfy in respect of an employee.
- 46.6 Each employee may vary the amount of salary sacrifice and withdraw from the arrangement at any time. The arrangement may only apply to future salary arrangements and cannot operate retrospectively. 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 the Local Government Superannuation Scheme will be adjusted (at the employee’s cost) to take account of taxation payable in relation to those contributions.
- 46.7 Salary sacrifice contributions will be treated as employer contributions and are likely to be preserved.
- 46.8 Any information or figures provided on request by Council’s Payroll Officer to employees on the implications of salary sacrificing will not constitute professional advice or a recommendation.

47. Salary Packaging

- 47.1 An employee may apply to the Council to salary package any part of his/her salary for items outlined at Clause 47.5.
- 47.2 As salary packaging is a complex matter, it is the employee’s responsibility to seek professional advice and fully understand all implications of salary packaging before seeking to enter into this arrangement.
- 47.3 As per Clause 47.1, prior to entering into such an arrangement, employees will be advised by Council to seek independent financial advice, for which the employee is liable. Council will require to receive written confirmation from the financial adviser that the employee has been advised of the implications of salary packaging.
- 47.4 The parties agree that the introduction of salary packaging, will not result in any additional cost to the employer, including taxation. Employees will bear the responsibility for any and all costs associated with taxation and other matters in respect of the salary packaging arrangements.
- 47.5 Employees may package part of their ‘salary’ or ‘remuneration’ in return for other benefits, as approved by the Australian Taxation Office, as legally allowable items (e.g novated car lease, laptop computer).
- 47.6 The employee will be required to declare in writing that the cash component remaining after salary packaging to either superannuation or as per Clause 47.5 is sufficient to meet their ongoing living expenses.
- 47.7 Payroll will manage on behalf of employees, the fortnightly payroll deduction for salary packaging, however will not provide financial advice to employees regarding salary packaging.

SECTION 9 – LEAVE ENTITLEMENTS

48. Types of Leave

- 48.1 All full-time staff (other than casuals), with the exception of long service leave and unpaid parental leave, are entitled to the following provisions in accordance with the City of Burnside Leave Policy, Award, Act and as summarised in the below table.
- 48.2 Part-time staff will accrue leave entitlements on a pro-rata basis.
- 48.3 Payment of Annual Leave must not be made or accepted in lieu of taking annual leave except in the case of termination of employment.
- 48.4 For the purposes of this Clause, the following definitions apply:
- 48.4.1 **Child** includes an adopted child, stepchild, ex-nuptial child or an adult child.
- 48.4.2 **De facto spouse** means a person, including same sex partner, who lives with the employee on a genuine domestic basis, although not legally married to the employee.
- 48.4.3 **Immediate family or household member** means the employee's spouse, child, parent, grandchild, grandparent or sibling, or the child, parent, grandchild, grandparent or sibling of the employee's spouse.
- 48.4.4 **Spouse** includes the employee's current or former spouse or current or former de facto spouse
- 48.5 A work day for the purposes of leave entitlements is deemed as a 7.6 hour day.

Leave Type	Employee Category	Entitlement	Conditions
Annual Leave	All Staff, except Casuals	20-work days (152 hours) cumulative for each year of continuous paid service. Part-time employees accrue pro-rata. Accrues at 1/26 th the number of nominal hours worked for each period of 2-week period worked of continual service.	The Council may give reasonable written notice to reduce entitlements greater than 40-workdays by no more than 1/4.
Compassionate Leave	All Staff, except Casuals	Up to 2-work days paid leave per occasion. Leave in excess of entitlement may be unpaid leave. Other forms of leave may be accessed.	Available when a family member: (a) contracts or develops a personal illness or sustains a personal injury that poses a serious threat to their life; or (b) dies. A medical certificate or other reasonable evidence may be needed for such leave.
Defence Forces Leave (ADF)	All Staff	<u>Paid Annual Training:</u> 20-work days per calendar year, non- cumulative. <u>Special Instruction (Induction):</u> 10-work days per calendar year, non- cumulative.	Verification of training, special instructions etc. is required as well as written confirmation by the respective service of the period of training undertaken. Part-time or Casuals after their first year of employment are entitled to ADF leave on a pro-rata basis. Any leave in the first year is without pay. For enlistment or medical purposes will be granted leave with pay and no time limit provided special leave has been exhausted.

48. Types of Leave – Cont.

Leave Type	Employee Category	Entitlement	Conditions
Jury Service/ Witness Leave	All Staff	Paid leave for period of duty. Such leave will include necessary travelling.	Must forfeit and reimburse to Council all Jury Service or Witness fee to Council, other than daily incidentals.
Leave Without Pay	Full-time and Part-time Staff only	For a period no greater than 12-months	Application must be in writing seeking CEO approval with each case viewed on merit and organisational needs. Not recognised as continuous service
Long Service Leave	All full time and part time staff	Entitled to 13-weeks leave after completing 10-years continuous service. Accrues at 1.3-work weeks for each completed year of service. Eligible for pro-rata after 7 years of continuous service. Pro-rata the full time rate subject to eligibility criteria.	Entitled to take leave on 60-days notice, unless mutually agreed. Staff members can take a minimum of 1-work day of leave. Where a staff member has accumulated an entitlement in excess of 15.6 weeks the Council may give the staff member written notice to reduce their entitlement to 15.6 weeks (78 work days) within a 2 year period. Staff members will not be required to take LSL if they agree to retire within 2 years. Recognition of prior service will be in accordance with the LSL Act.
Parental Leave	All staff and staff deemed as the primary carer	Full-time and Part-time staff are entitled to 52-weeks leave, including 10-weeks paid leave, after 1-year continuous service. Casual staff entitled to 52-weeks unpaid leave. Leave for the adoption of a child is only applicable for children up to 5-years of age.	Required to provide minimum 10-weeks notice prior to the expected birth date. A medical certificate must be provided to Council. Entitled to return to position held immediately before taking parental leave or position of similar classification.
Partner Leave	All staff , except casuals	Up to 2-weeks paid leave, May take a further 50-weeks unpaid leave, provided it is certified the employee is the primary caregiver.	A medical certificate must be provided to Council
Personal Leave (incl. Carer's, Private and Sick Leave)	All Staff, except Casuals	Accrues at 11-days (83.6-hours) per annum. Up to 5-days of the above entitlement may be used for Private Leave purposes. Accrues at 1/26 th the number of nominal hours worked for each period of 4-work week period worked of continual service. In addition, once the above entitlement has been exhausted, up to 2-work days (un-paid) per occasion is also available.	Personal Leave is accumulative but not payable on termination of employment or retirement. Available for immediate or extended family & significant others. Medical certificate or other reasonable evidence may be needed for more than 2 consecutive work days.

49. Public Holidays

49.1 Public Holidays will be in accordance with Clause 6.9 of the Award.

50. Purchased Leave

50.1 Purchased leave is where employees are able to take periods of between one to four weeks unpaid leave, funded by reduced salary payments. This allows employees to continue to receive pay during the periods of purchased leave.

50.2 Purchased leave will only occur by employee request.

50.3 Purchased leave must be made via an application in writing to the CEO or his nominee by 1 May in the year prior to the financial year in which the leave is being sought. Approval will not be granted to applications made after this date.

50.4 Approval will be determined by the relevant General Manager in conjunction with the Department Manager of the area in which the employee works.

50.5 A request for purchased leave will not be automatically granted. Granting of such leave will depend upon organisational and operational requirements.

50.6 There is no right of appeal for denied purchased leave.

50.7 An employee may purchase between one to four weeks leave per financial year. The maximum additional leave that an employee may purchase under this Agreement is four weeks.

50.8 Purchased leave must be taken in whole week blocks.

50.9 Purchased leave must be utilised within the financial year in which it has been purchased or the leave will be forfeited and the payment reimbursed to the individual by the end of June each year. Purchased Leave cannot be carried over from one financial year to another.

50.10 An employee's fortnightly deductions will remain unchanged if they elect to purchase leave under this Agreement.

50.11 Where an employee/employer requests cancellation of the Purchased Leave before the leave has been taken due to exceptional circumstances, and this is agreed by the parties, the necessary adjustment to salary will be paid as a lump sum.

50.12 Where an employee ceases paid employment during the year in which the Purchased Leave has been approved, reconciliation will occur to ensure that all monies owing to the employee or Council are accounted for and an appropriate recovery or payment is made.

50.13 Purchased leave will count as service.

51. Blood Donor Leave

51.1 As part of Council's Well Being Program, in addition to the provision of health screening and flu vaccination at no cost to employees, blood donation time will also be made available.

51.2 On no more than two (2) occasions per year, Council will arrange times for employees who choose to donate blood during work hours.

51.3 For those employees who participate in blood donation will be entitled to 4 hours paid time off in lieu.

51.4 This time is to be taken on the day of the donation or at a time mutually agreed to with the employee's supervisor/manager.

SECTION 10 - CHANGE MANAGEMENT

52. Change Management

- 52.1. The parties recognise that change is an ongoing feature of the work environment and that the appropriate management of change is essential for the benefit of employees and the Council.
- 52.2. The parties recognise the need to foster mutual trust and understanding and are committed to building relationships based on respect and empathy. They also recognise the need for employee involvement and commitment to decision making processes in order to achieve real and sustainable improvements in productivity.
- 52.3. Before Council undertakes to investigate in detail the feasibility of making changes in function, organisation, structure or resource sharing with other Councils, which would potentially impact on employees, they shall notify those employees likely to be affected.
- 52.4. During the course of such a feasibility investigation, Council shall discuss with the employees affected:
 - 52.4.1 The changes being considered;
 - 52.4.2 The basis for such contemplated changes;
 - 52.4.3 The significant effects such changes are likely to have on employees;
 - 52.4.4 Measures which can be taken to eliminate or lessen any adverse effects on employees
 - 52.4.5 Matters raised and alternatives submitted by the employees in relation to the contemplated changes.
- 52.5. For the purpose of this Agreement, 'change' is deemed to include, but is not limited to any, or all, of the following:
 - 52.5.1 Modernisation of and significant improvement to work practices;
 - 52.5.2 Purchase of significant new equipment;
 - 52.5.3 Introduction of new technology;
 - 52.5.4 Reduction in the number of employees through voluntary redundancies and/or natural attrition;
 - 52.5.5 Work carried out by contractors in areas where it does not presently happen;
 - 52.5.6 Changes brought about as a result of resource sharing and/or amalgamations with other Councils.

53. Job Security

- 53.1. In the event of any change process occurring at the City of Burnside during the life of this Agreement, the following arrangements shall apply in respect of employment security:
 - 53.1.1 There shall be no forced redundancies as a result of change processes, internal or external, for the life of this Agreement. The parties recognise the changing environment in Local Government and agree to discuss all aspects of job security and redundancy packages.
 - 53.1.2 Natural attrition, voluntary redundancies and redeployment will be the normal means of adjustment in those situations where organisational change results in positions being no longer required.

54. Redeployment

- 54.1. Management will aim to re-deploy staff to positions of equal classification with due consideration to skills and qualifications.
- 54.2. Where an employee is transferred to a position carrying a lower classification, their pre-transfer salary, including employer superannuation contributions, regular overtime and penalty payments will be maintained for a period of two years. At the conclusion of the two-year period the employee will be reclassified in accordance with the new position.

54. Redeployment – Cont.

- 54.3. Within four (4) months of re-deployment the employee may reconsider their option to access a voluntary redundancy package.
- 54.4. Training shall be made available to assist in re-deployment or appointment to a changed position.

55. Voluntary Redundancy

- 55.1. An employee whose position has become redundant may choose a voluntary redundancy package consisting of the following:
 - 55.1.1 Eight (8) weeks notice of termination, which may be taken as payment in lieu. The payment will include Council's superannuation contributions, allowances, regular overtime, penalties and compensation for use of vehicle but only where it forms part of a salary package arrangement.
 - 55.1.2 Three (3) weeks pay for every year of service, or part thereof, with the Council.
 - 55.1.3 The maximum payment for notice and service will be fifty two (52) weeks.
- 55.2. These payments will be calculated at the ordinary rate of remuneration.
- 55.3. Access to a Council Outplacement Program to the maximum value of 10% of annual salary to be provided.
- 55.4. For the purposes of calculating redundancy provisions, an employee who, at the conclusion of a fixed term contract applies for, is offered and accepts a tenured contract of employment, length of service will be calculated from the commencement date of the fixed term contract in place immediately prior to accepting tenured employment.
- 55.5. All of the above payments would be made at the time the employee leaves the employ of the Council.
- 55.6. Excepting for those positions that are declared redundant within the parameters of this Agreement, other separation packages will be at the discretion of the Council, following negotiation between the employee and the Council.
- 55.7. This Clause does not apply to:
 - 55.7.1 Employees with less than one (1) year of continuous service;
 - 55.7.2 Trainees and apprentices
 - 55.7.3 Employees engaged for a specific period of time or for a specific task or tasks; or
 - 55.7.4 Casual employees.
- 55.8. The general obligation of the employer is no more than to give such employees an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by such employees suitable alternative employment.
- 55.9. This Clause does not apply to employees where employment is terminated as a consequence of conduct that at common law justifies instant dismissal.

56. Termination of Employment

- 56.1. The employer may terminate the employee's employment summarily (immediate dismissal) for serious and or wilful neglect or refusal of duty, wilful or serious misconduct or other lawful cause which, at common law, justifies summary dismissal.
- 56.2. The employer may terminate the employee's employment with the provision of eight (8) weeks' notice or payment in lieu if the employee fundamentally or seriously breaches any of our policies and practices, or if the employee fails to perform to a satisfactory standard on a consistent basis.

56. Termination of Employment - Cont.

- 56.3. The employee may terminate their employment (resignation) by providing four (4) weeks notice. If the employee fails to give the required period of notice, the employer may recover from any monies owing to the employee the value of ordinary time wages for the balance of the required notice period.
- 56.4. In calculating any payment in lieu of notice, the employer must pay the wages an employee would have received in respect of the ordinary time the employee would have worked during the period of notice had the employee's employment not been terminated.
- 56.5. The period of notice in this Clause does not apply in the case of:
 - 56.5.1 Dismissal for conduct that, at common law, justifies instant dismissal;
 - 56.5.2 Trainees and Apprentices;
 - 56.5.3 Casual employees;
 - 56.5.4 Employees engaged for a specific period of time;
 - 56.5.5 Employees engaged for a specific task or tasks;
 - 56.5.6 Probationary employees.
- 56.6. Upon the termination of employment, the employee must deliver to the employer all equipment, documents, keys and other property in their possession that belongs to the City of Burnside.

57. Statement of Employment

- 57.1. The employer will provide to the employee whose employment has been terminated a written statement specifying the period of the employee's employment and the classification of or the type of work performed by the employee.

SECTION 11 - SIGNATORIES

Signed for and on behalf of:
City of Burnside

..... Signature Name Date
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..... Witness Name Date
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Signed for and on behalf of:
Australian Services Union

..... Signature Name Date
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..... Witness Name Date
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APPENDIX A – SCHEDULE OF SALARY RATES GENERAL OFFICERS

Level	July 2011	Fixed-term Contract Loading	July 2012 3%	Fixed-term Contract Loading	July 2013 3%	Fixed-term Contract Loading
Level 1A (MOA.100)	\$35,186.82	\$37,473.96	\$36,242.42	\$38,598.18	\$37,329.70	\$39,756.13
(MOA.200)	\$36,302.49	\$38,662.15	\$37,391.56	\$39,822.02	\$38,513.31	\$41,016.68
(MOA.300)	\$37,396.26	\$39,827.02	\$38,518.15	\$41,021.83	\$39,673.69	\$42,252.48
(MOA.400)	\$39,738.32	\$42,321.31	\$40,930.47	\$43,590.95	\$42,158.38	\$44,898.68
Level 1 (MO1.100)	\$41,111.92	\$43,784.19	\$42,345.28	\$45,097.72	\$43,615.64	\$46,450.65
(MO1.200)	\$42,025.62	\$44,757.29	\$43,286.39	\$46,100.00	\$44,584.98	\$47,483.00
(MO1.300)	\$43,314.06	\$46,129.47	\$44,613.48	\$47,513.36	\$45,951.89	\$48,938.76
(MO1.400)	\$44,692.53	\$47,597.54	\$46,033.31	\$49,025.47	\$47,414.31	\$50,496.23
(MO1.500)	\$46,077.08	\$49,072.09	\$47,459.39	\$50,544.25	\$48,883.17	\$52,060.58
(MO1.600)	\$47,589.38	\$50,682.69	\$49,017.06	\$52,203.17	\$50,487.57	\$53,769.27
Level 2 (MO2.100)	\$48,988.53	\$52,172.78	\$50,458.19	\$53,737.97	\$51,971.93	\$55,350.11
(MO2.200)	\$50,374.30	\$53,648.63	\$51,885.53	\$55,258.09	\$53,442.09	\$56,915.83
(MO2.300)	\$51,753.98	\$55,117.99	\$53,306.60	\$56,771.53	\$54,905.80	\$58,474.67
(MO2.400)	\$53,132.45	\$56,586.06	\$54,726.42	\$58,283.64	\$56,368.22	\$60,032.15
Level 3 (MO3.100)	\$54,503.62	\$58,046.36	\$56,138.73	\$59,787.75	\$57,822.89	\$61,581.38
(MO3.200)	\$55,880.87	\$59,513.13	\$57,557.30	\$61,298.52	\$59,284.01	\$63,137.48
(MO3.300)	\$57,261.77	\$60,983.79	\$58,979.62	\$62,813.30	\$60,749.01	\$64,697.70
(MO3.400)	\$58,641.45	\$62,453.14	\$60,400.69	\$64,326.74	\$62,212.71	\$66,256.54
Level 4 (MO4.100)	\$60,012.62	\$63,913.44	\$61,813.00	\$65,830.84	\$63,667.39	\$67,805.77
(MO4.200)	\$61,389.87	\$65,380.21	\$63,231.57	\$67,341.62	\$65,128.51	\$69,361.87
(MO4.300)	\$62,769.56	\$66,849.58	\$64,652.65	\$68,855.07	\$66,592.23	\$70,920.72
(MO4.400)	\$64,155.32	\$68,325.42	\$66,079.98	\$70,375.18	\$68,062.38	\$72,486.43
Level 5 (MO5.100)	\$65,527.71	\$69,787.01	\$67,493.54	\$71,880.62	\$69,518.35	\$74,037.04
(MO5.200)	\$66,904.96	\$71,253.78	\$68,912.11	\$73,391.40	\$70,979.47	\$75,593.14
(MO5.300)	\$68,314.64	\$72,755.09	\$70,364.08	\$74,937.74	\$72,475.00	\$77,185.88
Level 6 (MO6.100)	\$70,584.12	\$75,172.09	\$72,701.64	\$77,427.25	\$74,882.69	\$79,750.07
(MO6.200)	\$72,864.13	\$77,600.30	\$75,050.05	\$79,928.31	\$77,301.56	\$82,326.16
(MO6.300)	\$75,170.90	\$80,057.01	\$77,426.03	\$82,458.72	\$79,748.81	\$84,932.48
Level 7 (MO7.100)	\$77,461.86	\$82,496.88	\$79,785.72	\$84,971.79	\$82,179.29	\$87,520.94
(MO7.200)	\$79,757.68	\$84,941.93	\$82,150.41	\$87,490.19	\$84,614.92	\$90,114.89
(MO7.300)	\$82,055.94	\$87,389.58	\$84,517.62	\$90,011.26	\$87,053.15	\$92,711.60
Level 8 (MO8.100)	\$84,816.52	\$90,329.59	\$87,361.02	\$93,039.48	\$89,981.85	\$95,830.67
(MO8.200)	\$87,566.16	\$93,257.96	\$90,193.14	\$96,055.70	\$92,898.94	\$98,937.37
(MO8.300)	\$90,324.31	\$96,195.39	\$93,034.04	\$99,081.25	\$95,825.06	\$102,053.69

Junior rates apply to Level 1A and Level 1 as follows:		Trainee (as defined in the Award) rates to apply to Level 2 as follows:	
Years of Age	Percentage of 1 st Year adult service rate	Percentage of 1 st year of level 2 rate	
17 and under	62%	1 st year of service	72%
18	72%	2 nd year of service	82%
19	82%	3 rd year of service	92%
20	92%		

APPENDIX B – AGREEMENT FOR ANNUALISED SALARIES FOR LIBRARY PENALTY RATES

This Agreement is made on theday of..... between the City of Burnside and.....(employee) and shall remain in force until terminated in accordance with Clause 6 below. The purpose of the Agreement is to provide for the annualisation of penalty rates for the employee in a manner, which will not financially disadvantage the employee. The annualisation shall be calculated in accordance with the existing fortnightly penalty multiplied by 26 (twenty six) fortnights.

1. As at the date of this Agreement, the employee's penalty payments calculated in accordance with Section 5 Penalty Rates on Ordinary Time of this Agreement are
2. It is agreed between the parties to annualise the above penalty rates and pay a shift allowance of \$500.00 per annum on the employees current roster for a full time employee and on a pro-rata basis for a part-time employee, creating a new annual base salary of \$..... This base salary shall be the salary rate for all purposes, including employer's Superannuation contribution and all leave entitlements.
3. Any salary increase flowing to the employee, including increases contained in this Agreement shall be calculated on the base salary rate set out in Clause 2 above.
4. The salary rate set out in Clause 2 above is based on a 38-hour week. Any time worked in excess of 38 hours shall be paid at the rate set out in Section 5 of this Agreement.
5. If rosters are altered by management in a way, which will serve to reduce the penalties applied when calculating the annualised salary, then the base salary stated in clause 2 of this Agreement shall continue to be deemed the employee's base salary.
6. This Agreement can be terminated by the employee with one month's notice in writing at which time the employee's salary will revert to the Workplace Agreement base salary, plus payment of penalties for actual times worked outside of the span of hours. Should this occur, the employee will be paid at the penalty rate which is specified either in this Agreement.

Signed (Employee)..... Date.....

For City of Burnside.....

Date.....

Appendix C - City of Burnside Classification Structure

The classification structure for employees covered under this Agreement consists of 8 levels for City of Burnside Staff Employees.

The classification criteria used to determine the appropriate grading of employees is shown below.

GENERAL OFFICERS CLASSIFICATION CRITERIA 1 GENERAL FEATURES LEVELS 1A TO 3				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
ACTIVITIES/FUNCTIONS	Perform clearly defined routine activities in a support role in a child care centre.	Perform a range of clearly defined routine activities of a support nature.	Perform a range of clearly defined routine activities or functions where routines, methods, standards and procedures are clearly defined.	Perform a range of activities/ functions of a less clearly defined and routine nature, and could include: ♦ operating within a specialised area ♦ operating as a member of a professional team.
COMPLEXITY OF TASK LEVEL OF AUTONOMY	Application of basic skills and techniques in a support role in a childcare centre. Work outcomes will need to be closely monitored. Works under close direction with instruction and assistance always available. Works under direct supervision.	Practical application of basic skills and techniques. Work outcomes are closely monitored, clearly defined and readily attainable. Works under close direction with instruction and assistance being readily available. Works under direct supervision.	Application of acquired skills, knowledge and an under-standing of work procedures relevant to the work area. Officers at this level could assist in establishing procedures for a minor function or works project. Work outcomes are monitored, clearly defined. Works under regular direction with assistance being readily available. Works under regular supervision. Graduates receive instruction Community Services Graduates initially appointed to the top of this level work under direct supervision.	Application of procedures, methods and guidelines, which are well established. May set outcome/ objectives for specific projects. Works under general direction with assistance available from senior officers Works under general supervision. Graduates initially appointed at this level work under direct supervision and may be given instruction on the technical or broader aspects of work.
INITIATIVE AND JUDGMENT	Freedom to act is limited by standards and procedures.	Freedom to act is limited by standards and procedures, however experienced officers may have sufficient freedom to exercise judgment and initiative, in the performance of work.	Limited scope to exercise initiative and judgment within clearly established procedures and practices.	Scope for exercising initiative and judgment in the application of established work procedures. Officers may receive instruction on broader aspects of work.
PROBLEM SOLVING	Assistance available when problems occur.	Solutions to problems found in established procedures.	Solutions to problems may require the exercise of limited judgment, with guidance to be found in procedures, precedents and/or guidelines.	Solution to problems of limited complexity. Solutions to problems found by reference to procedures, methods and instructions.
PROVISION OF ADVICE/ SUPPORT/ASSISTANCE			May assist lower classified officers concerning established practices and procedures.	Contribute to interpretation of matters for which there are no clearly established practices and procedures (although such activity would not be the sole responsibility of the officer) and provide assistance to senior officers.

GENERAL OFFICERS CLASSIFICATION CRITERIA 1 GENERAL FEATURES LEVELS 1A TO 3				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
TIME MANAGEMENT & ORGANISATIONAL SKILLS		Responsible for the timeliness of own work.	Managing time, planning and organising own work.	Managing and planning own work and that of subordinate staff and could include:- · plan and co-ordinate activities in the work area. · responsibility for various activities in a specialised area of the works program. · a function within the work area.

GENERAL OFFICERS CLASSIFICATION CRITERIA 2 GENERAL RESPONSIBILITIES LEVELS 1A TO 3				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
GENERAL RESPONSIBILITIES	*See a support role in a Child Care Centre .	Officers at this level have responsibilities which will/may include: • supervision of other staff is not a feature at this level, however experienced officers may have a technical oversight of a minor works activity.	Officers at this level have responsibilities which will/may include: • performing tasks of a sensitive nature including the provision of more than routine information • understanding of clear but complex rules • oversight and/or guidance of the work of a limited number of lower classified officers • provision of assistance to lower classified officers concerning established procedures.	Officers at this level have responsibilities which will/may include: • establishing goals, objectives and outcomes for their own particular work program • undertaking some complex operational work • supervision • dealing with formal disciplinary issues within the work area • utilising a basic knowledge of the principles of human resource management • assisting subordinate staff with on-the-job training.

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 1A TO 3 Positions at the various levels may include some of the following specific responsibilities or those of a similar value.				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
WHERE PRIME RESPONSIBILITY LIES IN A TECHNICAL FIELD:-	*See a support role in a Child Care Centre	Experienced officers may have technical oversight of minor works activities and could include: • completion of field project according to instructions and established procedures • trainee technical officers apply established practices and procedures in the conduct of a range of technical activities with no scope for interpretation.	Conduct of a range of technical activities in the fields of construction, engineering, survey and horticulture and could include: • application of established practices and procedures • responsibility for a minor project.	Perform moderately complex functions in various fields including construction, engineering surveying and horticulture and could include ♦ reviewing work done by subordinate officers.

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 1A TO 3				
Positions at the various levels may include some of the following specific responsibilities or those of a similar value.				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
WHERE THE PRIME RESPONSIBILITY IS IN THE WORKS AREA		Arrange a minor works activity within established methods as part of the training process.	Responsible for operational supervision of minor works programs/single works function, or project (first level of supervision for minor works programs/projects) and could include:- ♦ supervision, planning and coordinating of the activities of officers and day-to-day operations.	Exercise responsibility for works and determine objectives for the functions under control, and could include:- ♦ a number of minor works within the total works program ♦ supervision of more than one component of the works program ♦ planning and co-ordination of minor works
WHERE PRIME RESPONSIBILITY IS IN LIBRARIES		Undertake routine library duties: ♦ routine shelving ♦ issues and returns	Provide para-professional support to qualified librarians: ♦ in charge of a library outlet or function within the library. ♦ oversee the work of unqualified library staff.	Responsibilities could include: ♦ in a small library, provide a range of library and information services or ♦ in a large library be predominantly involved in the provision of a particular library service/function or ♦ supervise the work of para-professional library staff or ♦ take charge of a small library branch
WHERE PRIME RESPONSIBILITY IS IN A RECREATION COMPLEX (AQUATIC OR NON AQUATIC)		Assist with the operation of an aquatic or recreational complex including the oversight of a specific function within the centre.	Operational responsibility for a single function within the complex or swimming pool of less than 50 metres.	Exercise operational responsibility for multi -function aquatic/ recreation complex or large swimming pool.
WHERE THE PRIME RESPONSIBILITY IS IN THE LOCAL ANIMAL AND PLANT CONTROL BOARD				Advise landholders/ local authorities/ government officers on: ♦ eradication/ control techniques and measures and provide information on obligations under the relevant legislation.
WHERE THE PRIME RESPONSIBILITY IS IN A "PROFESSIONAL" FIELD				Officers may undertake some minor phase of a broad or more complex assignment under direct supervision.

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 1A TO 3

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
WHERE PRIME RESPONSIBILITY IS IN CLERICAL/ SECRETARIAL/ ADMINISTRATIVE		<p>Provide secretarial and administrative support and could include:</p> <ul style="list-style-type: none"> ♦ straight forward operation of keyboard equipment ♦ basic word processing data input ♦ basic numeracy, written and verbal communication skills, relevant to the work area ♦ provision of routine information ♦ general reception and telephonist duties ♦ general stenographic duties. 	<p>Provide secretarial and/or administrative support and could include:</p> <ul style="list-style-type: none"> ♦ operating a computer, word processor and/or other business software and peripheral equipment ♦ utilising basic computing concepts and initiating corrective action at an elementary level ♦ utilising the functions of systems and be proficient in their use ♦ performing tasks of a sensitive nature ♦ provision of more than routine information ♦ operate a desktop publisher at a routine/basic level ♦ utilise basic skills in oral and written communication with clients and other members of the public ♦ receive and account for monies and assist clients/ratepayers. 	<p>Provide secretarial and/or administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work and could include:</p> <ul style="list-style-type: none"> ♦ Systems Administrator in small/ medium sized council whose responsibility includes the security/ integrity of the system ♦ operation of the computer to enable modification and/or correction of computer software systems/packages and/or the identification of operational problems ♦ application of computing programming knowledge and skills in systems development, maintenance and implementation under direction of a senior officer ♦ provide a service utilising the full functions of a desk top publisher
WHERE PRIME RESPONSIBILITY IS IN CHILD CARE	<ul style="list-style-type: none"> ♦ Support role in a child care centre ♦ Report observations of individual children/groups for program planning purposes ♦ If an officer has completed the certificate, assist in the preparation and implementation of programs suited to the needs of individual children and groups ♦ Assist with daily routines and give each child individual attention/ comfort as required ♦ Implement early child-hood program under supervision ♦ Work in accordance with licensing requirements under the Act and ensure the health & safety of the children in care. 	<ul style="list-style-type: none"> ♦ Assist with the development, planning, implementation and evaluation of child care developmental programs and the co-ordination, oversight and direction of activities of unqualified workers engaged in the implementation of child care programs and activities in a group setting ♦ Liaise with parents ♦ Under close direction ♦ Undertake work with individual children with particular needs ♦ Oversight and direction of Level 1A officers 	<ul style="list-style-type: none"> ♦ Accept responsibility for groups of children under and/or over two years of age ♦ Co-ordinate activities of more than one group ♦ Prepare, implement and evaluate developmental and/or special programs for individual or groups of children in consultation with the director ♦ Supervise lesser qualified workers ♦ Assist with administrative functions ♦ Supervise lesser qualified workers 	<p>Advise landholders/ local authorities/ government officers on:</p> <ul style="list-style-type: none"> ♦ eradication/ control techniques and measures and provide information on obligations under the relevant legislation.

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 1A TO 3 Positions at the various levels may include some of the following specific responsibilities or those of a similar value.				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
WHERE PRIME RESPONSIBILITY IS IN ENVIRONMENTAL SERVICES		Enforce compliance with traffic by laws and regulations at an elementary level.	Inspectorial duties involving the enforcement of general by-laws/regulations, assist senior officers with special projects. Assist with elementary building, health or animal and plant control inspections under the regular direction of a senior qualified officer. (Trainee level)	Regularly undertake "general" inspections to enforce compliance with various Acts, (excluding those relating to building/ health) regulations, by-laws and policies including the presentation of materials for prosecution of offences. Undertake minor development assessment duties and could include: <ul style="list-style-type: none"> ♦ administer the requirements of the planning Act ♦ checking applications for compliance. Provide advice on requirements for compliance with the relevant Acts, codes, regulations, standards, by-laws and council policies. ♦ undertake basic health or building inspections.
WHERE THE PRIME RESPONSIBILITY IS IN COMMUNITY SERVICES			Operate a community service program at an elementary level.	Plan and co-ordinate elementary community based projects/ programs, and could include: <ul style="list-style-type: none"> ♦ performing moderately complex functions ♦ social planning, demographic analysis, survey design and analysis ♦ duties of a specialised nature ♦ a single program at a more complex level.
WHERE PRIME RESPONSIBILITY IS A FIRE PREVENTION OFFICER				Administer requirements of Country Fires Act and the implementation of District Fire Prevention strategies.
PROGRESSION	<ul style="list-style-type: none"> ♦ Completion of certificate in community services (introductory) course conducted by TAFE or an equivalent qualification which is recognised under the Children's Services Act shall commence at the 3rd increment of the range. 	<ul style="list-style-type: none"> ♦ Completion of introduction to child care skills and accepted for the advanced certificate in childcare. 	<ul style="list-style-type: none"> ♦ Appointment level for officers who have completed an appropriate certificate and are required to undertake work related to that certificate ♦ The 4th increment of this level is the appointment level for any graduate with a relevant three-year degree who utilises that qualification to undertake associated professional work. ♦ Graduates will advance to the 1st increment of level 3 after twelve months' satisfactory service. 	<ul style="list-style-type: none"> ♦ Three year degree holders shall progress to this level after completion of twelve months service at the top of level 2 ♦ Appointment level for any graduate with a relevant four-year degree who is required to undertake associated professional work. ♦ Graduates shall advance to the 3rd increment after twelve months service on the 1st increment of the range and shall progress to the 1st increment of level 4 after a further twelve months service ♦ Officers with a certificate relevant to the work area shall be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake responsibilities under this level.

GENERAL OFFICERS CLASSIFICATION CRITERIA 4 - SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING LEVELS 1A TO 3				
CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
REQUIREMENTS OF THE JOB	<ul style="list-style-type: none"> •Developing knowledge of centre policy and practices •No formal qualifications required at this level •Certificate in community services (TAFE) or equivalent •It is desirable that officers are studying for an appropriate certificate •Sufficient knowledge and experience to perform duties at this level. •Positions at this level will involve officers in extensive on the job training including familiarisation with the goals and objectives of the work section 	<ul style="list-style-type: none"> •A developing knowledge of the section/department function and operation •Basic knowledge of clerical/administrative practices and procedures relevant to the work area •A developing knowledge of work practices and policies of the relevant work area •Basic numeracy, keyboard, written and verbal communication skills relevant to the work area •No formal qualifications required at this level •At this level, employers are expected to offer substantial on-the-job training •It is desirable that officers are studying for an appropriate certificate or undertaking either internal or external training <p>OR</p> <p>Positions initially at this level will involve officers in extensive on-the-job training including familiarization with the goals and objectives of the work section</p> <ul style="list-style-type: none"> • Officers will be responsible for the timeliness of their work and required to use basic numeric, written and verbal communication skills. 	<ul style="list-style-type: none"> •Basic skills in oral and written communication with clients and other members of the public •Knowledge of established work practices and procedures relevant to the work area •Knowledge of policies and regulations relating to the work area •Understanding of clear but complex rules •Understanding of basic computing concepts •Application of techniques relevant to the work area •Developing knowledge of statutory requirements relevant to the work area •No formal qualifications required <p>OR</p> <p>Entry point for three year degree/associate diploma/appropriate certificate without experience</p> <p>OR</p> <p>Will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required</p> <p>OR</p> <p>Appropriate on-the-job training and relevant experience</p>	<ul style="list-style-type: none"> •Thorough knowledge of work activities performed within the work area •Sound knowledge of procedural/operational methods of the work area •May utilise professional or specialised knowledge •Ability to apply computing concepts •Working knowledge of statutory requirements relevant to the work area •Entry level for four year degree in the relevant discipline <p>OR</p> <p>Entry level for three year degree plus graduate diploma in the relevant discipline</p> <p>OR</p> <p>Associate diploma with experience</p> <p>OR</p> <p>Three year degree plus 1 year professional experience in the relevant discipline</p> <p>OR</p> <p>Appropriate certificate with relevant experience</p> <p>OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.</p>

GENERAL OFFICERS CLASSIFICATION CRITERIA 1 GENERAL FEATURES <u>LEVELS 4 TO 8</u>					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
ACTIVITIES/FUNCTIONS	Perform a wide range of activities, associated with program activities, or service delivery and may perform activities of a complex nature which could include:- ♦ responsibility for a range of functions within a work area ♦ a substantial component of supervision.	Responsible for a range of functions within the section and/or department.	Responsible for a range of functions for which operational policies, practices and guidelines may need to be developed and could include: ♦ Working independently as specialists or ♦ a senior member of a single discipline project team.	Exercise managerial responsibility for various functions within the department and/or council and could include: ♦ specialised functions ♦ operation as a specialist ♦ operation as a member of a specialised professional team. ♦ working independently.	Exercise managerial responsibility for a department/council's relevant activity, and could include:- ♦ functions across a range of administrative, specialist or operational areas. ♦ operation as a senior specialist providing multi-functional advice to various departments or council.
COMPLEXITY OF TASK LEVEL OF AUTONOMY	Application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established. Required to set specific performance outcomes and further develop work methods where general work procedure is not defined. Work under general direction with assistance usually available.	Application of a high level of knowledge and skills and adheres to established work practices, however, officers may be required to exercise initiative and judgment where practices are not clearly defined. Required to set specific performance outcomes and further develop work methods. Work under general direction and exercise a degree of autonomy and professional judgment within prescribed areas with assistance available when required.	Application of high levels of knowledge and skills, and establishes procedures and work practices, etc. Sets outcomes for the work area of responsibility to achieve objectives of the department/council. Work under limited direction and exercise a degree of autonomy and may manage a work area with advice available on complex or unusual matters.	Application of high levels of knowledge and skills and establishes procedures which impact on activities undertaken/outcomes achieved by council and/or activities undertaken by sections of the community. Set outcomes for the work area/section/ function. Work under limited direction with guidance not always readily available within the organisation.	Major portion of the work involve initiative in the development and implementation of techniques, work practices and procedures in all facets of the work area to achieve corporate goals. Identification of current/future options and the development of strategies to achieve outcomes. Work under broad direction and formulate, implement, monitor and evaluate projects /programs or control organisational elements. Undertake duties of an innovative, novel or critical nature.
INITIATIVE AND JUDGEMENT	Exercise initiative and judgment in applying established procedures governed by clear objectives and/or budget constraints, including critical knowledge/ skills where procedures are not clearly defined.	Exercise initiative and judgment where procedures not clearly defined.	Responsibility for decision making in the particular work area, section/department/ council, including the scope to influence operational activities and negotiate matters of significance including negotiating contracts.	Responsibility for decision-making and the provision of expert advice to other areas of council, including significant delegated authority and negotiating matters on behalf of the work area.	Demands responsibility for decision making with significant independence of action within the constraints of department or corporate policy.
PROBLEM SOLVING	Solution to moderately complex problems generally found in precedents, guidelines or instructions.	Solution to problems generally found in documented techniques, precedents and guidelines.	Solution to complex problems requires complex professional problem solving and a high level of interpersonal skills to resolve organisational issues.	Solution to complex problems involves the selection of methods and techniques based on sound judgment.	Solution to complex problems requiring an analytical approach and a high proficiency in theoretical or scientific approaches, which may be outside of the original field of specialisation.

GENERAL OFFICERS CLASSIFICATION CRITERIA 1 GENERAL FEATURES LEVELS 4 TO 8					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
PROVISION OF ADVICE/ SUPPORT/ASSISTANCE	<p>Provide specialist expertise/ advice in relevant discipline.</p> <p>Contribute knowledge in establishing procedures in the appropriate work related field.</p>	Provide expert advice to lower classified officers. Specialists may be required to provide multi disciplinary advice.	Provide expert/specialist advice, support and assistance relevant to the work area or section/ department or discipline on complex matters, which could include providing a consultancy service and advice on policy matters and contribute to their development.	Provide expert/specialist advice, support and assistance relevant to a significant work area or section/ department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development and monitoring.	<p>Provide multi-functional expert/specialist advice and support/assistance to various departments or council with a significant impact on council's policies/programs including:-</p> <ul style="list-style-type: none"> ♦ a consultancy service ♦ specialist financial, technical, professional and /or administrative advice on policy including operational. ♦ manage/administer complex policy.
TIME MANAGEMENT & ORGANISATIONAL SKILLS	Require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position.	Plan and organise their own work and that of subordinate staff.	Managing time is essential to achieve outcomes.	Wide range of conditions to achieve results in line with divisional/corporate goals, which will include planning, direction, control and evaluation of operations.	Accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.

GENERAL OFFICERS CLASSIFICATION CRITERIA 2 GENERAL RESPONSIBILITIES LEVELS 4 TO 8					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
GENERAL RESPONSIBILITIES	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> ♦ duties of a specialised nature requiring the development of expertise over time or previous knowledge ♦ providing a reference, research and/or technical information service including the facility to understand and develop technologically based systems ♦ a substantial component of supervision or provide specialist expertise ♦ supervision of various functions within a work area or projects ♦ supervision of contractors. 	<p>Officers at this level have responsibilities which will/ may include:</p> <ul style="list-style-type: none"> ♦ involvement in establishing section/department programs and procedures ♦ responsibility for a moderately complex project ♦ a minor phase of a broader or more complex professional assignment ♦ specialist officer in discipline where decisions made rest with the officer with no reference to a senior officer ♦ control of projects and/or programs ♦ assisting in the preparation/prepare department or section budgets ♦ supervision of section or in the case of small council, a department ♦ supervision of contractors ♦ setting priorities and monitor workflows in areas of responsibility ♦ establish the most appropriate operational methods for section/ department ♦ setting outcomes for subordinate officers ♦ work may span more than one discipline. 	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> ♦ significant projects and/ or functions ♦ a range of duties within the work area, including problem definition, planning and the exercise of judgment ♦ management of significant projects and/or works programs and/or functions ♦ assisting with/prepare budgets ♦ control and co-ordination of a work area within budgetary constraints ♦ Supervision/management responsibilities exercised within a multi-disciplinary, or major single function /operation or work area ♦ implementation of effective human resource management ♦ supervision of contractors ♦ managerial control, including providing analysis/interpretation for either a major single discipline or multi-discipline operation ♦ appreciation of the long-term goals of council. <p>Positions at this level may be identified by impact of activities undertaken or achievement of stated outcomes/objectives for the work area.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> ♦ responsibility for a significant work area ♦ development of work practices and procedures for various projects ♦ development and implementation of significant operational procedures ♦ reviewing operations to determine effectiveness ♦ develop appropriate methodology and apply proven techniques in providing specialised services ♦ prepare budget submissions for senior officers and/or council ♦ management/supervision of staff is normally a feature at this level and establishing and monitoring work outcomes ♦ decisions and actions taken at this level may have a significant effect on programs/projects/ work areas being managed ♦ good understanding of the long term goals of council ♦ manage a works program or work area of council ♦ undertake the control and co-ordination of a section, department and/or significant work area. <p>Positions at this level may be identified by the level of responsibility for decision-making, the exercise of judgment and delegated authority and the provision of expert advice.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> ♦ involvement in the initiation and formulation of extensive projects/ programs which impact on council's goals and objectives ♦ undertaking work of significant scope and/or complexity ♦ extensive projects/ programs in accordance with department/corporate goals ♦ development, implementation and evaluation of goals ♦ management of a work area of council at a higher level of ability ♦ management of service delivery ♦ management of a department/section or operate as a senior specialist ♦ application of a high level of analytical skills to attain and satisfy council objectives ♦ little or no professional direction ♦ authority to implement and initiate change in area of responsibility. <p>Positions at this level will demand responsibility for decision making within the constraints of corporate policy.</p>

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 4 TO 8					
Positions at the various levels may include some of the following specific responsibilities or those of a similar value.					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
WHERE PRIME RESPONSIBILITY LIES IN A TECHNICAL FIELD:-	Variety of activities in the field of technical operation/projects which impact on the sections and/or department's programs and could include: ♦ utilisation of initiative and judgment in the selection and application of established principles, techniques and methods.	Responsibilities could include: ♦ lead teams on moderately complex technical projects ♦ exercise significant initiative and judgment in the selection and application of established principles, techniques ♦ provide reports to management and recommendations on technical suitability of equipment/procedure/ processes/results ♦ analysis/design for the development and maintenance of projects.	Significant responsibilities for accomplishment of technical objectives, and could include: ♦ duties which involve more than one discipline ♦ contribution to the development of new techniques and methodology ♦ provision of a consultancy service for a range of activities ♦ development of methodology and application of proven techniques in providing specialised technical services.	Responsible for the control and co-ordination of projects in accordance with corporate goals. ♦ <i>Refer to general responsibilities.</i>	Apply a high level of analytical skills in the attainment and satisfying of technical objectives, and could include: ♦ technical support programs and subprograms within the framework of council's operating program ♦ consultancy service ♦ development/revision of methodology/ techniques.
WHERE THE PRIME RESPONSIBILITY IS IN THE WORKS AREA	Assist senior officers with the establishment of work programs of a complex nature and could include:- ♦ supervision of various functions in a work area/projects/part of total works program ♦ responsibility for work groups or lead a team within a discipline related project or works program ♦ responsibility for completion of assignments/standard and quality of work/ compliance with regulations, codes and specifications ♦ responsibility for part of works program budget.	Responsible for moderately complex works programs, projects and/or functions and be required to establish outcomes to achieve department/council goals and could include:- ♦ operational responsibility for works programs ♦ exercising judgment and initiative where procedures not clearly defined ♦ establishing works programs in small councils.	Develop, supervise and implement significant works programs and /or a large outside workforce and/or contractors and could include:- ♦ review of operations to determine their effectiveness ♦ control and co-ordination of the works program within budgetary constraints.	Develop and implement significant works programs.	Establish, control and organise on-going plans and programs for department/ council and could include:- ♦ administering complex policy and works program matters.
WHERE PRIME RESPONSIBILITY IS IN LIBRARIES	Carry out a variety of activities in the field of library services:- ♦ utilise initiative/ judgment in the selection and application of established principles, techniques and methods.				
WHERE PRIME RESPONSIBILITY IS IN A RECREATION COMPLEX (AQUATIC OR NON AQUATIC)	Manage a recreation complex (aquatic or non aquatic).	Plan, co-ordinate and administer the operation of a multi-functional recreation/aquatic complex including reporting and financial management.			

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 4 TO 8 Positions at the various levels may include some of the following specific responsibilities or those of a similar value.					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
WHERE THE PRIME RESPONSIBILITY IS IN THE LOCAL ANIMAL AND PLANT CONTROL BOARD	Plan, co-ordinate and implement the activities/ policies of the local animal and plant control board and could include: ♦ supervision of other staff	Plan co-ordinate and administer the activities/ policies of local animal plant control boards and could include:- ♦ supervision of other staff ♦ preparation of the budgets.			
WHERE THE PRIME RESPONSIBILITY IS IN A "PROFESSIONAL" FIELD	Responsibilities could include: ♦ lead a team within a discipline related project ♦ liaison with other professionals at a technical level ♦ discussing techniques, procedures and/or results with clients on straightforward matters.	Exercise professional responsibilities which could include: ♦ supervision of the function ♦ tasks of a specialised detailed nature ♦ provide reports on progress of activities and provide recommendations ♦ carry out planning studies for particular projects including aspects of design ♦ utilise a high level of interpersonal skills in dealing with the public/ other organisations ♦ exercise professional judgement within prescribed areas.	Supervise/ manage operation of a discrete element which is part of a larger office and could include: ♦ control and co-ordination of projects in accordance with corporate goals ♦ providing a consultancy service to a wide range of clients ♦ complex professional problem solving ♦♦ supervision of technical staff (on occasions other professional staff in the discipline).	<i>Refer to general responsibilities</i>	Ensure the outcome of work of significant scope and/or complexity and could include: ♦ assessment and review of standards and work of other professionals/external consultants ♦ initiate and formulate departmental/council programs ♦ implement council objectives within corporate goals ♦ develop and recommend ongoing plans and programs for department/ council.
WHERE PRIME RESPONSIBILITY IS IN CLERICAL/ SECRETARIAL/ ADMINISTRATIVE	Provide administrative support of a complex nature to senior officers and contribute to the interpretation and administration of matters for which there are no clearly established procedures and could include: ♦ identification of specific or desired performance outcomes ♦ application of computer programming knowledge and skills in systems development, maintenance and implementation ♦ undertake computer operations requiring technical expertise and experience.	Responsibilities could include: ♦ Exercise responsibility for a specialised area of council ♦ provision of advice and assistance when non-standard procedures and processes are required ♦ understanding of all areas of computer operation ♦ undertake programming in specialist areas ♦ exercise responsibility for a specialised area of councils computing operation ♦ undertake publicity assignments of limited scope and complexity within the framework of council's publicity and promotions program involving the co-ordination of facets of the total program, media liaison, design and editing, layout of publications/displays.	<i>Refer to general responsibilities</i>	<i>Refer to general responsibilities</i>	Undertake functions across a range of administrative, specialist or operational areas/specific programs/activities and/or management of service delivery.

GENERAL OFFICERS CLASSIFICATION CRITERIA 3 - SPECIFIC RESPONSIBILITIES LEVELS 4 TO 8					
Positions at the various levels may include some of the following specific responsibilities or those of a similar value.					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
WHERE PRIME RESPONSIBILITY IS IN CHILD CARE	Manage a child care centre of no more than 35 places And could include: ♦ Formulation and evaluation of annual budgets in liaison with committee ♦ Develop, plan and supervise the implementation of educational developmental programs for children ♦ Formulate and evaluate annual budgets in liaison with committee. ♦ Staff recruitment.	Manage a child care centre of no more than 60 places And could include: ♦ Formulation and evaluation of annual budgets in liaison with committee ♦ Develop, plan and supervise the implementation of educational and/or developmental programs for children ♦ Formulate and evaluate annual budgets in liaison with committee ♦ Staff recruitment.			
WHERE PRIME RESPONSIBILITY IS IN ENVIRONMENTAL SERVICES	Responsibility for a range of planning functions using knowledge of statutory and legal requirements, including: ♦ compliance with various Acts, regulations, codes, standards and procedures, including plans, permits, applications, etc. ♦ site inspection ♦ advise on general planning procedures/ requirements and development/land division applications etc. Responsibility for compliance with various relevant Acts, regulations, codes, standards and procedures, including: ♦ building or health applications including liaison with clients ♦ plans, permits, applications, etc. ♦ site inspection.	Undertake duties in the disciplines of building and health.	Supervision/management responsibilities exercised within a multi-discipline.		
WHERE THE PRIME RESPONSIBILITY IS IN COMMUNITY SERVICES	Assist senior officers with the planning and co-ordination of a community program of a complex nature.	Plan, develop and operate a community service program of a moderately complex nature			
WHERE PRIME RESPONSIBILITY IS A FIRE PREVENTION OFFICER					

GENERAL OFFICERS CLASSIFICATION CRITERIA 4 - SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING LEVELS 4 TO 8

CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
REQUIREMENTS OF THE JOB	<ul style="list-style-type: none"> • Knowledge of statutory requirements relevant to work area • Knowledge of section procedures, policies and activities • Sound discipline knowledge gained through previous experience, training or education • Knowledge of the role of departments within council and/or service functions • Specialists require an understanding of the underlying principles in the relevant disciplines • Relevant four year degree with two years relevant experience or three year degree with three years of relevant experience <p align="center">OR</p> <p>Associate diploma with relevant experience</p> <p align="center">OR</p> <p>Lesser formal qualifications with substantial years of relevant experience</p> <p align="center">OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required</p>	<ul style="list-style-type: none"> • Knowledge of departmental programs, policies and activities • Sound discipline knowledge gained through experience • Knowledge of the role of council's structure and service • Relevant degree with relevant experience <p align="center">OR</p> <p>Associate diploma with substantial experience</p> <p align="center">OR</p> <p>Qualifications in more than one discipline</p> <p align="center">OR</p> <p>Less formal qualifications with specialised skills sufficient to perform at this level</p> <p align="center">OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.</p>	<ul style="list-style-type: none"> • Discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary, or in a major single function, operation • Discipline knowledge gained through experience, training or education • Appreciation of the long term goals of the organisation • Detailed knowledge of program activities and work practices relevant to the work area <p>Knowledge of organisation structures or functions and comprehensive knowledge of council policies relevant to the section/department</p> <ul style="list-style-type: none"> • Comprehensive knowledge of statutory requirements relevant to the discipline • Degree with substantial experience <p align="center">OR</p> <p>Associate diploma with substantial experience</p> <p align="center">OR</p> <p>Lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.</p>	<ul style="list-style-type: none"> • Comprehensive knowledge of council policies and procedures • Application of a high level of discipline knowledge • Qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience <p align="center">OR</p> <p>Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard</p> <p align="center">OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties required at this level.</p>	<ul style="list-style-type: none"> • Detailed knowledge of council policy, programs and the procedures and practices • High level of discipline knowledge • Detailed knowledge of statutory requirements • Qualifications are generally beyond those normally acquired through degree course and experience in the field of specialist expertise. (Could be acquired through further qualifications in field of expertise or in management) <p align="center">OR</p> <p>Lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard</p> <p align="center">OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties of the position.</p>

GENERAL OFFICERS CLASSIFICATION CRITERIA 4 - SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING LEVELS 4 TO 8					
CHARACTERISTIC	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
PROGRESSION	Graduates will progress to the 1st increment of this level once two years service at level 3 are completed and will progress to the 3rd increment following an additional year of service.	Graduates will progress to the 1st increment of this level on the completion of two years service at level 4 and will progress to the 3rd increment after a further year of service.		Graduates employed with and required to perform duties relevant to their tertiary qualification shall progress to this level once they have completed three years satisfactory service at level 6 and undertake work related to the responsibilities under this level.	