



SOUTH
AUSTRALIAN
EMPLOYMENT
TRIBUNAL

CITY OF CAMPBELLTOWN MUNICIPAL OFFICERS STAFF ENTERPRISE AGREEMENT NO. 9, 2018

File No. 5934 of 2018

This Agreement shall come into force on and from 7 December 2018 and have a life extending for a period of 36 months therefrom.

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



DATED 01 FEBRUARY 2019.

COMMISSIONER



City of Campbelltown

Municipal Officers Staff
Enterprise Agreement
No 9, 2018

1. Title

This Agreement shall be known as the City of Campbelltown Municipal Officers Staff Enterprise Agreement No 9, 2018.

2. Arrangement

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3. Definitions

'Agreement' shall mean City of Campbelltown Municipal Officers Staff Enterprise Agreement No 9, 2018.

'Award' shall mean the South Australian Municipal Salaried Officers Award.

'Council' shall mean the Corporation of the City of Campbelltown.

'Employee' shall mean Council Office and Library employees, Leisure Centre Supervisory staff and Field Staff Coordinators employed pursuant to the South Australian Municipal Salaried Officers Award, excluding: Chief Executive Officer, General Manager Corporate and Community Services, General Manager Urban Planning and Leisure Services, General Manager Infrastructure Services, Manager People and Culture, Manager Leisure Businesses, Manager Operations, Manager Community Services and Social Development, Manager Information Services, Manager Finance, Manager Library Services, Manager Governance and Communications, Manager Assets and Engineering Services and Manager Planning Services. This agreement also excludes any successor roles to these positions or newly appointed Managers.

'Employer' shall mean the Corporation of the City of Campbelltown.

'Executive Management Team (EMT)' comprises the following Council officers:

- Chief Executive Officer
- General Manager Urban Planning & Leisure Services
- General Manager Corporate & Community Services
- General Manager Infrastructure Services

'Immediate Family or Household Member' shall mean:

- Spouse or Partner (including same sex partners, de-facto spouse)
- Child (including an adult child, adopted child, stepchild, foster child, or an ex-nuptial child)
- Parent/guardian, partner's parents, step-parent
- Grandparent, grandchild
- Sibling or stepsibling of an employee
- A member of the household
- Person you are a nominated carer for

'Salary', for the purpose of salary maintenance in Clause 9 shall mean total income including superannuation payment, use of vehicle, regular overtime, allowances.

'Union' shall mean the Australian Municipal, Administrative, Clerical and Services Union known as the Australian Services Union (ASU).

'Voluntary emergency management activity' for the purpose of taking this leave type in Clause 35 is an activity that involves dealing with an emergency or natural disaster on a voluntary basis and are a member of, or have member-like association with, a recognised emergency management body.

'Recognised emergency management body', for the purpose of taking this leave type in Clause 35 is a recognised body that has a role or function under a plan that is for coping with emergencies and/or disasters (prepared by the Commonwealth, a state or territory) a fire-fighting, civil defence or rescue body or any other body which substantially involves responding to an emergency or natural disaster. This would include bodies such as the State Emergency Services (SES), Country Fire Authority (CFA) or the RSPCA (in respect of animal rescue).

4. Date and Period of Operation, Parties Bound

This Agreement shall operate from the 7 December 2018 and shall remain in force for three (3) years.

This Agreement shall be binding on the employees, the union in respect to their members engaged by Council and the Council.

5. Relationship to Parent Award and Previous Agreement

5.1 This Agreement shall be read in conjunction with the South Australian Municipal Salaried Officers Award. Where inconsistent with the Award the terms of this Agreement shall prevail to the extent of the inconsistency.

5.2 This Agreement supersedes the City of Campbelltown Indoor Staff Enterprise Agreement No 8, 2015.

5.3 The Council shall provide a current copy of this Agreement in an accessible place for the perusal of employees in respect to salaries, classification criteria and conditions of service relating to their employment.

6. Objectives and Intent

6.1 This Agreement provides the vehicle for management and employees to work positively together to provide a more productive local government environment, resulting in gains to the Council, the employees and the local community.

6.2 The parties recognise that the present economic environment, competitive pressures and reduced government funding requires the introduction of greater productivity, efficiency and flexibility in the day to day operations of the Council.

6.3 Accordingly, it is the objective of the parties to this Agreement to implement measures which will provide for more flexible working arrangements, improve the efficiency and productivity of Council's service delivery operations, enhance skills and job satisfaction, and assist positively to ensure that the Council becomes more efficient and effective long term.

7. Single Bargaining Unit

7.1 The Single Bargaining Unit (SBU) shall consist of a maximum of three (3) Employee representatives and a maximum of three (3) Management nominees of the Chief Executive Officer. Additional members may include ASU organiser and an industrial consultant from time to time as agreed between the parties.

- 7.2 'Employee Representatives' shall mean an employee subject to this Agreement and elected by the employees. Their role is to represent the interests of employees during communication, consultation and negotiation with Council on workplace bargaining.
- 7.3 One or more of the parties may convene the SBU throughout the period of this Agreement. The role of the SBU is to provide a forum for consultation to discuss the interpretation of this Agreement.

8. Structural Change

8.1 Introduction – Change within the Council

The parties acknowledge that change may take place in the Council particularly through the implementation of more efficient and effective work practices and arrangements and also recognise that structural change is a process that may initially place strain upon the staff and resources of the Council.

It should be noted that structural change could occur without any resulting redundancies. For example, departmental responsibilities may be re-organised without any staff changes. However, where redundancies do result from structural change, the redundancy provisions of this Agreement will apply.

8.2 Principles

The Council agrees to abide by the following principles when undergoing a process of structural change:

- a) Communication with staff during the change process;
- b) Support for staff who may be having difficulty with the process;
- c) Opportunities for staff to provide feedback within a reasonable period of time throughout the process;
- d) The principle of natural justice will apply to all decisions regarding structural change;
- e) The Council is not required to disclose confidential information, disclosure of which, when looked at objectively, could be against the Council's interest.

8.3 Responsibility

Under the provisions of the *Local Government Act 1999* (SA), the responsibility for the Council and its staffing lays with the Chief Executive Officer.

8.4 Circumstances

Circumstances that may lead to structural change may include:

- a) Circumstances imposed by another level of Government;
- b) A direction from Council;
- c) A review process with recommendations for change;
- d) The movement of key staff from the Council; or
- e) A change in emphasis on services provided.

These circumstances have the potential to significantly affect employees and may include:

- a) termination of employment;
- b) major changes in the composition, operation or size of the employer's workforce or in the skills required;
- c) the elimination or diminution of job opportunities, promotion opportunities or job tenure;
- d) the alteration of hours of work;
- e) the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.

8.5 Initial Process

Employees who may be affected by the change will be consulted when circumstances that may lead to changes are being investigated/discussed, before a final decision is made. The following steps will be taken:

- a) Consultation will occur on an individual, departmental or organisational basis (whichever is most appropriate).
- b) Staff being consulted will be informed (using individual meetings, group meetings, email, telephone calls as appropriate) of the possible change and the reason for it and implications arising from the change.
- c) The discussions must commence as early as practicable.

8.6 Final Process

If it is determined that a structural change process is required, the following steps will be taken:

- a) Staff will be informed (using individual meetings, group meetings, email, telephone calls as appropriate) of the proposed change and the reason for it and implications arising from the change.
- b) Staff will be given a minimum of 2 weeks to provide feedback on the proposed change. EMT will consider the feedback. Any changes made to the proposal as a result of the feedback will be communicated to staff and the Union.
- c) If the proposed structure results in redundancies, the change will proceed in accordance with clause 9 of this Agreement. If the proposed structure does not result in redundancies, the EMT will implement the change. If redundancies are involved the process will be handled by the Chief Executive Officer.

9. Job Security

9.1 Job Security

- 9.1.1 Clause 9 only applies to employees including permanent full time and part time, employed by Council prior to 7 December 2018. This clause also applies to employees on a fixed term contract prior to 7 December 2018 who become permanent employees after this date.
- 9.1.2 Where an organisational or structural change occurs, the Council shall consider practical ways of mitigating any adverse effects of the change on employees through discussions involving the employees and their representatives. There shall be no forced redundancies as a result of any change process either internally or through arrangements with other councils during the life of this Agreement. Without limiting the range of options for consideration the discussions may cover transferring to alternative (available) suitable work, retraining or a negotiated Voluntary Separation Package (VSP).
- 9.1.3 The means of adjustment in situations where an organisational change results in positions being no longer required will be dealt with in the following way:
- Natural attrition
 - Redeployment to a position of the same classification level
 - Redeployment to a position of lower classification level with salary maintenance.
 - Voluntary Separation Package.

9.2 Process for Redeployment

- 9.2.1 It is the primary aim to redeploy employees into a position of equal classification and status as their pre-redeployment position.
- 9.2.2 After examining all options, if it is agreed by the parties that redeployment to such a position is not feasible, an employee may be redeployed into a position of lower classification level of the employee's substantive classification stream in accordance with this Agreement on the following basis:
- the employee must agree to the redeployment (or alternatively enter into negotiations over an appropriate VSP);
 - the employee will, as a matter of priority, be provided with training to assist the redeployee into the new position;
 - the employee's salary shall be frozen for 2 years or until the salary of the new classification level equals the employee's pre-redeployment salary, whichever occurs first;

- Council may initiate VSP negotiations with a redeployee after the initial three (3) month redeployment period where it has become apparent that the employee's performance has proved unsatisfactory.

9.3 Voluntary Separation Packages (VSP)

Where positions are identified as redundant and VSP's offered, the packages will be based on the following:

- 10 weeks notice of termination, or payment in lieu of notice;
- Three (3) weeks severance payment for every year of continuous service at Campbelltown Council up to a total of 104 weeks for employees commencing before 1 January 2016. Employees with a commencement date after 1 November 2015 will have the total payment capped at 52 weeks.
- Pro-rata Long Service Leave will be paid; and
- Council shall reimburse an employee up to \$6,000 for expenses incurred by the employee to gain other employment. This may include the provision by an external organisation of such things as education and training, counselling, job seeking and preparation of resumes and job applications, or any other assistance agreed between the employer and the employee.

10. Job Sharing

10.1 Job sharing provides employees seeking part-time employment with an opportunity to undertake duties of a full time nature whilst ensuring continuity in performance by the incumbents co-operating and maintaining strong communication links with each other. It provides career opportunities to employees which would not typically be available and gives the employer another option for replacement during short-term absences. It provides flexibility in employment and can be mutually beneficial to the employer and employees.

10.2 Both parties recognise these advantages and seek to give every consideration to proposals for job sharing.

11. Grievance Procedures

It is the aim of both parties to ensure that grievances are resolved as quickly as possible in order to preserve positive working relationships.

In the event of an employee having a workplace grievance the following procedure shall apply:

11.1 Employee(s) will, in the first instance, seek to resolve any grievance with their relevant Team Leader/ Manager. If the employee wishes, he or she may involve an Employee Representative (as defined in clause 7.2) in attempting to resolve the dispute. Where the matter cannot be resolved, the employee (and/or Employee Representative) shall refer the matter to the General Manager and Manager People & Culture. Where the matter still cannot be resolved, the employee (and/or Employee Representative) shall refer the matter to the Chief Executive Officer. The parties shall complete this part of the process within 14 days of the grievance first being notified.

11.2 If the matter is not resolved at that stage, any of the parties may refer the matter to the Chief Executive Officer if not already involved.

11.3 The Manager People and Culture or Employee Representative may become involved in dealing with the grievance at any stage.

12. Dispute Procedures

12.1 When an industrial dispute (or likely dispute) arises the matter shall (as soon as practicable) be discussed between the employee and his/her representative (if he/she requests one) and the Manager/General Manager or his or her nominee.

12.2 Should the matter remain unresolved, the Employee Representative will raise the matter with the General Manager/Chief Executive Officer and Manager People and Culture (together with the Manager or his or her nominee) as the circumstances dictate.

12.3 If the matter is not resolved at that stage, any of the parties may refer the matter to the Chief Executive Officer if not already involved.

12.4 Should the matter remain unresolved:

12.4.1 Either party may notify the South Australian Employment Tribunal of the dispute and seek conciliation proceedings;

12.4.2 If conciliation does not achieve resolution, the matter may be referred to arbitration;

12.4.3 While the matter is being handled in accordance with these procedures the parties agree that work will continue as normal providing that the health, welfare and safety of employees are not at risk.

13. Poor Performance Process

13.1 The parties agree that the dismissal of an employee on the grounds of continued poor performance should only occur after the employee has been given a fair opportunity (over a reasonable period of time) to improve work performance. It is expected that the employee concerned is made fully aware of work expectations and the specific areas of work deficiency. Suitable counselling and training measures shall be utilised in order to achieve positive outcomes.

13.2 Notwithstanding the principles outlined in 13.1, where poor performance has been identified by a Manager, the following process will be adhered to:

13.2.1 A performance appraisal will be undertaken and the Manager will document, in a letter to the employee concerned, the specific area(s) of poor performance.

13.2.2 A meeting comprised of the employee, the Employee Representative (if requested by the employee), the relevant Manager and the Manager People and Culture will be convened for the following reasons:

For the Manager to outline the details of the unsatisfactory performance.

To give the employee the opportunity to respond.

13.2.3 Based on all the relevant information the Chief Executive Officer and Manager People and Culture will determine if further action is required.

13.2.4 If further action is required, the employee will be notified in writing of the following:

The specific area of poor and unsatisfactory performance;

Clear and specific performance measures for work standard expected of the employee;

A review date of three (3) months;

The opportunity to develop and individual training plan with the relevant Manager to address issues of concern over the three (3) month period;

If an employee is at an annual incremental step, other than the final annual incremental step within a classification level, an additional three (3) months satisfactory service will be required before the employee becomes entitled to an annual increment as per this Agreement;

Or, if an employee is at the final annual incremental step for a classification level, salary will be reduced to the previous incremental step for a period of three (3) months or, at the choice of the employee, a penalty will be payable for a period of three (3) months equal to the difference between the previous incremental step and the final incremental step;

Subject to the satisfactory performance over the three (3) month review period as determined by the relevant Manager, Manager People and Culture and Chief Executive Officer, the employee's incremental level will revert to the previous incremental level at the end of this review period;

Or, if the employee has chosen the option to pay a penalty, the penalty will cease at the end of this review period.

13.3 Where the Council is of the view that the continued poor performance could lead to dismissal, the employee must be given prior written advice of that fact and a fair and proper opportunity to improve as outlined in clause 13.1 and 13.2.

14. Employee Representatives

14.1 The employees who are subject to this Agreement will elect Employee Representatives. The role of Employee Representatives is to represent the interest of the employees during communication, bargaining and negotiation with Council.

14.2 The parties agree that Employee Representatives may undertake the following tasks in fulfilment of their duties to the employees:

14.2.1 Holding discussions with employee members about matters pertaining to work related issues.

14.2.2 For the purpose of carrying out the functions under Sub-clause 14.2.1 the Employee Representative shall be afforded reasonable time to discuss employment related matters.

14.2.3 Individual discussions between employee(s) and the Employee Representative will occur, where practicable in non-working hours. However, in justifiable circumstances, such discussions may occur during normal working hours with the consent of the relevant Manager. In the absence of the relevant Manager discussions may occur provided that the relevant Manager is advised at the earliest opportunity thereafter.

14.2.4 To assist the Employee Representative(s) to successfully fulfil the role the employer shall communicate matters affecting the worksite to him or her and will provide agreed reasonable facilities to enable the Employee Representative(s) to carry out his/her role including access to telephones, interview rooms and/or secure place to keep relevant material.

15. Employment Relationships

15.1 Casual Employment

15.1.1 The maximum number of hours to be worked annually by casual staff members shall be in accordance with the following:

- a) A staff member engaged for a period of 1300 hours or less in any year may be engaged as a casual on an hourly contract of employment and such employee shall be entitled to be paid a loading of 25% in addition to the appropriate salary prescribed under this Agreement for the normal duties involved.

However, the provisions relating to annual leave, paid personal leave, paid bereavement leave, public holidays, and probationary or permanent employment shall not apply to a casual staff member.

- b) A staff member, other than a full time staff member, employed for more than 1300 hours in a year shall be engaged as a part-time staff member, unless the Council and the respective employee otherwise agree. Any such agreement shall be in writing and a copy kept by both parties to the Agreement.
- c) A casual staff member shall be entitled to overtime or penalty payment at the prescribed rates in respect of work performed outside the span of hours or in excess of the normal hours of work provided for in this Agreement.
- d) Overtime rates for casual officers shall be applied to the hourly rate inclusive of the 25% loading.

15.2 Part Time Staff Members

- 15.2.1 The parties recognise that there may be valid reasons for the normal working hours of a part-time staff member to be varied. Since the usual reasons for seeking part-time employment are because of other commitments, any variation must be mutually agreed to by the part-time staff member and department Manager.
- 15.2.2 Part-time staff members shall be entitled to overtime payments for work performed in excess of 38 hours per week, eight (8) hours per day or outside the span of hours.
- 15.2.3 Part time employees will be entitled to the pro rata accrual of entitlements apart from annual increment which will be on the basis of completed calendar years of service.

15.3 Fixed Term Employment

- 15.3.1 Council may engage an employee for a fixed term contract of employment to undertake a specific project of limited duration or work of a limited duration or where employment is being facilitated by funding from an external source.
- 15.3.2 Council may engage an employee in circumstances other than those provided for in 15.3.1 where the employee agrees to employment for a fixed term.
- 15.3.3 A written agreement setting out the terms and conditions of the contract including the nature of the duties and the employee's classification under this Agreement shall be signed by the Council and the employee.
- 15.3.4 At the expiration of a fixed term contract or contract/s, once the employee has been employed for a minimum period of 3 years, Council will consider offering the Employee a permanent role based on business needs.

15.4 Local Area Workplace Agreements

- 15.4.1 The parties agree that Local Area Workplace Agreements (LAWAs) may be negotiated and implemented during the life of this Agreement. LAWAs are workgroup specific and recognise work practices and requirements that are substantially different to the workforce at large. LAWAs will be negotiated with the work area and shall be submitted as a variation to this Agreement, to be lodged with the South Australian Employment Tribunal in accordance with the Act.

16. Work Flexibility

- 16.1 Provided that work can be safely undertaken, an employee(s) may be required to perform work outside of their normal job description having regard to their skills, competency and capacity to perform the work. This may involve duties within another stream, work of a lower classification or work at a higher level, with higher duties in accordance with this Agreement.
- 16.2 Provided, however, that in the career interests of the employee concerned and, subject to a written agreement between the employee and the appropriate department Managers, the employee may voluntarily undertake higher duty activities in order to gain additional skills/experience without the need to pay higher duties. Such occasions are envisaged to be short-term, and the employee would not be replacing another employee who is absent on leave, nor would the employee undertake responsibility for the totality of the position.

17. Training

- 17.1 To ensure that customer service is not disrupted, compulsory out of hours training for employees may be required on an occasional basis (ie not more than three (3) occasions per annum). The overtime provisions of the Award will not apply to compulsory training.
- 17.2 The Council proposes that such training may occur on any working day after normal hours or Saturdays, provided that the length of training shall not exceed four (4) hours, to be paid at the normal hourly rate or, if preferred by the employee, taken as time in lieu on an hour-for-hour basis at a mutually agreed time.
- 17.3 A minimum of two (2) weeks notice will be given in respect of the need to attend such a training course.
- 17.4 When training is required on a Saturday, Council will provide 'in house' crèche facilities, provided that at least 14 days prior to the date of the training, sufficient employees indicate their intention to use such a facility. In circumstances where the number of persons seeking to use crèche facilities does not warrant the provision of crèche facilities, the department Manager will negotiate individual arrangements with any employee who has indicated a need for crèche facilities.

18. Termination of Employment

18.1 Notice of Termination by Employee

<i>Classification Level</i>	<i>Period of notice</i>
General Officer – Level 1 - 5	Two weeks
General Officer – Level 6 – 8	Three weeks
Senior Officer – Level 1 – 10	Four weeks

19. Classification Levels

19.1 Council retains the right to appoint new staff at base levels as appropriate in accordance with the Award.

20. Working Hours

20.1 General Principles

20.1.1 The parties recognise the principle that the business needs of the Council should be the primary determinant of hours of operation and provision of service to customers. The parties agree to consult in relation to customer access to services.

20.1.2 The parties recognise that adequate numbers of employees must be engaged to meet the service delivery targets of the Council and that those employees must work effectively, safely and productively.

20.1.3 The parties recognise that employees' lives, obligations and commitments extend beyond the workplace and vary from employee to employee. Workloads also vary, sometimes in unpredictable ways, and as a consequence the parties commit to:

- the use of flexible working hours arrangements;
- limits to the hours and the times any employee may choose to work or be required to work;
- using mutual agreement between an employee and the departmental Manager, with a right of referral to the CEO, as the basis for determining an employee's hours of work. Such agreements must be in writing and must give due regard to the hours worked and the arrangements for leave or time off that may arise from working the agreed hours;
- recognising that the performance of work at a particular time and place is not limited to the employee usually expected to undertake that work during normal working hours;
- where practical, Managers will give at least 24 hours notice of a need to vary the normal service delivery that may result in variations to employee's normal working hours;
- recognising that unplanned situations arise in employees' personal

lives that give rise to absences from work for sickness, pressing domestic/family reasons and for bereavement. As the employment relationship needs to be based on trust, honesty and security, 'Personal Leave', as defined, will become an integral part of the leave system.

- all requests for flexibility of working hours will be seriously considered and approval will not be unreasonably withheld, taking into account operational requirements.
- permanent or long term flexible working arrangements will be requested in writing via the TRIM workflow process and a written response will be provided.
- Employees have the right to raise a Grievance as per clause 11 of this agreement if they feel their request for flexibility has been handled unfairly

20.2 Hours of Work

20.2.1 Office and Library Staff

The normal hours of work will be:

(a) for office staff:

38 hours per week worked over five (5) days Monday to Friday between the span 7.00 am and 7.30 pm.

(b) for leisure centre staff:

38 hours per week worked over five (5) days Monday to Friday between the span 5.30 am and 11 pm.

(c) for library staff:

38 hours per week worked over seven (7) days Monday to Sunday between 7.00 am to 8.00 pm. Nothing in this Agreement shall prevent re-negotiation of the roster.

Within the normal hours the relevant Manager may require work to be done under the flexible hours arrangements subject to the following conditions:

- (a) where practical 24 hours notice of the need for the work to be performed will be given;
- (b) mutual consent to have the work performed by the employee(s) normally expected to do the work will be sought, and alternative means to perform the work will be arranged where mutual consent is not immediately achieved;
- (c) no employee shall be required to work more than 7.5 additional hours per week, nor 10 hours per day as part of the flexible working hours arrangement;
- (d) during normal hours, an employee may work a maximum of 10 hours per day, subject to any rostered hours agreements and the flexible working hours arrangement before penalty payments are incurred for further time worked on those days;
- (e) time worked in excess of the 38 hours per week in accordance with this clause to meet short-term operational requirements

shall be taken as time in lieu on a time for time basis.

20.2.2 Field Staff Coordinators

The normal hours of work for field staff coordinators will constitute a nine (9) day fortnight, working an average of 8.44 hours per day, between 6.00 am and 7.00 pm.

- Nothing contained herein shall prevent the employee(s) and management from reaching a mutual agreement over more flexible working hours to suit operational or individual requirements;
- Any such mutually agreed arrangements will be recorded in writing.
- Management will give at least two (2) weeks notice of a need to vary employees normal finishing time and must give due regard to arrangements for leave or time off that may arise from working the varied hours.

20.2.3 General Inspectors

Penalty rates and overtime are annualised into the salary of general inspectors, as a result of being classified at Level 5. Council will provide the General Inspectors with a fully maintained vehicle with Limited private use and as such, the following duties will not attract penalty rates or overtime payments:

- (a) Callouts relating to parking and animal related matters, including being on standby, during the following times:

Monday to Friday	6 months (April – September)	5pm - 10pm
	6 months (October – March)	8pm - 10pm
Saturday	6 months (October – March)	8am - 12 noon
	6 months (April – September)	12 noon - 4pm
Sunday	12 months (January – December)	1pm - 5pm

- (b) Undertaking one 3-hour evening patrol of the Council area one (1) night each fortnight (or as otherwise mutually agreed)
- (c) Answering email and telephone queries at home.

20.3 Accumulation of Hours

- Within the normal hours of work, an employee may use flexible hours of duty to accumulate time off for a specific purpose, subject to the availability of appropriate work and approval in advance from their supervisor
- The arrangements for the taking of Time Off in Lieu (TOIL) shall be by mutual agreement.
- The relevant Manager may approve the accrual of up to five (5) days time off in lieu.
- The CEO may approve the accrual of time off in lieu and RDO's beyond five (5) days and a carry over of any time off in lieu for more than three (3) months from the date accrued.

20.4 After Hours Meetings

An employee required to attend a scheduled meeting outside of normal span of hours including Council meetings, shall be paid for a minimum of 1.5 hours work at the overtime rates in lieu of other arrangements or TOIL.

20.5 Overtime

An employee may be required to work reasonable overtime in accordance with organisational needs and whenever practicable management shall give an employee 24 hours notice of a requirement to work such overtime. Payment for overtime will be in accordance with the Award unless negotiated as TOIL.

21. Penalty Rates on Ordinary Time

- 21.1** For Library Staff, time worked outside of the hours 7.00 am to 5.00 pm Monday to Friday shall attract penalties.

The parties have mutually agreed on the removal of the annualised salary as penalties for work outside of the hours 7.00 am to 5.00 pm Monday to Friday, and for the relevant provision of the Award to apply. Where a library staff member's ABS (annualised base salary) would decrease as a result of the removal of the annualised salary, the library staff member's ABS shall be frozen until the staff member's ABS reaches parity with the applicable base salary for that staff member's classification under the Agreement.

- 21.2** Employees, excluding Field Staff Coordinators, who, as part of their ordinary hours of duty, regularly perform work prior to 7.00am or after 7.30pm on a Monday to Friday (both inclusive) shall receive a loading of 15% in addition to their ordinary time rate of pay for all time worked outside of those hours. Field Staff Coordinators who as part of their ordinary hours of duty, regularly perform work prior to 6.00 am or after 7.30 pm on a Monday to Friday (both inclusive) shall receive a loading of 15% in addition to their ordinary time rate of pay for all time worked outside of those hours.

22. Absorption of Tea Breaks

To enhance the provision of customer service the parties agree that the value of the tea breaks per working day have been absorbed into the hourly rate through a \$1500 increase to all classifications on 31 August 2009. As such, employees (excepting staff on the library circulation desk) will no longer be entitled to take paid tea breaks during the day.

23. Absorption of Christmas Lunch

The parties agree that the value of the Christmas Lunch has been absorbed into the hourly rate through an increase to all classifications effective 7 December 2018. As such, employees (excepting Depot Coordinators) will no longer be entitled to Christmas lunch.

24. Compassionate Leave

24.1 Employees are entitled to two (2) days paid compassionate leave on each occasion:

24.1.1 To spend time with an immediate family or household member who has an illness or injury which poses a serious threat to his or her life; or

24.1.2 On the death of an immediate family or household member.

24.1.3 Casual staff members are entitled to unpaid bereavement leave in accordance with the conditions of this clause.

24.1.4 In the event of bereavement, with the approval of the General Manager, employees may access up to three additional days from their personal leave entitlement to supplement compassionate leave.

24.2 An Employee's entitlement to compassionate leave is subject to the Employee providing documentary evidence to which the absence relates to the Council's satisfaction.

24.3 Employees are entitled to two hours paid leave for the purpose of attending funerals up to a maximum of 4 times per year by mutual agreement.

25. Annual Leave

25.1 An employee (other than a casual employee) is entitled to four (4) weeks' annual leave for each completed year of continuous service, or pro-rata equivalent for part-time employees.

25.2 Annual leave must be taken in accordance with the Council's Leave Procedure.

25.3 An employee may request in writing for the Council's approval to cash-out accrued annual leave, subject to the following:

25.3.1 The employee must take at least 20 days of annual leave per calendar year, unless otherwise agreed by the CEO, in accordance with the Council's Leave Procedure;

25.3.2 Only accrued and untaken annual leave from previous calendar years can be cashed-out. No annual leave that is accrued in the current calendar year can be cashed-out, as it is the Council's expectation this leave is to be taken;

25.3.3 Any applicable leave loading will be applied in accordance with the Award;

25.3.4 The maximum number of annual leave to be cashed out is 6 weeks per calendar year; and

25.3.5 Where annual leave is cashed-out, the number of hours that is equivalent to the annual leave being cashed-out will be deducted from the employee's annual leave bank.

25.4 The decision whether to approve a request to cash-out accrued annual leave is at the absolute discretion of the CEO or the CEO's delegate, and will be confirmed by way of written authorisation.

26. Long Service Leave

Long Service Leave shall be in accordance with the South Australian *Long Service Leave Act 1987* except as varied below:

26.1 Long Service Leave entitlements must be taken within two (2) years of falling due, ie, within two (2) years of 10 years, 20 years, 30 years etc.

26.2 Employees may be permitted to take accrued pro-rata long service leave after the completion of seven (7) years continuous service in Local Government.

26.3 An employee may request to take Long Service Leave at half pay, thus doubling the period of leave taken.

26.4 Permanent Full-time employees who negotiate to reduce their hours of work to part-time shall have their long service leave hours accrued, preserved at the number of hours applicable at the time of their reduction in their hours of work. Accrual from this point will be at the part-time rate.

27. Paid Parental Leave

An employee shall be granted parental leave on full pay (for the purposes of this clause 'full pay' shall mean the employee's substantive classification under this Agreement immediately prior to taking leave, unless subject to a higher duties allowance), for a consecutive period of six (6) weeks' absence in the case of a primary carer and two (2) weeks absence in the case of the secondary carer, provided that both female and male employees are required to have completed 24 months continuous service with the Council immediately prior to qualifying for the Paid Parental Leave.

28. Personal Leave

28.1 An employee shall be entitled to 10 days (76 hours) paid personal leave per year who is absent due to:

28.1.1 Personal illness or injury (sick leave), or

28.1.2 Having to care for an immediate family or household member who is sick and requires the employee's care and support (carer's leave).

28.2 Personal leave is cumulative, but not payable upon termination.

28.3 The use of an employee's personal leave entitlement, whether for the purposes of sick leave or carer's leave, is at the discretion of the employee.

28.4 For the purposes of this clause, immediate family or household member includes:

- Spouse or Partner (including same sex partners, de-facto spouse)
- Child (including an adult child, adopted child, stepchild, foster child, or an ex-nuptial child)
- Parent/guardian, partner's parents, step-parent
- Grandparent, grandchild
- Sibling or stepsibling of an employee
- A member of the household
- Person you are a nominated carer for

Employee must be responsible for the care of the person concerned on the relevant day.

29. Unpaid Carer's Leave

29.1 All employees will be entitled to up to two (2) days unpaid carer's leave for each occasion when a member of the employee's immediate family or household requires care and support because of:

- A personal illness or injury; or
- An unexpected emergency affecting that member.

29.2 An employee is only entitled to unpaid carer's leave where he or she:

- Gives the Council notice as soon as reasonably practicable; and
- Provides satisfactory documentary evidence (such as a medical certificate from a registered health practitioner or other evidence to the Council's satisfaction).

29.3 Unpaid carer's leave is only to be taken if the employee has exhausted his or her entitlement to paid personal leave.

30. Additional Leave

30.1 Employees may take up to five (5) days paid leave per annum, on approval of the CEO (or nominee), as additional leave, subject to the following:

30.1.1.1 Additional leave is intended to be used in emergency circumstances and will not be allowed for circumstances that are normally and reasonably covered by other forms of leave including RDO's and TOIL. Employees with available leave may apply for additional leave however must demonstrate why using available leave is not suitable in that instance.

30.1.1.2 Additional leave with pay may only be allowed consecutively with other forms of leave with approval of the CEO (or nominee).

30.2 An employee seeking additional leave with pay must fully disclose the circumstances giving rise to the application for such leave. The grounds of application will be treated in the strictest confidence by Council.

30.3 A minimum of one (1) hour additional leave with pay applies.

30.4 Additional leave is not cumulative.

31. Extended Carer's/Professional Development Leave

31.1 With the Chief Executive Officer's permission leave without pay for the purpose of caring for an immediate family member for an extended period of time or professional development may be granted after 24 months continuous service up to a maximum period of 24 months under the circumstances where the individual's needs may be accommodated by the Council.

31.2 An employee on carer's/professional development leave for up to one (1) year is entitled to return to the position they held immediately before commencing the leave.

31.3 An employee, upon returning to work after carer's/ professional development leave of more than one (1) year, shall be entitled to a position at the same classification as they held immediately before commencing the leave.

31.4 An employee on carer's/professional development leave may terminate their employment at any time during the period of leave by notice given in accordance with this Agreement.

32. Purchased Leave

32.1 Employees may purchase up to four weeks additional leave per annum (pro rata for part time employees). A request will not automatically be granted, and approval will depend on the Council's operational requirements. Employees will not receive approval for purchased leave if they are not complying with the requirements of the leave policy.

32.2 If purchase leave is approved, it may be cancelled by either party on three months' notice or less in exceptional circumstances with the agreement of the General Manager.

32.3 Employees may apply for one, two, three or four weeks of purchased leave. The employee's annual salary, reduced in proportion to the leave purchased, is spread evenly across the year on a fortnightly basis. This allows employees to continue to receive pay during the periods of purchased leave.

32.4 Applications for purchased leave, detailing time of leave, must be made to the employee's General Manager.

32.5 Purchased leave can only be taken in week blocks.

32.6 Purchased leave must be used in the financial year following the employee's application or it is lost.

32.7 Purchased leave will count as service.

32.8 Where an employee/employer requests cancellation of purchased leave before the leave has been taken, and this is agreed, the appropriate salary

adjustment will be paid as a lump sum.

- 32.9 Where an employee ceases paid employment during the year in which the purchased leave has been approved, a 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.

33. Leave to attend Cultural Events

Campbelltown City Council supports all staff in maintaining links to their culture. This includes support for staff wishing to access their paid leave provisions to attend culturally significant national events, for example staff wishing to attend NAIDOC week or other significant ATSI events.

34. Domestic Violence Leave

Domestic Violence occurs when a family member uses violent and/or abusive behaviour to control another family member or members.

Domestic Violence can include physical, verbal, emotional, economic or sexual abuse. For example: hitting, kicking, punching, choking, damaging property, yelling, insults, threats, bullying, withholding and controlling finances.

The organisation is committed to supporting employees experiencing domestic violence to continue to participate in the workplace and maintain their employment. In addition Council seeks to create a supportive work environment where employees are comfortable in requesting assistance for domestic violence related concerns.

- 34.1 Staff members are entitled to access up to five (5) days per annum of paid Domestic Violence Leave for the purposes of:
- Seeking medical and legal assistance;
 - Attending court appearances;
 - Counselling;
 - Relocation; or
 - To make other safety arrangements.
- 34.2 Leave will be applied on a pro-rata basis for part-time employees
- 34.3 Managers will ensure they deal with an employee's application for Domestic Violence Leave with sensitivity and ensure all personal information concerning the employee's circumstances is kept confidential
- 34.4 Employees should consider seeking support from Council's Employee Assistance Program
- 34.5 Domestic Violence Leave is non-cumulative
- 34.6 An employee may be required to produce evidence to support the need for leave such as a medical certificate, a document issued by the police service or a court, notification from a financial institution or a statutory declaration.

35. Community Service Leave

Community Service Leave is three (3) days paid and seven (7) days unpaid and entitles employees to be absent from work for up to ten (10) days per year to engage in voluntary emergency management activities with a recognised emergency management body.

36. Leave to represent State and National Leave

Council will grant up to three (3) days paid leave per annum, for employees selected to represent their state or nation.

37. Study Leave

37.1 Study Leave may be granted at the discretion of Council to an employee where the proposed course of study will directly benefit the employee in the performance of their present position or in developing their Local Government career path. An employee has the option to:

37.1.1 Take up to five (5) hours paid study leave per week (to attend lectures and/or examinations) provided that, where practicable, the employee undertakes equal course time in his or her own time. For correspondence courses, employees may be permitted two and a half (2.5) hours per week per subject, to a maximum of (five) 5 hours per week, for the purpose of completing exercises/assignments which are essential to the course; or

37.1.2 Undertake the study outside of normal working hours and receive a reimbursement of enrolment and course fees not exceeding \$500.00 per subject (maximum claimable \$1,000 per semester) on producing written evidence of successful completion of the subject and expenditure incurred.

37.2 Both the needs of the employee and the organisation must be met through the approval of study assistance. In assessing requests for study leave operational requirements will be taken into consideration.

37.3 Where the employee is required by the Council to undertake a course of study or attend a training course, all fees relating to such course shall be paid by Council.

37.4 This clause shall apply on a pro-rata basis (based on hours worked over previous 12 months prior to application) for part-time employees.

By mutual agreement between the General Manager and the employee arrangements can be made for additional study time to be granted provided the time is made up.

38. Work Health and Safety

38.1 The parties to this Agreement are committed to the observance of effective Work Health and Safety policies and practices as provided for under the Council Work Health and Safety Policy. In particular, the parties recognise the onerous responsibilities and duty of care placed upon the Council and employees to provide and maintain a safe and healthy working environment in respect of all workers.

- 38.2 Any perceived breach of the Policy on Councils part will be dealt with through reference to Executive Management or the Safety Committee (as the circumstances dictate) whilst a confirmed breach by an employee may be dealt with through Council's Disciplinary Process.

39. Surveillance

The parties acknowledge, and the Employees consent to, the use of surveillance devices (as defined in the Surveillance Devices Act 2016) by the Council in accordance with the Council's relevant policies and any revisions time to time thereafter.

40. Superannuation

Choice of fund will apply from certification of this Agreement 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 Statewide Super.

'Statewide 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.

The amount of the employer superannuation contribution will be:

- (a) For each employee who is making 'Salarylink Contributions' to Statewide Super:
- (i) 3% of the employee's salary; and
 - (ii) any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Statewide Super from time to time to finance the Salarylink benefit for the employee; and
 - (iii) any additional superannuation contributions which the employer agrees to pay in respect of the employee.

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

- (b) For each other employee:
- (i) contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992, and
 - (ii) any additional superannuation contributions which the employer agrees to pay in respect of the employee.

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.

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.

41. Recovery of Monies by Council

- 41.1 The parties acknowledge that errors, administrative or otherwise, can and do occur, including errors that may result in the overpayment of wages or entitlements to employees.
- 41.2 If the Council becomes aware of an error that has resulted in the overpayment of an employee, the Council will write to the employee to indicate the amount of overpayment, why it occurred and when the Council requires the repayment of the overpaid amount.
- 41.3 In most circumstances, the Council will require repayment to be made within 14 days of having provided written notice to the employee affected. However, the Council may, at its absolute discretion, allow the repayment to be made within a longer timeframe or in instalments following discussions with the affected employee.
- 41.4 If the employee disputes the fact and/or quantum of overpayment, the employee must utilise the procedure outlined in Clause 11 Grievance Procedures. If this occurs, once the dispute is settled, the Council will require repayment (as required) to be made within 14 days of having provide a further written notice to the employee affected.
- 41.5 When an employee resigns or is terminated from his/her employment, the parties agree and accept that, if an overpayment is not disputed, the Council can deduct the overpaid amount from the employee's final pay. If the overpayment is disputed, the parties agree to adhere to Clause 11 to resolve the dispute.

42. Grace Days

- 42.1 Employees will be provided with 3 Grace Days only per year, during the period Council is closed between Christmas Day and New Years Day for the years covered by this agreement, being 2018, 2019 and 2020.
- 42.2 The Chief Executive Officer will write to staff by 30 June each year during this Agreement to confirm the dates on which the Council will be closed and advise as to the dates of three 'Grace Days' within the Christmas/New Years Days closure period. Employees will be required to take annual leave, RDO's or TOIL for any other day on which the Council is closed around this period.
- 42.3 If the Council is required, for whatever reason, to open or requires staff to attend for work between Christmas Day and New Years Day, the Council may direct employees to attend the Council.
- 42.4 If directed to work on a Grace Day, an employee will be:
 - 42.4.1 Paid his/her ordinary rate of pay for that day; and
 - 42.4.2 Entitled to take a day in lieu of the Grace Day at an alternative time agreed by the Council and the individual employee.

- 42.5 If a part-time employee is directed to work on a Grace Day, which is his/her usual rostered day, the employee will be:

42.5.1 Paid his/her ordinary rate of pay for that day; and

42.5.2 Entitled to accumulate, in lieu of that Grace Day, an amount that he/she would have ordinarily worked on that rostered day, to be taken at an alternative time agreed by the Council and the individual employee.

For example, if an employee is usually rostered to work for five hours on a Tuesday and, in a particular calendar year, 30 December falls on a Tuesday, and if that employee is directed to work on 30 December by the Council, that employee will be entitled to accumulate five hours time off in lieu to be taken at an alternative time.

- 42.6 If an employee applies for, and is granted, sick/carer's leave for any of the days that fall between Christmas Day and New Years Day, the employee will not be entitled to a day in lieu of a Grace Day.

43. Trade Union Training Leave

- 43.1 Employees, who are members of the Union, are allowed to take leave with pay up to a maximum of five days per year to attend training courses conducted by the Union and/or Australian Trade Union Training Authority, subject to the following conditions:

- 43.1.1 Eight weeks prior to the start date of the course, the employee will give the Council:

Notice of the date of the course;

The agenda for the course;

Notification of the Union Secretary's endorsement of the course.

- 43.1.2 That the Council can make adequate staffing arrangements during the period of leave;

- 43.1.3 In each year, up to two employees, who are members of the Union, can access leave pursuant to this Clause;

- 43.1.4 That only one employee of the Council at a time can take leave to attend a course pursuant to this Clause; and

- 43.1.5 An employee must have completed at least 12 months of continuous service with the Council before being eligible to take leave pursuant to this Clause.

- 43.2 Leave taken pursuant to this Clause is counted as continuous service for the purposes of accruing leave entitlements under this Agreement.

- 43.3 A dispute arising in relation to the application or interpretation of this Clause shall be dealt with in accordance with the Dispute Procedure in Clause 12.

44. Negotiation of a Further Agreement

The parties agree that they will commence negotiations for a further agreement no later than six months before the nominal expiry date of this Agreement.

45. Salary Increase and No Extra Claims

45.1 The Agreement provides for the following salary increases:

45.1.1 From the first full pay period after the 6 December 2018, employees will receive a 2.25%, or an increase equivalent to the Consumer Price Index as applies for All Groups Adelaide for the 12-month period ending 30 June 2018 as issued by the Australian Statistician, whichever is the greater.

45.1.2 From the first full pay period after the 6 December 2019, employees will receive a further 2.25%, or an increase equivalent to the Consumer Price Index as applies for All Groups Adelaide for the 12-month period ending 30 June 2019 as issued by the Australian Statistician, whichever is the greater.

45.1.3 From the first full pay period after the 6 December 2020, employees will receive a further 2.25%, or an increase equivalent to the Consumer Price Index as applies for All Groups Adelaide for the 12-month period ending 30 June 2020 as issued by the Australian Statistician, whichever is the greater.

45.1.4 The schedule of wage rates are attached as Appendices AB&C.

45.2 The employees undertake that for the life of this Agreement there shall be no further claims or salary increases except as provided for under this Agreement.

Campbelltown City Council Municipal Officers Staff Enterprise Agreement No 9, 2018

46. Signatories

Signed for and on behalf of:
The City of Campbelltown


.....

Chief Executive Officer

Paul Di Iulio
.....

Chief Executive Officer (Print Name)

Shullington
.....

Witness

SAMANTHA KILLINGTON
.....

Witness (Print Name)

on this 10th day of December 2018

Signed for and on behalf of:
Campbelltown City Council employees by


.....

Employee Representative

ADRIAN ROBERT FORSTER
.....

Employee Representative (Print Name)


.....

Witness

Caroline Maceller
.....

Witness (Print Name)

on this 10th day of December 2018


Signed for and on behalf of
The Australian Services Union


.....

Branch Secretary

ABBIE SPENCER
.....

Branch Secretary (Print Name)


.....

Witness

SCOTT COWEN
.....

Witness (Print Name)

on this 18th day of DECEMBER 2018

Appendix A - Salary Schedule : General Officers

Level	Current Salary per annum	2.25% Dec-18	2.25% Dec-19	2.25% Dec-20
GO1.001	\$51,529	\$52,688	\$53,874	\$55,086
GO1.002	\$52,602	\$53,785	\$54,995	\$56,233
GO1.003	\$54,101	\$55,318	\$56,563	\$57,835
GO1.004	\$55,710	\$56,964	\$58,246	\$59,556
GO1.005	\$57,318	\$58,608	\$59,926	\$61,275
GO1.006	\$58,925	\$60,251	\$61,607	\$62,993
GO2.001	\$60,555	\$61,917	\$63,310	\$64,735
GO2.002	\$62,164	\$63,563	\$64,993	\$66,456
GO2.003	\$63,774	\$65,209	\$66,676	\$68,176
GO2.004	\$65,381	\$66,853	\$68,357	\$69,895
GO3.001	\$66,988	\$68,495	\$70,036	\$71,612
GO3.002	\$68,597	\$70,141	\$71,719	\$73,333
GO3.003	\$70,206	\$71,786	\$73,401	\$75,052
GO3.004	\$71,815	\$73,431	\$75,084	\$76,773
GO4.001	\$73,422	\$75,074	\$76,763	\$78,490
GO4.002	\$75,029	\$76,717	\$78,444	\$80,209
GO4.003	\$76,639	\$78,363	\$80,126	\$81,929
GO4.004	\$78,248	\$80,009	\$81,809	\$83,650
GO5.001	\$79,855	\$81,652	\$83,489	\$85,367
GO5.002	\$81,463	\$83,296	\$85,170	\$87,087
GO5.003	\$83,072	\$84,941	\$86,852	\$88,806
GO6.001	\$85,752	\$87,681	\$89,654	\$91,671
GO6.002	\$88,433	\$90,423	\$92,457	\$94,538
GO6.003	\$91,112	\$93,162	\$95,258	\$97,402
GO7.001	\$93,793	\$95,904	\$98,062	\$100,268
GO7.002	\$96,474	\$98,644	\$100,864	\$103,133
GO7.003	\$99,153	\$101,384	\$103,665	\$105,997
GO8.001	\$102,371	\$104,674	\$107,029	\$109,437
GO8.002	\$105,587	\$107,962	\$110,392	\$112,875
GO8.003	\$108,804	\$111,252	\$113,755	\$116,315

Junior Rates Apply to Level 1 Rates as follows

Years of Age

% of First Yr adult service

	% First Yr	Current Salary per annum	2.25% Dec-18	2.25% Dec-19	2.25% Dec-20
17& under	62	\$33,548	\$34,302	\$35,074	\$35,863
18	72	\$38,607	\$39,476	\$40,364	\$41,272
19	82	\$43,670	\$44,653	\$45,658	\$46,685
20	92	\$48,732	\$49,829	\$50,950	\$52,097

Trainee rates to apply to level 2 rate as follows:

% of First Yr Level 2 Rate

	Current Salary per annum	2.25% Dec-18	2.25% Dec-19	2.25% Dec-20
1st yr service	\$45,257	\$46,275	\$47,316	\$48,381
2nd yr service	\$51,242	\$52,395	\$53,574	\$54,779
3rd yr service	\$55,064	\$56,303	\$57,570	\$58,865

Appendix B – Salary Schedule : Senior Officers

Level	Current Salary per annum	2.25% Dec-18	2.25% Dec-19	2.25% Dec-20
LEVEL 1	\$85,752	\$87,681	\$89,654	\$91,671
	\$88,433	\$90,423	\$92,457	\$94,538
	\$91,113	\$93,163	\$95,260	\$97,403
LEVEL 2	\$93,793	\$95,904	\$98,062	\$100,268
	\$96,474	\$98,644	\$100,864	\$103,133
	\$99,154	\$101,385	\$103,666	\$105,998
LEVEL 3	\$102,371	\$104,674	\$107,029	\$109,437
	\$105,587	\$107,962	\$110,392	\$112,875
	\$108,804	\$111,252	\$113,755	\$116,315
LEVEL 4	\$112,111	\$114,634	\$117,213	\$119,850
	\$116,296	\$118,912	\$121,588	\$124,324
LEVEL 5	\$121,525	\$124,259	\$127,055	\$129,914
	\$125,709	\$128,538	\$131,430	\$134,387
LEVEL 6	\$130,939	\$133,886	\$136,898	\$139,978
	\$135,124	\$138,164	\$141,273	\$144,452
LEVEL 7	\$140,354	\$143,512	\$146,741	\$150,043
	\$146,630	\$149,930	\$153,303	\$156,752
LEVEL 8	\$154,998	\$158,485	\$162,051	\$165,697
	\$163,365	\$167,041	\$170,799	\$174,642
LEVEL 9	\$175,918	\$179,876	\$183,923	\$188,061
LEVEL 10	\$196,838	\$201,267	\$205,795	\$210,425