

CITY OF MITCHAM LOCAL GOVERNMENT EMPLOYEES AWARD ENTERPRISE AGREEMENT NO 11 OF 2016

File No. 04922/2016B

This Agreement shall come into force on and from 1 July 2016 and have a life extending for a period of two years therefrom.

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

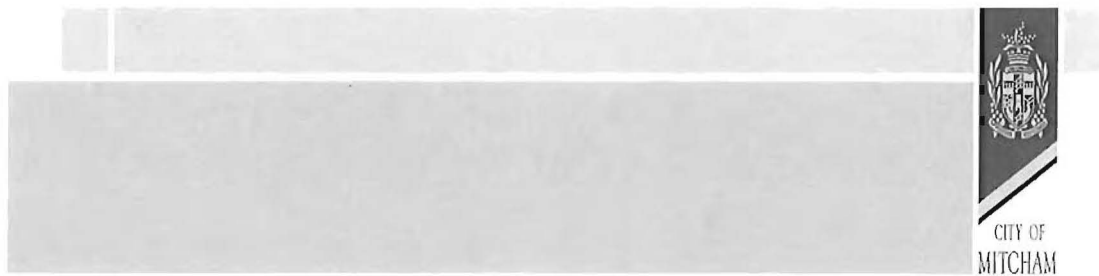


DATED 5/10/2016

A handwritten signature in black ink, appearing to read "P. J. McMichael", is written over a rectangular box.

COMMISSION MEMBER





CITY OF MITCHAM LOCAL GOVERNMENT EMPLOYEES AWARD ENTERPRISE AGREEMENT No 11 of 2016

Agreement between
City of Mitcham,
Employees of the City of Mitcham who are covered by the Local Government Employees
Award and the Amalgamated AWU (SA) State Union

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3. DEFINITIONS

"Agreement"	shall be the City of Mitcham Enterprise Agreement No 11 of 2016 approved by the South Australian Industrial Relations Commission.
"Award"	shall mean the Local Government Employees Award.
"Consultation"	means the sharing of information and the exchange of views between the parties and includes the genuine opportunity for employees to be heard and have their views taken into consideration on matters which may affect them.
"Continuous Service"	For the purpose of interpreting Clause xx) shall be deemed to be continuous where the employee has left the service of one local government authority and, within 13 weeks of having done so, enters the service of another local government authority.
"Cost Effective Service Delivery"	Means ensuring that the agreed policies, systems and processes are put in place to determine the efficiency and effectiveness of services provided. That is a process of comparing the competitiveness of a service or project with others on criteria of quality, cost and customer service.
"Council" and "Employer"	shall mean The City of Mitcham.
"Division"	Shall mean the discrete functional areas within Council headed by a Divisional Director.
"Employee"	Shall mean an employee of the Council engaged in manual activities in connection with engineering, construction and maintenance, depot operations, waste management, parks and gardens, cleaning, trades and similar activities.
"Fixed Term Contract"	shall mean a contract of employment made with an individual in accordance with this Agreement for a defined duration.
"Immediate Family"	Immediate Family or "Household Member" shall mean: <ul style="list-style-type: none">• Spouse or partner (including same sex partners, defacto spouse)• Child (including an adult child, adopted child, step child, foster child or an ex nuptial child)• Parent/guardian, partners parents, step parent• Grandparent, grandchild• Sibling or stepsibling of an employee• A member of the household• Person you are a nominated carer for.
"Merit"	In relation to selection processes for the filling of vacancies means - <ol style="list-style-type: none">i. the extent to which each of the applicants has abilities, aptitude, skills, qualifications, knowledge, experience and achievement (including community experience), characteristics and personal qualities relevant to the position, and

- ii. the extent to which each of the applicants has potential for development necessary to fulfil the position within reasonable time and resources.

"Executive Leadership Group"

Shall mean the group of Directors, led by the Chief Executive Officer.

"Union"

Shall mean the Amalgamated AWU (SA) State Union, an organisation of employees registered pursuant to the Fair Work Act 1994 SA.

4. PARTIES BOUND

This Agreement shall apply to the City of Mitcham (the employer), the Amalgamated AWU (SA) State Union (the Union), and all employees of the City of Mitcham covered by the terms and conditions of the Local Government Employees Award.

5. DURATION

This Agreement shall commence from 1 July 2016 (notwithstanding the actual date of approval by the South Australian Industrial Relations Commission) and shall remain in force for a period of two years.

This Agreement will be reviewed and negotiations commenced 6 months prior to the expiry of this Agreement.

6. PARENT AWARD

This Agreement replaces City of Mitcham Local Government Employees Award Enterprise Agreement No. 10 of 2013. This Agreement will be read in conjunction with the South Australian Local Government Employees Award. Where there is any inconsistency with the Award, the terms of this Agreement will prevail to the extent of the inconsistency.

7. FURTHER CLAIMS

The parties agree that there will be no further wage increases sought during the period of this agreement including increases from sources such as Award variations or decisions of the South Australian Industrial Relations Commission other than increases that are consistent with this Agreement.

8. INTENT AND OBJECTIVES

Council is focused on meeting community and customer needs, improving business processes, developing capable employees and ensuring viable financial outcomes.

Employees recognise the need to ensure that Council remains financially responsible, utilising a flexible and adaptive workforce of capable, competent and committed employees to provide competitive, value for money, quality services to our community and customers.

This Agreement will provide certainty during the next 3 years for Council employees regarding:

- employment arrangements, pay rates and conditions;
- consultative processes, joint problem-solving and dispute resolution procedures, without recourse to industrial action;
- continuous improvement and delivery of better service value while providing secure employment.

Working together, we aim through the implementation of this Agreement to:

- provide secure and sustainable employment for employees
- continue to identify and meet customer and community needs
- create equitable and inclusive workplaces in which we all contribute to the provision of valued, efficient and effective services
- continuously improve the quality of Council services and programs.

9. IMPLEMENTATION OF AGREEMENT

Within one month of the Agreement being approved by the SA Industrial Relations Commission, the Single Bargaining Unit (SBU) shall meet to:

- 9.1. identify clauses in the document that require action to be taken in regard to either review or implementation;
- 9.2. agree on an implementation plan. The implementation plan must include all actions resulting from the Enterprise Agreement and identify timelines, human and financial resources and responsible officers.

10. SINGLE BARGAINING UNIT (SBU)

The Single Bargaining Unit (SBU) was established in response to the enterprise bargaining process, its principal function being to operate in the best interests of the City of Mitcham and its employees in:

- negotiating a Collective Agreement for the workplace, and
- providing a vehicle for employees to raise issues and concerns.

10.1. The SBU consists of:

- 10.1.1. Employer representatives, nominees of the Chief Executive Officer.
- 10.1.2. Employee representatives, nominated or elected by employees who are covered by this Agreement.
- 10.1.3. An Employee representative from each of the following work areas; Civil Works, Horticulture, Stores/Workshop, Domestic Waste Collection.

10.2. The agreed objectives for the SBU are:

- 10.2.1. To work in partnership through the processes of continuous improvement to make the City of Mitcham successful for:
 - management,
 - staff, and
 - the community.
- 10.2.2. To oversee the implementation of the Collective Agreement.
- 10.2.3. To create an environment for employee and management representatives to come together to review the current operations and agree on strategies for improvement.

- 10.2.4. To ensure that the views and issues of the workforce are represented at the meeting and are fairly heard.
- 10.2.5. To create opportunities for continuous improvement to be generated from the workforce and presented to the SBU for consideration; and
- 10.2.6. To ensure that accurate and timely information is communicated to management and the workforce.
- 10.2.7. The SBU will participate in training to ensure its effectiveness as a negotiating and consulting body.
- 10.2.8. The agreed Terms of Reference are as follows:
 - i. In consultation with the persons represented, negotiate, make, vary and terminate a Collective Agreement.
 - ii. To act as a forum for consultation/negotiation in the development of organisational plans for workplace reform.
 - iii. To examine current and proposed work methods and techniques including technological change.
 - iv. To canvas workplace input and to examine proposed improved work arrangements.
 - v. To receive reports on organisational performance and consumer satisfaction and to examine means of improving both.
 - vi. To assist in the promotion of fair treatment at work initiatives and objectives.
 - vii. To assist in the development of the organisational vision and values that promote appropriate workplace behaviours.
 - viii. To function as the primary bargaining unit in collective agreements.
- 10.2.9. All members are bound to respect all confidential information and not to disclose information that could be damaging either to an individual, employee, work group or organisation.

11. UNION WORKPLACE REPRESENTATIVES

The employer acknowledges and accepts the right of employees to belong to the Union and to be represented by their Workplace Representatives, and by Union officials.

Workplace Representatives will be allowed reasonable paid time to carry out their work as Union Representatives.

- 11.1. To enable them to represent their members, Union Workplace Representatives may have access to:
 - use of company telephones, fax, photocopier, internet and email
 - Access to the Award and/or Enterprise Agreement(s)
 - a notice board provided in a prominent location in each worksite for the posting of Union information
 - secure filing facilities to keep Union materials
 - use of meeting rooms for Union meetings.

12. RIGHT OF ENTRY

- 12.1. An accredited Officer of the **Amalgamated AWU (SA) State Union** will be permitted to enter the premises of an employer subject to the Award, or any other premises where employees of Council may be working for the following purposes.
- To inspect time books and wage records as Council is required to keep or cause to be kept at those premises.
 - To inspect the work carried out by the employees and note the conditions under which the work is carried out.
 - To interview employees (being employees who are members or are eligible to become members of the Union) in relation to membership and business of the **Amalgamated AWU (SA) State Union**.
- 12.2. No right of entry is exercised under this clause unless:
- An accredited Officer of the **Amalgamated AWU (SA) State Union** (in normal circumstances and where practicable) gives at least 24 hours notice to Council whose premises are to be entered of the Officer's intention and states to the **Amalgamated AWU (SA) State Union** the purpose for which right of entry is sought.
 - The accredited Officer of the Union complies with all security and safety procedures and restrictions normally in force on the employer's premises.
 - Where practicable the exercise of any right of entry under this clause on an employer's premises will take place during meal or tea breaks.
- 12.3. Where an accredited Officer of the **Amalgamated AWU (SA) State Union** seeks to interview employees either individually or as a group during meal or tea breaks at the Council premises, the accredited Officer will make arrangements with Council for the time and place of the interview as necessary to prevent disruption to Council's business. Interviews will either be held in the meal/lunch room on Council's premises or another suitable place nominated by Council. If no suitable place is nominated by the Council, interviews may take place at an employee's work station or current location of work.. Any interviews by an accredited Officer of the Union during working hours (exclusive of meal and tea breaks), shall be kept to the minimum time necessary.

13. EMPLOYEE/UNION OFFICIAL ATTENDANCE AT UNION MEETINGS

Employees who hold official union positions, shall be granted paid leave to attend official union meetings on the following conditions:-

- 13.1. 2 hours leave per month,(accumulates if not taken), equivalent to 3 days leave per year commencing from the date the union advises Council of the employee holding an official union position.
- 13.2. A maximum of 6 days can be taken over a 2 year period, leave not taken in the 2 year period does not accrue
- 13.3. A minimum of 7 days notice is to be given by the union of the meeting and the employee's requirement to attend.
- 13.4. Leave is granted at the organisation's convenience and work will not be adversely affected.
- 13.5. Leave will not be unreasonably withheld.

14. TRADE UNION TRAINING LEAVE

Employees who are members of the Union are allowed leave with pay up to a maximum of 5 days per annum to attend Trade Union Training Courses conducted by the Trade Union Training Authority in South Australia and the Union subject to the following conditions:

- 14.1. Not less than 4 weeks notice is given to the employing council of the date of commencement of the training course including an agenda with the times on which the course is to be conducted, such notice to be endorsed by the Secretary of the Union. The employee will provide to the Secretary of the Union and the employer a report on the course at a reasonable time after its completion;
- 14.2. The Council is able to make adequate staffing arrangements during the period of leave;
- 14.3. At any one time no more than one employee of Council is on leave pursuant to this clause;
- 14.4. Where a Council employs 100 employees or less, no more than one employee is allowed leave in any one year;
- 14.5. Where a Council employs more than 100 employees and up to 200 employees, no more than 2 employees are allowed leave in any one year;
- 14.6. Where a Council employs more than 200 employees, no more than 2 employees are allowed leave in any one year;
- 14.7. Leave taken pursuant to this clause is counted as continuous service for all purposes of the award and for purposes of long service leave entitlements;
- 14.8. An employee must have completed a period of 12 months service with a Council before proceeding on leave under this clause;
- 14.9. Any disputes arising out of this clause shall be resolved in accordance with the Dispute Resolution Procedure contained in Clause 21.

15. ORGANISATIONAL DEVELOPMENT AND CULTURE

We are committed to and employees will participate in developing Organisational Development and Culture that will improve and strengthen Council's organisational capability. This strategy will enable the City of Mitcham to develop and implement practices and policies to achieve the following key goals:

- To be recognised as a leading edge local government employer, through developing, promoting and branding the distinctiveness of the City of Mitcham as an employer;
- To align the City of Mitcham's staffing profile against community service delivery expectations by implementing workforce planning tools and systems to enable analysis of data and metrics to map current and future workforce profiles;
- To encourage, foster and instil a culture of leadership excellence, accountability and sustained performance;
- Fostering lifelong learning by the provision of training and career development opportunities for employees;
- Providing opportunities for employees to maintain and develop their professional knowledge, skills and expertise;
- Establishing employee development and appraisal mechanisms that assist employees to achieve professional satisfaction through their work consistent with the Council's present and future goals;

- Developing individual capabilities to expand the Council's capacity and assist the attainment of strategic goals.
- Developing a culture of civility, service, quality and performance across the organisation which includes the ongoing implementation of the Fair Treatment at Work process and acceptable workplace values and behaviours.

16. EFFICIENCY AND EFFECTIVENESS

Initiatives have been, and will continue to be, introduced to improve the efficiency and effectiveness across Council and provide quality services to City of Mitcham customers.

In making and applying this Enterprise Agreement, the parties are committed to implementing initiatives aimed at achieving ongoing improvements in productivity and efficiency and/or enhanced performance of the City of Mitcham, including:

- Introduction of business reforms across the Council and in particular the Engineering and Horticultural portfolios
- Continuous improvement initiatives such as process improvement, benchmarking and improved quality and value of our services and programs
- Undertaking service and/or efficiency reviews and market testing of services to determine their cost effectiveness, and specifically during the term of this Agreement:
 - Street sweeping
 - Line Marking operations
 - Open space Maintenance
- Facilitating the assessment and reform of service delivery and maintenance strategy, work processes and practices, and optimising the utilisation of plant and equipment Facilitating the achievement of organisational performance goals and performance measures outlined in the Council Plan and further described in the portfolios annual planning framework;
- Supporting employees to participate in performance or skills development and workplace related training/retraining (including accredited training);
- Improvements in cost effectiveness, leadership accountability, decision-making, and delegation;
- Introduction of new systems and/or technology ;
- Introduction of workplace health and safety initiatives.

17. INTRODUCTION OF CHANGE

It is an accepted principle that effective workplace relationships can only be achieved if appropriate consultation between the parties occurs on a regular basis.

Where Council has made a firm decision to implement changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, Council will as soon as practicable, notify the employee/s who may be affected by the proposed changes and their representative/s.

17.1. Significant Effects include:

- 17.1.1. termination of employment.
- 17.1.2. major changes in the composition, operation or size of the employer's workforce or in the skills required.
- 17.1.3. the elimination or diminution of job opportunities, promotion opportunities or job tenure.
- 17.1.4. the alteration of hours of work.

- 17.1.5. the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.
- 17.2. Council shall discuss with the employees affected, among other things:
- 17.2.1 the introduction of the changes referred to in clause 16.
- 17.2.2 the effects the changes are likely to have on employees.
- 17.2.3 measures to avert or mitigate the adverse effects of such changes on employees.
- 17.3. Council will give prompt consideration to matters raised by the employee/s and /or their representative/s relation to the changes. The discussions will commence as early as practicable after a firm decision has been made by management to make the changes referred to in this clause.
- 17.4. For the purposes of such discussion, Council will provide in writing to the employees concerned:
- all relevant information about the changes including the nature of the changes proposed; and
 - the expected effects of the changes on employees and any other matters likely to affect them.
- 17.5. Council is not required to disclose confidential information disclosure of which, when looked at objectively, would be against Council's interests.

18. EMPLOYMENT SECURITY

Council is committed to ensuring security of employment and as such supports the principle of 'no forced redundancies' and there shall be no forced redundancies of permanent employees during the life of this Agreement. However, demands in ensuring that effectiveness and efficiency is maintained may require that flexibility and change in the workforce occurs.

- 18.1. In circumstances such as these, Council has a moral responsibility to find alternative work which:
- i. is as suitable as possible to the worker's skills and current rate of pay,
 - ii. does not unduly disadvantage the employee, and
 - iii. is within the employee's capacity to perform either with or without training.

19. REDEPLOYMENT

Where organisational change results in positions being no longer required, occupants of the position/s will be dealt with in one of the following ways:

- 19.1. Within 3 months from the date of the position being declared redundant, Council will:
- 19.1.1. Make an offer of a permanent position at the same classification level; or if no such position is available;
- 19.1.2. Make an offer of a permanent position at a lower classification level with income maintenance for a period of 12 months.

- 19.1.3. Should the offered position not be acceptable; make an offer of a voluntary separation package calculated in accordance with sub-clause 19.6 and an offer of independent financial advice regarding accepting the separation package.
- 19.2. One option must be accepted within six (6) months from the date offered. Should the lower classified position be accepted, income maintenance will commence from the date of acceptance. The employee will, as a matter of priority, be provided with training to assist the re-deployee into the new position.
- 19.3. Where the position attracts a lower rate of pay, the worker will receive income maintenance to make up the difference between his/her ordinary rate of pay and the rate for the new job.
- Employees who have less than 10 years employment with the City of Mitcham will receive 12 months of Income Maintenance.
 - Employees who have more than 10 years employment with the City of Mitcham will receive 24 months of Income Maintenance.
- 19.4. An employee transferred to a position with a lower rate of pay, whilst in the income maintenance period will be assisted with training. The Manager: People, Performance and Culture will assist in identifying other job opportunities which arise, should they assist the employee's return to their original classification level.
- 19.5. Where further education or attainment of a qualification is likely to result in the employee retaining their original classification level, consideration will be given to providing assistance. The education assistance will be negotiated between all parties and may include time off with/without pay, reimbursement of fees, training opportunities provided in-house.
- 19.6. The separation package will be calculated at 8 weeks remuneration (in lieu of notice) plus 3 weeks salary for each completed year of continuous service in local government. This package will be limited to a maximum of 104 weeks and must be applied for by the employee within six months from the date offered.
- 19.7. Once a separation package has been accepted and upon termination of employment, the employee is entitled to an approved outplacement assistance of up to \$5,000, payable to the mutually agreed outplacement agency.
- 19.8. Non-work Related Injuries. Where medical evidence is received confirming an employee's medical condition due to non-work related injuries or illness. In these instances re-deployee status will not be given to the employee but where appropriate and where available alternative work, (either on a short term or long term) will be considered.
- 19.9. Where the injury or illness is work related the employee's rehabilitation will be dealt with under the Return to Work Act and related Council Policy.

20. FAIR TREATMENT AT WORK

The parties agree that respectful behaviours and fair treatment are important features in ensuring an organisational culture that provides staff with a safe workplace. To this end it is agreed that Fair Treatment Administrative Procedures will be developed in consultation with the SBU.

21. DISPUTE RESOLUTION PROCEDURE

The purpose of this Dispute Resolution Procedure is to allow all parties to this Agreement a system through which to discuss and resolve all matters of grievance and dispute related to this agreement. Parties agree to use all stages in the Grievance/Dispute Resolution Procedure to ensure that all issues receive prompt attention and are resolved where possible by conciliation at the Enterprise level.

- 21.1. At all stages of the procedure the parties to the dispute shall endeavour to resolve the matter promptly and work shall continue in the status quo until the matter is resolved. No party shall be prejudiced by the status quo remaining during the process.

Stage One

The employee/s and/or staff/union representative/s will contact the relevant manager and attempt to settle the issue.

Stage Two

If not settled at Stage One, the employee/s, the staff/union representative/s (which may include the representative of employee's choice), will meet with the Manager and Manager: People, and Culture and if necessary the relevant Director.

Stage Three

If the matter is not settled at Stage Two, the employee, staff/union representative/s will meet with the Manager, Department Director, Manager: People, and Culture and the Chief Executive Officer (CEO). Stages 1, 2 & 3 should be completed in 7 days.

Stage Four

If the matter is not resolved at Stage Three, the Manager: People and Culture and the staff representative/s shall seek conciliation or arbitration, as the case may be, through the South Australian Industrial Relations Commission.

TERMS AND CONDITIONS OF EMPLOYMENT

22. CASUAL EMPLOYMENT

A casual employee is an employee who is engaged under an hourly contract of hire and paid a casual loading of 25% in addition to the applicable rates of pay prescribed under this Agreement.

- 22.1. A casual employee is paid for time worked only and is not entitled to the various types of leave prescribed in Part 6 of this Agreement. Provided however that where a casual employee performs work at a time which attracts penalty rates under the Agreement, the penalties will also apply for the work performed by the casual employee.
- 22.2. The minimum engagement for a casual is 2 consecutive hours.
- 22.3. Where the work is stopped by rain or dust, up to 20 minutes will be allowed for shelter, and, if such weather conditions improve sufficiently to permit resumption of work, the time will be paid for, but if by direction of the employer, work does not resume, the employees will be paid for that day, no less than 2 hours pay for the day.
- 22.4. Where a casual employee, on any day, reports for duty without having received notice before leaving their home, when work has been unavoidably stopped, they will be paid for that day, no less than 2 hours pay.
- 22.5. Conversion of Employment Status

- 22.5.1. Notwithstanding any other provisions of clause 22, where a position has been filled by a casual employee for a period of 12 months, and the position is required on a permanent basis it is to be advertised and filled by a merit-based process (with the exception of annual seasonal work).

For the purpose of this clause 22.5.1 the reference to *annual seasonal type employment* shall mean work on behalf of the council normally carried out at a particular time of each year and for a limited period having regard to the work operation.

The operation of clause 22.5.1 shall not apply in the case of casual employees who are engaged to perform work on an occasional, non-systematic or irregular basis or who are relieving other workers who are on workers compensation or other such long term absences.

23. FIXED TERM EMPLOYMENT

Council may engage employees for a fixed term to cover special or additional projects/work and to cover the long-term absences of other employees provided that any such fixed term is clearly identified at the time of engagement.

24. PART TIME EMPLOYMENT

The parties recognise that there may be valid reasons for a part-time employee to vary their normal working hours. However, given that part-time workers often have other commitments outside of their normal hours of work, any variation to normal working hours must be agreed between the employer and employee.

25. POSITION PROFILES

All Council positions must have an approved Position Profile which accurately reflects the position duties and scope of responsibility. It does not need to have comprehensive, complete and/or an exhaustive list of responsibilities and accountabilities but must describe it in a form which can be used to compare the job with the classification criteria outlined in Schedule 7 of the Award.

26. RECRUITMENT

Council confirms its preferred position is to recruit from within rather than to recruit external applicants. This results in assisting employee career paths, provides opportunities for employees "down the line" to progress to more senior levels, and benefits the Council by utilising the expertise within the existing employee group.

- 26.1. Where a choice of suitably qualified and experienced competitive applicants exist within the Council who are likely to apply for the vacant position, the vacancy will be advertised internally within Council.
- 26.2. Selection to all vacancies shall be made on the basis of 'merit' except where re-deployees are available who may, either with or without training, be able to satisfactorily perform the duties, in which case preference shall be afforded to re-deployees.
- 26.3. Where the recruitment base is considered unduly restrictive, a vacancy may be simultaneously advertised in the outside media and within Council subject to consultation with the SBU.

- 26.4. Existing employees who meet the short listing selection criteria developed from the Position Profile will be granted an interview and their ability to do the job tested. Providing the employee is not a declared re-deployee, selection shall be based on 'merit'.
- 26.5. Where an internal and external applicant is considered equal on merit following the selection process, preference will be given to the internal candidate if covered by this agreement.
- 26.6. Internal applicants who are unsuccessful in gaining an advertised vacancy will be provided with feedback from the selection panel and, where applicable, with appropriate training to further their career opportunities.
- 26.7. Selection and recruitment procedures developed in consultation with the SBU shall form guidelines for the process.

27. CONTRACTING OUT

The arrangements in Clause 28 provide an understanding and recognition by the parties regarding the need for Council to provide efficient and effective services to the community. The parties recognise that in this regard Council work will continue to be undertaken by a mix of internal Council labour and external service providers. The parties acknowledge the right of Council and the Senior Management Team to make decisions relating to service delivery having regard to cost implications, efficiency and effectiveness of service delivery together with any other relevant considerations.

- 27.1. The use of outside service providers by Council will generally have at least one of the following characterisations:
- to supplement the Council labour force in the performance of seasonal, maintenance or other short-term work requirements to undertake new or renewable construction work and / or projects
 - circumstances that require specialist skills, and / or the operation of plant and equipment not readily available through existing Council resources
 - other Council operations as may be resolved by Council
- 27.2. Management will fully consult with relevant employees and their representatives prior to the implementation of any significant change to existing working / operational arrangements. In particular the Agreement requirements pursuant to Clause 17 (Introduction of Change), and Clause 18 (Employment Security) are acknowledged as being relevant and applicable to the change process.

28. SUPPLEMENTARY LABOUR

Council undertakes to employ staff to undertake work which is of a permanent, ongoing basis and to limit the use of supplementary labour to:

- Replace employees on leave or extended absence from duty;
 - Undertake seasonal or other short term project work;
 - Undertake project work where Council is unable to resource its performance from within existing staff resources; or
 - Replace existing staff temporarily assigned to undertake project work.
- 28.1. Where supplementary staff are engaged, Council will ensure Enterprise Agreement rates of pay will apply.

- 28.2. Management Representatives will consult with the Team Leader in charge of the team, prior to the work being undertaken by supplementary labour to ensure that the work could not be undertaken in-house at a competitive rate. The Management Representative will report all instances at the SBU meeting to monitor its performance.

29. WAGE RATES

Upon approval of this Agreement the employer agrees to pay the following wage increases to all employees covered by the Award.

Wage adjustment will be based on the rates of pay in accordance with the Schedule of Wages as agreed in the City of Mitcham Local Government Employees Award Enterprise Agreement No 10 of 2013.

Payments will be made as follows:

Item	Year 1 1.7.16 (a)	Year 2 1.7.17 (b)
Wage Increase	2.75%	2.75% or CPI

Explanations:

- (a) Increases apply from 1st full pay period on or after 1st July each year
- (b) % increase OR March CPI forecast for the upcoming year, whichever is greater.

30. ANNUAL LEAVE LOADING

Annual Leave Loading (representing 17.5% of 4 weeks wages of the employees substantive classification) shall continue to be paid to employees as an annual payment and shall form part of the employees wage thus increasing the wage rate by 1.35% ($4/52 * 17.5\%$).

31. MIXED FUNCTIONS

An employee engaged for 2 hours or more on any one day on duties carrying a higher rate than their ordinary classification will be paid the higher rate for such day. If for less than 2 hours on any one day the higher rate for the time so worked is paid. Provided, however, that where the actual performance of such work becomes a normal and constant feature of the employee's substantive position (for an accumulated period of 600 hours in a 12 month period) then the employee will be reclassified to that level.

32. UNION DEDUCTIONS

Upon application the Council may deduct Union fees.

33. PUBLIC HOLIDAYS

An employee is entitled to full payment for any statutory or gazetted public holiday, which falls on a normal work day if the employee has attended for duty on the working day preceding such holiday and attends for duty on the working day immediately following such holiday:

- 33.1. Provided that if an employee is absent on either of those working days with reasonable excuse (the onus of proof being on the employee) an entitlement to payment for the holiday exists as if the employee had attended as aforesaid.

- 33.2. Any employee who works on any statutory or gazetted holiday is paid for the time so worked at the rate of double time and a half, and receives a minimum payment of 3 hours. The rate of double time and a half includes the ordinary time rate which would normally apply for the day's work.

34. THREE (3) GRACE DAYS

This clause provides for Grace Days for all employees, excluding casual employees, and is provided in addition to other leave entitlements. Grace Days for part time employees will be based on their hours of duty averaged out over the preceding 12 months and their agreed and documented days of work.

Employees will be entitled to three (3) additional days off work per 12 months (referred to as 'Grace Days'). These three (3) days can be taken at any time during the 12 month period to which they relate but as they are not regarded as Annual Leave. The Grace Days will be provided at an equivalent daily rate of 8.45 hours each.

The three (3) Grace Days must be taken within the 12 month period to which they relate.

Any Grace Days that have been awarded but not taken will be paid out upon termination.

35. SUPERANNUATION

The parties agree that all employees shall have their choice of superannuation fund. Statewide Super will remain the default fund where employees do not advise an alternative superannuation fund for receipt of contributions.

All new employees will be provided with a standard choice form to select their preferred fund. For any new employee who 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.

35.1. 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 of Statewide Super as advised by Trustee 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 who is a member of Statewide Super:
 - i) contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992 (Cth); and

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

36. SALARY SACRIFICING

Employees may sacrifice additional salary to their Superannuation Scheme should they wish to do so.

During the life of this Agreement, Council will maintain or introduce salary sacrifice arrangements for employees to lease vehicles and other goods by mutual agreement, as allowed by the Australian Taxation Office.

37. INCOME PROTECTION SCHEME

It is recognised by both Parties that long term sickness or injuries can happen to anyone and can have a devastating affect on the individual's personal and financial affairs. One way of addressing this is to provide some form of income protection at a reasonable cost. This cost will be borne by the employer.

- 37.1. Council will contribute up to 1.83% (includes GST component) of employee's wages to a Sickness and Accident Plan for all employees covered under this agreement. The scheme will run for the length of this Agreement.
- 37.2. The Terms and Conditions of the Plan Administrator will prevail.
- 37.3. An employee shall not be entitled to continue to accrue further entitlements to annual leave and sick leave on a paid period of absence under the income protection provisions of this clause.

38. DRIVERS LICENCE

Reimbursement

Council will reimburse employees whose duties require them to drive a vehicle during the course of their normal duties.

- 38.1. Reimbursement to the employee will be made on presentation of proof of payment for a drivers licence renewal.
- 38.2. Upon termination from Council, payment of the employee's driver's licence shall be deducted from the employee's termination payment for each full year outstanding. (the residual period).

Loss of Licence

Where Council requires an employee to have a current driver's licence and drive the Council's vehicles as part of their duties, the parties accept that, where an employee loses their licence for a period of time, they will:

- 38.3. Utilise any eligible accrued leave should they desire, or take unpaid leave until such time as the employee provides proof of reinstatement of licence up to a period not exceeding 12 months.
- 38.4. In the event of an employee's dishonesty regarding loss of licence or where the loss of licence is greater than 12 months, or permanent, the Council retains the discretion to terminate the employee's employment.

39. TRANSITION TO RETIREMENT

Council supports employees over the age of 55 who are considering a transition to retirement. Support will be in the form of flexible work arrangements (above) and may include:

- 39.1. A once off payment of \$500 towards financial planning advice, to be paid by reimbursement, or payment on presentation of invoice to Council.

40. PROFESSIONAL DEVELOPMENT

The parties support the provision of training as a means of assisting employees to perform their role to their highest standard. Council recognises the value placed by employees on training and development as a means of ensuring job performance and thereby greater job satisfaction and establishing career paths within local government.

- 40.1. A training plan derived from the annual MyPlan process will be used for all employees and will form the basis of the Council's annual Training and Development Program. Training identified using MyPlan will be given priority over other training requests.
- 40.2. During the life of this Agreement the parties agree to work cooperatively in identifying any barriers to the access of training and development which may lead to the under-representation of women in management positions across the organisation.
- 40.3. Council is committed to providing adequate funds to enhance the skills of its workforce through the provision of equitable training and development opportunities.
- 40.4. Council will provide employees with easy access to information on training courses and seminars.
- 40.5. Employees who are unsuccessful in obtaining promotional positions within Council will be provided with feedback on their application and where appropriate, offered training to improve their competitiveness.
- 40.6. Council will encourage mentoring as a training and development strategy.

41. HIGHER DUTIES

An employee acting or relieving in a position higher than IE-C1 (ME-5) Level is entitled to be paid in accordance with 41.1 and 41.2 hereof.

- 41.1. An employee who is predominantly engaged in the relief of regular short term absences such as sick leave, rostered days off, Long Service Leave, Workers Compensation and annual leave and such relief is a regular and constant feature of the employees position (for an accumulated period of 1500 hours in a 12 month period) then the employee will be reclassified to that level. This subclause shall only apply to employees relieving at IE-C1 Level and below.
- 41.2. Where an employee acts or relieves in a position higher than IE-C1 Level, the following arrangements will apply:
 - Where the work is specific and of limited nature, the employer and employee will agree on the overall period of acting up.

- Where the period is unknown, the employer and employee will review the acting up arrangements after 4 months with a view to either confirming the classification or agreeing on the continuation of the higher duties and the time frames regarding the performance of such work.
- These arrangements will be made in writing and shall include the period of acting up or date of review.

41.2.1. Where an employee acts in a position higher than IE-C1 Level for an accumulated period of 6 months within a 12 month period, the period of approved leave taken shall be paid at the higher rate, provided such leave is actually taken within the period of acting up.

42. PERFORMING WORK OUTSIDE THE SCOPE OF THIS AGREEMENT

An employee directed by their employer to perform duties of higher value exceeding the classification grades of this Agreement shall be paid in accordance with the following for time so worked:

- The minimum wage rate for the higher paid classification if he or she substantially performs the duties thereof; or
- A wage rate commensurate with the value of the duties he or she is so directed to perform.

42.1. Provided that the employee directed to perform such duties will perform them on the first occasion for a continuous period of five working days or more, and on any other occasion, subsequent to having performed those duties for the aforesaid period, for one working day or more, in order to become entitled to higher duties pay as aforesaid.

42.2. This clause applies to the performance of duties supplementing those of an employee or employees in a higher paid classification, as well as to duties performed in relieving such a person on sick leave, annual leave, etc.

42.3. Any dispute as to whether an employee is substantially performing the duties of a higher paid classification, or whether a wage rate is commensurate with the value of duties performed outside or exceeding those of the classification to which an employee has been appointed, shall be dealt with through discussions between Council and the employee, and if agreement cannot be reached then the matter shall be determined in accordance with the Dispute Resolution Procedure contained in Clause 21.

43. MY PLAN (PERFORMANCE APPRAISAL)

All employees will participate in the MyPlan process and will be guided by the MyPlan Procedure. This system of performance appraisal ensures all employees are provided with timely, accurate feedback on their performance as a means to facilitating career development opportunities and appropriate training and development activities.

44. PROFESSIONAL DEVELOPMENT LEAVE

Employees who make application may be granted (by the Chief Executive Officer or his/her delegate) up to twelve (12) months leave without pay to undertake a course of study or to take up a vocational or professional development placement subject to the employee having five years continuous service at the time of commencing the leave.

- 44.1. Council will consider all applications on their merits taking into account operational arrangements and practicalities, and the demonstrated benefits to Council.
- 44.2. Absence on professional development leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose defined in this Agreement.
- 44.3. An employee on professional development leave for up to three months is entitled to return to the position they held immediately before proceeding on professional development leave.
- 44.4. An employee upon returning to work after development leave of more than 3 months duration, shall be entitled to a position at the same classification.
- 44.5. An employee on professional development leave may terminate their employment at any time during the period of leave by notice given in accordance with this Agreement.
- 44.6. Professional development leave shall not be taken 'back to back', ie. An employee must have completed the qualifying period of service (five years continuous service) to be eligible for each instance of professional development leave.

WORK PRACTICES

45. HOURS ARRANGEMENTS (9 DAY FORTNIGHT)

Notwithstanding any of the provisions contained under this Clause, Hours Agreements may be negotiated and agreed between Council and employees which involve the working of longer daily hours and the taking of accrued time. The following arrangements are available under this Clause.

- 45.1. Standard Hours. The standard working hours of employees shall be 76 per fortnight in accordance with the 9 day fortnight roster provisions (ie working 8.45 hours per day with ½ hour lunch break), Monday to Friday (excluding Public Holidays) worked within the span of hours 6.00am – 6.00pm, unless other arrangements have been allowed.
 - 45.1.1. The rostered day off each fortnight shall be taken on the nominated day.
 - 45.1.2. By mutual agreement between the works management and a work team or other group of employees (or employee), the standard working hours may be altered on either a permanent or temporary basis, providing that such standard hours are carried out within the span 6.00am to 6.00pm Monday to Friday inclusive.
 - 45.1.3. Public Holidays and Bereavement Leave will be allowed for the number of ordinary hours that the employee would normally work on the day at the appropriate total daily rate.
 - 45.1.4. Any arrangement made does not alter or vary the number of hours leave with full pay that an employee would be entitled to receive pursuant to this Agreement if the arrangement had not been made; and in particular, it is expressly agreed that 'day' for the purposes of calculating annual leave and sick leave credit means 7.6 hours and that no employee is entitled to receive more than 152 hours of annual leave per annum or to accrue more than 76 hours of sick leave credit per annum.

- 45.1.5. Annual Leave and paid sick leave is debited as actual time lost.
- 45.1.6. A deduction from wages is made equal to actual time lost for unauthorised absence from duty.
- 45.1.7. By mutual agreement the rostered day off is allowed to accumulate and to be taken at a mutually agreed time. Provided that such accrued days is taken within 12 months from the date of accrual.
- 45.1.8. Where an employee is required to work on a normally rostered day off (and no mutually acceptable arrangements are made to take the time off at some future time) the overtime rates as prescribed in Clause 47 will apply.
- 45.1.9. Seasonal / Peak Work Periods. The following periods are recognised as seasonal / peak work periods for the purpose of this clause:
- Grass Cutting. (September to March inclusive). The operation covers tractor mowing and ride-on mowers but excludes brush cutters.
 - Watering. (September to March inclusive). Water tanker driving and associated watering duties.
- 45.1.10. During the above peak periods the standard hours of employees involved in such work may be increased from 8.45 hours to 10 hours per day.
- 45.1.11. Such additional time shall accrue on a time-for-time basis and be banked in credit for each employee.
- 45.1.12. The accrued time shall be allowed and taken in conjunction with periods of annual leave and taken outside of the Seasonal Peak periods, unless otherwise agreed.
- 45.1.13. No employee will be required to work in excess of 3 months in the performance of seasonal work.
- 45.2. Daily Hours Flexibility. The parties recognise the need to provide for short-term and / or daily hours flexibility to cover the following situations:
- Completion of a particular job or work at the end of the standard working day.
 - Completion of a special project/work, or to ensure progress and completion according to schedule.
- 45.2.1. The parties recognise that the arrangements regarding the completion of work at the end of the day will normally require communication and approval from a Manager. The works management will facilitate appropriate communication processes and resources.
- 45.2.2. Where the arrangements involve special projects / works, a minimum of 48 hours notice will be given regarding the requirement to work flexible hours.
- 45.2.3. Flexible hours in the above circumstances may be worked according to the following conditions:
- i) An employee shall not be required to work more than 10 hours per day under the flexible hours arrangements.
 - ii) The work shall be undertaken within the span of 6 am to 6 pm, Monday to Friday inclusive (excluding public holidays).
 - iii) The additional flexible hours shall be worked with the mutual agreement

of the Manager and the work team(s) or individual employees. Provided, however, that an employee or work team shall not unreasonably refuse to work the flexible hours when the need arises.

- iv) The additional hours shall be recorded as TOIL (Time Off In Lieu) and taken off or paid (on request) on a time for time basis.
- v) Time taken off will be allowed within the current or subsequent fortnightly work cycle, and attached to an RDO or weekend, or otherwise by mutual agreement at the request of the employee.

45.2.4. These flexible hours arrangements shall be reviewed through the SBU at 3 monthly intervals in order to ensure that the objectives and spirit of the Agreement are being met. Any changes or modification requires the consent of the parties to the Agreement.

45.3. Emergency Work. Employees requested to attend to emergency work 30 minutes or less prior to their normal finishing time shall be granted overtime for time so worked after their normal finishing time.

45.3.1 Employees requested to attend to emergency work at any other time (on a normal workday) shall do so in accordance with these TOIL arrangements provided that no more than 10 hours is worked in one day. Hours worked over 10 will be paid at overtime rates.

45.4. Cleaning of Civic Centre. It is preferable for the Civic Centre to be cleaned after hours. The agreed span of hours of this position is Monday to Friday, 5.30 p.m. to 12.00 midnight (29.5 hours per week). In recognition of the evening work, the employer agrees to classify the position at ME-4 to compensate for the non-payment of penalties. These hours may be varied by mutual agreement.

45.5. Council Community Bus Drivers (ME-4)

The ordinary time hours are 38 in seven days to be worked on any five or six of those days with a maximum of 7.6 hours and a minimum of 6 hours on any one day. Waiting time as provided in clause 45.6.6 will not form part of ordinary hours.

45.5.1. Work performed before 6.30am or after 6.30pm will be paid at the appropriate rate plus 15 per centum. Such additional rate is not cumulative upon the rates for overtime, Saturday, Sunday or Public Holiday work.

45.5.2. Ordinary time hours shall be worked within a spread of 11 hours on any one day, provided that one break (which will include a meal break of not less than 30 minutes) will be permitted.

45.5.3. No employee will be required to work for more than 5 hours without a break for a meal provided however, when a shift does not exceed 6 hours, a crib break of 15 minutes will be allowed before the expiration of 5 hours in substitution for a meal break, without loss of pay.

45.5.4. An employee other than casual employee, who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day, that they have not at least 10 consecutive hours off duty between those times, will, subject to this subclause, be released after completion of such overtime until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

- 45.5.5. If on the instructions of Council, an employee resumes or continues work without having such 10 consecutive hours off duty they will be paid at twice ordinary time until they are released from duty for such period and will be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

A driver on overtime or on Saturday work outside their rostered hours or a driver on single day charter whose ordinary hours of duty may be broken into two or more than two separate working periods who is required to wait with their vehicle will be paid the current casual rates for all waiting time (exclusive of the minimum period of 30 minutes allowed for their meal break) that does not go to the calculation of the minimum daily hours prescribed in subclause 45.5, provided that during the time, no demand for work is made upon them.

Provided that the waiting time so paid for will not come into computation of hours for general overtime purposes.

- 45.5.6. Saturday and Sunday Work. For all ordinary hours worked as a Community Bus Driver, an employee will be paid at the rate of time and a half on a Saturday and double time on a Sunday with a minimum payment of 4 hours. These rates are in substitution of and not cumulative upon the rates prescribed in clause 45.5, 45.5.2, and 45.5.6.

46. WORK BREAKS

- 46.1. Paid Break (Morning Tea) Employees are allowed a 15 minute morning tea break (at a time fixed by the employer) which is counted as time worked.
- 46.2. Unpaid Break. (Afternoon Tea) If the majority of employees agree an afternoon tea break (at a time fixed by the employer) may be taken which is an unpaid break.
- 46.3. Meal Break No employee is required to work for more than 5 hours without taking an unpaid meal break of at least 30 minutes.
- 46.4. The provisions of this subclause apply in respect of ordinary hours, overtime, and weekend work performed.

47. OVERTIME

- 47.1. Ordinary Overtime (Monday to Friday). All time worked in excess of the ordinary hours of work, the span of hours (as established under Clause 45, and beyond the flexible work hours arrangement detailed in 45.2, 45.3, 45.4 and 45.5 hereof, shall be paid for at the rate of time and a half (T½) for the first 2 hours and double time (T2) thereafter.
- 47.1.1. In computing overtime each day stands alone.
- 47.2. Saturday Overtime where Previously Advised
- 47.2.1. Morning. The normal overtime rates shown above in 47.1 apply for Saturday morning overtime.
- 47.2.2. Afternoon. Saturday afternoon/night overtime is paid at the rate of double time.

- 47.2.3. Minimum Period of Payment. A minimum period of payment for a period of 2 hours applies (at the am/pm rate whichever being relevant).
- 47.3. Sunday Overtime where Previously Advised or Call-Outs
- 47.3.1. All overtime worked on a Sunday is paid for at the rate of double time.
- 47.3.2. A minimum period of payment of 3 hours applies for Sunday call-outs or overtime.
- 47.4. Call Outs
- 47.4.1. Monday to Friday. An employee recalled to work after the expiration of the employees working time (whether notified before or after leaving the premises) for the day and after leaving work for the day, will be paid for a minimum of 4 hours work at one and a half times the ordinary prescribed rate for each time so recalled. Provided that the employee if required to work for 2 hours or more, will be paid for a minimum of 4 hours work calculated at one and a half times the ordinary prescribed rate for the first 3 hours and at double the ordinary rate prescribed thereafter.
- 47.4.2. Saturdays. An employee called out to work on a Saturday, will be paid for a minimum of 3 hours work calculated at one and a half times the ordinary prescribed rate for each time so called out. Provided that the employee, if required to work for 2 hours or more, will be paid for a minimum of 4 hours work calculated at one and a half times the ordinary prescribed rate for the first 3 hours and at double the ordinary prescribed rate thereafter.
- 47.4.3. Overlapping Call-Outs. Each call-out stands alone provided however that where an employee is notified of a subsequent call-out prior to returning to his/her place of residence (after performing the first call-out), the total time taken will be treated as a single call-out.
- 47.5. Overtime / Meals Associated with Work Breaks.
- 47.5.1. Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours is allowed a meal break of 20 minutes paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer is not required to make payment in respect of any time allowed in excess of 20 minutes.
- 47.5.2. An employee who is required to work during any portion of a recognised meal break will be paid at the appropriate overtime rate until released for the full period of the employees meal break.
- 47.5.3. An employee working overtime is allowed a crib time of 20 minutes without deduction of pay after each 4 hours of overtime worked if the employee continues work after such crib time.

- 47.5.4. An employee required to work overtime in excess of one and a half hours after working ordinary hours is paid by their employer an amount prescribed by Schedule 6 of this Award to meet the cost of a meal, or at the option of the employer, will be provided by the employer with an adequate and suitable meal.
- 47.6. Banking Overtime Hours. Approved overtime hours worked may, at the employee's request, be banked as time off in lieu (TOIL) in lieu of payment as follows:-
- (a) time equivalent to the amount of overtime worked multiplied by the appropriate penalty rate; or
 - (b) time equal to the amount of overtime worked together with a payment representing the difference between the normal time rates and the appropriate penalty rate.
- 47.7. Rest Period After Performing Overtime
- 47.7.1. When overtime work is necessary it will wherever reasonably practicable, be so arranged that employees have at least 8 consecutive hours off duty between the work of successive days.
- 47.7.2. An employee who works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day so that the employee has not had at least 8 consecutive hours off duty between those times, he/she will be released after completion of such overtime until they having had 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence. If, on the instructions of the employer, the employee resumes or continues work without having had 8 consecutive hours off duty, he/she will be paid at double rates until released from duty for such period, and the employee is then be entitled to be absent until having had 8 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 47.8. Weekend Work in Ordinary Time
- The following weekend penalties will apply to employees who work part of their ordinary hours of work over the weekend.
- 47.8.1. Saturday Morning a 25% loading for time worked prior to noon.
 - 47.8.2. Saturday Afternoon a 50% loading for time worked after noon.
 - 47.8.3. Sunday Work a 100% loading for the time worked.

LEAVE ARRANGEMENTS

48. ANNUAL LEAVE

- 48.1. Entitlement To Annual Leave. An employee (other than a casual employee) is entitled to four (4) week's annual leave for each completed year of continuous service. Employees may cash out excess accrued annual leave by agreement of the Council.
- 48.2. Taking Annual Leave. Employees submitting leave requests will provide a minimum of two (2) weeks notice of their proposed leave.

An employee may elect with the consent of their manager, to take annual leave in single days providing the total does not exceed five (5) days in any calendar year.

49. LONG SERVICE LEAVE

Long Service Leave will be administered in accordance with the SA Long Service Leave Act, 1987 with the provisions of this Act incorporated in this Agreement. The intent of this provision is that there should be no diminution of entitlements currently provided by the Long Service Leave Act for the life time of this Agreement. The following exceptions will apply:-

- 49.1. Long Service Leave may be taken at a time mutually convenient or may be cashed in at the employee's request and subject to approval, after 7 years of service.
- 49.2. An employee may take Long Service Leave in the following manner:
 - i. normal pay for the period taken;
 - ii. half pay, thus doubling the period of leave taken; or
 - iii. double pay, thus halving the period of leave taken.

50. COMPASSIONATE LEAVE

An employee (other than a casual employee), on the death or in the event of a life threatening injury or illness of a member of their immediate family or household is entitled, on reasonable notice, to paid leave of two days duration per occasion. This leave can be extended up to four days where the relationship is of a direct nature, i.e. partner, mother, father, child. This leave is without deduction of pay for a period not exceeding the number of hours worked by the employee in four ordinary days work.

- 50.1. Proof of death or life-threatening illness or injury must be furnished by the employee to the satisfaction of Council if requested.
- 50.2. This Clause has no operation where the period of entitlement to this leave coincides with any other period of leave.

51. PERSONAL (INCL. SICK & CARER'S) LEAVE

An employee (other than a casual employee) is entitled to paid Personal Leave for any genuine purpose relating to his/her sickness, ill-health, domestic caring responsibilities, the serious illness or death of someone close to the employee or for any other reason of a genuine personal nature that, by its nature, does not permit an employee to attend work where the circumstances are of an urgent nature and are neither foreseeable or capable of being planned in advance.

An employee who is on annual leave is entitled to take personal leave if the employee is too sick to work for a period of at least 3 days. In this case, the annual leave taken while sick would be reimbursed and the leave deducted from the employee's personal leave entitlement.

- 51.1. Accrual of Personal Leave Entitlement. An employee's entitlement to personal leave accrues as follows:

- a) for the first year of continuous service - at the rate of 1.46 hours for each completed 38 ordinary hours of work to a maximum of 76 hours; and
- b) for each later year of continuous service, at the beginning of each year:
 - a full time employee accrues 76 hours;
 - a part-time employee accrues pro rata hours in accordance with the following formula $76 \times \text{average weekly ordinary hours} \div 38$ over the previous 12 months.

- c) an employee's personal leave accumulates from year to year and any personal, sick or carer's leave taken by the employee is deducted from the employee's personal leave credit.

51.2. Conditions for the Payment of Personal Leave. The employee is not entitled to payment for personal leave unless:

- a) the employee gives Council notice of the leave, its nature and estimated duration before the period for which personal leave is sought begins. However, if the nature of sudden onset of the sickness makes it impracticable to give the notice before the period begins (for instance hospitalisation), the notice is validly given if given as soon as practicable and not later than 24 hours after the period begins; and
- b) applies in writing by completing a prescribed form together with any supporting documentation and forwarding such to their immediate supervisor,
- c) the employee, at the request of Council, provides a medical certificate or other reasonable evidence of sickness (which may include but is not limited to a statutory declaration, or a pharmacy sick certificate).

51.3. the employee is entitled to payment at the employee's ordinary rate of pay (not including payments in the nature of penalty rates, overtime, allowances or loadings) for a period of personal leave.

51.4. Consecutive personal leave of more than 16.9 hours (2 days) shall be supported by a medical certificate.

51.5. Where the amount and/or frequency of personal leave (which is not supported by Medical Certificate) taken by an employee is beyond that which is acceptable as gauged by direct comparison with the organisations employee average, the employee and their manager may discuss the issue and develop strategies to assist achieving an improved attendance rate.

51.6. Compassionate leave as provided under clause 50 of this Agreement is not affected by this leave provision.

52. 48/52 PURCHASED LEAVE

The parties agree to a 48/52 Purchased Leave without pay model. The parties expect the model to increase staff retention, produce savings and provide greater flexibility to employees in meeting family and personal interests. Under the 48/52 Purchased Leave model, an employee can apply and be granted a maximum of 4 weeks leave without pay each year. However by spreading the 48 weeks pay over a working year (52 weeks), the employee receives the same fortnightly pay for the whole year.

52.1. Eligibility. All employees may apply for Purchased Leave including contract employees providing they have at least one years employment remaining. The 48/52 model is a voluntary mode of employment. This mode of employment is not automatic with each application being considered on its merit. (There will be no retrospectivity of 48/52 periods).

52.2. Application. Employees shall apply for Purchased Leave in writing on a form provided.

52.3. Leave Entitlements. Purchased Leave does count as service and therefore leave accruals and increment dates will not be affected.

53. PARENTAL LEAVE (INCL. MATERNITY, PATERNITY & ADOPTION LEAVE)

- 53.1. An employee (excluding casual employees) shall be granted parental/adoption leave on full pay:
- 53.1.1. in the case of the primary carer, a consecutive period of twelve (12) weeks absence; and
 - 53.1.2. in the case of the partner of the primary carer, a period two weeks absence.
- 53.2. Access to the parental/adoption leave is conditional upon the following:
- 53.2.1. The employee has completed 12 months of continuous service with the City of Mitcham immediately prior to qualifying for the paid parental/adoption leave;
 - 53.2.2. The employee applies in writing to the Council for paid parental/adoption leave, including a certificate from a qualified medical practitioner stating the expected date of birth of the child (or a statutory declaration of scheduled adoption leave date). The application must be received by the Council:
 - 53.2.2.1. In the case of a primary carer, at least 10 weeks before the expected date of starting parental/adoption leave; and
 - 53.2.2.2. In the case of the partner of the primary carer, at least 5 weeks before the expected date of starting parental/adoption leave.
 - 53.2.3. In the case of parental/adoption leave for the primary carer, the period of 12 weeks absence shall be taken in one consecutive block or in 24 weeks at half pay within the 12 month parental/ adoption period to commence on any date nominated by the applicant during the period of parental/adoption leave.
 - 53.2.4. Any public holiday or other statutory holiday that falls within the period of parental/adoption leave shall be counted as a day of such parental leave; and
 - 53.2.5. An employee may instead of or in conjunction with parental leave, take other leave entitlements which they have accumulated, such as annual leave or long service leave. The total amount of leave taken must not be more than 52 weeks, unless a longer period is agreed in writing with the Council.
- 53.3. This clause shall be read in conjunction with Clause 7.4 of the Award.
- 53.4. *The Paid Parental Leave Act 2010 (Cth)* will have no effect on the obligation of the employer to make payment in accordance with this clause, providing that doing so is not unlawful.

54. SPECIAL LEAVE (UNPAID)

Upon application to the Chief Executive Officer or their delegate, employees may be granted up to 12 months leave without pay to care for an immediate family member subject to employee having five years continuous service at the time of taking the leave.

55. DEFENCE RESERVE LEAVE

Council recognises the importance of Defence Reserve Service and the need to provide appropriate benefits to Reserve members who are employees of this organisation. Benefits are provided in two forms. Via paid leave for periods of peace time training and via unpaid leave during periods of full-time service as provided in the Defence Legislation Amendment (Enhancement of the Reserves and Modernisation) Act 2001.

55.1. Leave Entitlement During Periods of Peacetime Training. Employees who are Reserve members shall be granted additional leave for the purposes of participating in training camps, or equivalent continuous duty.

55.1.1. In their first year as members of the Australian Defence Force shall be entitled to an additional six (6) weeks paid leave.

55.1.2. In subsequent years, leave not exceeding two weeks in any one year will be granted.

55.2. This leave will be in addition to annual leave entitlements.

55.3. During the period of approved "training" leave, Council will make up the difference in pay between what the employee would have normally received as standard pay and the amount paid by the Defence Force for the whole period of absence.

55.4. The period of absence will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.

55.5. Superannuation will be paid by Council on the Reservist employee's normal weekly salary.

55.6. Prior notice of the requirements to attend, and certification of attendance and completion of the training will be required.

55.7. Leave Entitlement during Periods of Full-time service (call outs). The Employer Support Payment (ESP) assists employers to offset the costs and consequences of releasing Reserve members for full-time service, (call outs). In the event of a call out, a reservist employee normally would be granted special leave without pay for the whole period of their absence with Council claiming the Employer Support Payment as provided for in the Defence Reserve Service (Protection) Act (Commonwealth) 2001.

55.8. Council undertakes to re-employ the reservist employee after Defence service, and

55.8.1. not to compel reservist employees to use annual leave or long service leave for Defence service, and

55.8.2. to treat the period of Defence service as continuous service for the purposes of calculating annual leave, long service leave, sick leave or other entitlements.

56. EMERGENCY SERVICES LEAVE

The City of Mitcham supports participation by employees in the Country Fire Service (CFS) and the State Emergency Service (SES), both of which provide valuable community protection against loss of life and property.

- 56.1. The Chief Executive Officer is authorised to approve special leave with full pay for employees who participate in authorised activities at a time of genuine and substantial emergency or crisis during normal working hours. Approval will not normally be extended to casual or contract staff.
- 56.2. Voluntary attendance at incidents would not normally qualify for approval. Leave without pay, recreation leave or Rostered Days Off would be utilised in such situations.
- 56.3. Employees who are members of the CFS and SES should give prior advice of their membership to their manager and the payroll officer.
- 56.4. Where possible, employees should advise their manager/supervisor in advance by telephone if they are required to participate in CFS/SES activity which could involve an absence from work.
- 56.5. Leave applications must be in writing and must be approved by the CEO before being referred to the payroll officer. Such leave shall count as service for leave purposes.

57. JURY SERVICES LEAVE

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

- 57.1. The employee notifies the Council as soon as possible of the date(s) involved in jury service.
- 57.2. The employee supplies proof of jury attendance including the relevant dates and times together with full details of the amounts received in respect of the attendance.
- 57.3. The employee claims from the relevant court the full amount payable in respect of jury service and (excepting amounts reimbursed for travelling) repays such amounts in full to the Council.
- 57.4. The employee, as far as is practicable shall return to work if the jury attendance ceases prior to the end of the normal day's work.
- 57.5. Jury service shall count as service for all purposes of the Agreement.

58. BLOOD DONORS LEAVE

A full-time employee who is absent during ordinary working hours for the purpose of donating blood, and who could not donate blood unless provision was made for an absence during the employee's ordinary working hours, shall be allowed up to a maximum of 2 hours on each occasion to a maximum of four attendances each calendar year.

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

- 58.2. Proof of attendance at a recognised place for the purpose of donating blood and the duration of such attendance shall be furnished when requested to the satisfaction of the CEO or his delegate.
- 58.3. The employee shall request such leave as soon as possible of the appointment being made providing evidence where required

59. ABSENCE FROM DUTY

An employee not attending for duty will lose pay for the actual time of such non attendance except in the case of an employee who is absent from duty in accordance with the provisions of this Agreement, or by special leave specifically agreed with Council.

60. PERSONAL (INCL SICK) LEAVE INCENTIVE

Both parties commit themselves to the reduction of unwarranted personal leave and in challenging the prevailing culture in the taking of personal leave. Our strategy in addressing this is to provide some form of financial incentive which encourages regular work attendance, the accumulating of personal leave credits and commitment to the work unit.

- 60.1. In the absence of any agreement to the contrary, the scheme will continue during the life of the Agreement.
- 60.2. To ensure equity in treatment all employees shall be granted their personal leave entitlement (10 days) on 1st July each year. In making this adjustment, personal leave to 30th June will be allocated on a pro-rata basis from their anniversary date.
- 60.3. On termination, (resignation, death, redundancy or permanent disability) payment of a percentage of the accumulated leave as at termination of employment will be made. The following rates are to apply.

PERSONAL (INCL SICK) LEAVE ACCUMULATED	
HOURS	% CONVERTED TO DOLLARS
less than 76 hours (10 days)	nil
less than 190 hours (25 days)	10
less than 380 hours (50 days)	25
less than 760 hours 100 days	40
Over 760 hours (100 days)	50

Termination on the grounds of serious and wilful misconduct and/or other grounds for dismissal will not be eligible for payment.

- 60.4. These incentives are based on current trends and should not be seen as a precedent in determining any future bonus or incentive. Bonuses and incentives will be set at each agreement negotiation stage based on past and current trends.

WORKPLACE HEALTH AND SAFETY

61. WORKPLACE HEALTH AND SAFETY (WHS)

Council and employees recognise the importance of an effective workplace health and safety program in providing a safe work environment for all employees. Improved WHS will ultimately increase productivity throughout Council by reducing the number of incidents / accidents and therefore lost time.

- 61.1. Council and employees will at all times meet their respective obligations and duty of care required of them under the WHS Act and Regulations. All employees shall be assured of a safe and healthy work environment at all times. The parties shall co-operate in the achievement of high standards of workplace health and safety
- 61.2. Council and employees will strive to continually improve WHS performance in accordance with the WorkCover Exempt Employer Performance Standards and provide the highest level of rehabilitation and support processes for employees who sustain a work related injury or illness.
- 61.3. The parties recognise safety education and safety programs shall be fundamental in achieving this objective. On all projects there shall be strict compliance with the relevant WHS guidelines so as to provide and maintain a safe working environment.

62. CLOTHING & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Council will provide protective clothing and safety equipment to employees as considered appropriate by the WHS Committee and endorsed by the CEO having regard to the employers duty of care and obligations under the WHS Act and Regulations and documented in the City of Mitcham's WHS policies, procedures, safe operating and work procedures. Where provided, employees shall wear the clothing or PPE as appropriate.

- 62.1. As a minimum, Council will provide:
 - a) upon commencing employment with Council; two sets of work clothes consisting of two long sleeved shirts and two pairs of long trousers, or two pairs of overalls, plus one windcheater, one winter jacket and one pair of safety boots to a value as determined by the WHS Committee, appropriate head wear (broad brimmed hat) and sun glasses;
 - b) on an annual basis; two sets of work clothes consisting of two long sleeved shirts and two pairs of long trousers, or two pairs of overalls, plus one windcheater; and
 - c) on a bi-annual basis, one winter jacket.

Such clothing will be replaced on a fair wear and tear basis. Tar and bitumen soiled clothing, including mechanics' overalls, shall be laundered fortnightly at Council's expense.

- 62.2. Wet weather gear will be provided on an as required basis as agreed through the WHS Committee.
- 62.3. All PPE will be provided as agreed through the WHS Committee.
- 62.4. Hi-visibility (hi-vis) clothing is to be worn at all times during work hours.

63. TOILETS

Portable toilets will be provided for construction / maintenance gangs (on-site) of four or more employees excepting where an available toilet is in close proximity and if necessary a vehicle is available for transportation purposes.

64. INCLEMENT WEATHER

The arrangements regarding finishing work due to inclement weather are to be considered in conjunction with Council's relevant WHS policies and procedures.

- 64.1. Where the Team Leader (acting in accordance with the Council's WHS Policy and Procedure) is of the opinion that, weather conditions existing at the time are such that continuing to work at the assigned task and in the assigned location would be:-
- detrimental to the employee's health, safety and welfare (detailed within WHS Policy/Procedure);
 - dangerous to the public; or
 - impractical for operational reasons.

The Team Leader shall, subject to approval from the Line Manager (or nominee), after ensuring the safety of the worksite, direct the work team (or individuals as appropriate) to cease this work. The Team Leader shall make every effort to ensure that employees are then relocated to other productive and meaningful functions or tasks, (which may or may not be within their team's normal scope of duties), and are within the capabilities of the employees. Where alternative productive and meaningful work is not available, the Line Manager (or nominee) may decide that work will cease for the remainder of the day.

- 64.2. Time lost due to employees being stood down under extreme weather conditions shall be adjusted hour for hour whereby 50% of the time shall be taken from the individual employees accumulated TOIL bank and 50% of the time is paid by Council. For example if the employee normally works an 8.5 hour day and is stood down due to extreme weather conditions after 4.5 hours, then 2 hours will be paid by the Council to the employee and 2 hours will be deducted from the employee's TOIL bank.
- 64.3. Within any financial year the maximum number of hours that any employee can be stood down under the terms of the weather extremes clause shall be 33.8 hours (ie no employee shall be required to offset their TOIL hours bank by any more than 16.9 hours in the financial year). Should the stand down hours be greater than 33.8 hours in a financial year, the Council will pay 100% of wages for the hours greater than 33.8. The following provisions apply in respect of these arrangements:-
- the employee will be provided with an opportunity to accrue TOIL having regard to the operational areas in which they work;
 - where employee/s are not provided with such opportunity to accrue TOIL, the employee/s may alternatively access their annual leave, sick leave entitlements or convert up to 2 x Grace Days in any 12 month period (provided that the TOIL is used within the same 12 month period within which the Grace Days were provided), to offset the time referred above.
 - Provided that an employee/s shall not access sick leave entitlements where the accrued entitlement is 10 days or less and provided further that the debits to all sick leave and annual leave shall be deducted in full days.

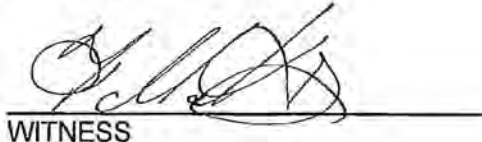
- 64.4. This clause shall not apply to employees working on essential or emergency services/situations, who will be required to remain at work. Provided however, (subject to sub-clause v), that where an employee as aforesaid is required to leave the Depot to attend emergency work, the employee shall receive an allowance of 25% per hour for time spent attending to the emergency
- 64.5. Employees operating suitably air conditioned plant or able to continue work by working in air conditioned buildings will remain at work.

SIGNATORIES TO AGREEMENT

For and on behalf of the Amalgamated AWU (SA) State Union



PETER LAMPS
BRANCH SECRETARY



WITNESS

DATE: 24th 18 / 16

For and on behalf of the City of Mitcham



MATT PEARS
CHIEF EXECUTIVE OFFICER



WITNESS

DATE: 5 / 9 / 2016

SCHEDULE 1 – CLASSIFICATION STRUCTURE, DEFINITIONS & ALLOWANCES

PART S1 - CLASSIFICATION STRUCTURE

The classification structure for employees consists of nine gradings of Municipal Employee.

Municipal Employee Grade 1 (ME-1)

- Community Bus Cleaner.

Indicative Tasks:

- general labouring
- use of hand tools (non-powered)
- washing / cleaning vehicles
- fuel pump attendance
- roadside litter clearing
- concrete mixing by hand
- sweeping
- grubbing or chipping weeds
- hand weeding
- hand pruning (under direct supervision)
- watering
- raking leaves etc
- general tasks about a public camping ground/caravan park
- tip employee (in charge of garbage tip)
- truck loader
- driver Licence C(class car)

Municipal Employee Grade 2 (ME-2)

Indicative Tasks:

- tradespersons assistant
- crusher feeder
- greaser (mechanical equipment)
- pipe layer
- pipe locator operator
- hammer and drill operator
- jumper person (boring in stone)
- auto scythe operator
- air compressor attendant (in charge)
- metal, rubble and/or gravel spreading
- picking stones and other general labouring work re road/footpath construction and maintenance
- scarifying and/or reforming roads or footpaths
- scoring
- green-keeping (golf course)
- nursery attendant (weeding, mixing soils, watering and staking)
- gardener (labouring duties such as site preparation, garden plots preparation, weeding, sowing etc)
- grounds employee (watering, rolling, care of surrounds and assisting other grounds employees)
- tree attendant (prunes/lops trees, trims, sprays plants and transplants trees, chainsaw/pruning saws, general tree maintenance)
- "Gravely" or similar mower operation
- push mower operation
- driver Licence C (class car)
- lower classified tasks if required

Notes:

Employees classified at this level may be required to operate motorised or electric hand tools/equipment, without the need for supervision by a more senior employee.

Employees should be trained/instructed in the proper and safe usage of such tools and equipment, which may include electric whipper snippers and brush-cutters, combustion powered small plant (such as concrete mixers) and electric powered hand tools. Other motorised equipment may be operated under the supervision of appropriately trained senior employee.

Where an employee performs such work without the supervision, the mixed functions provisions shall apply. Provided, however, that where the performance of such work becomes a normal and constant feature of the employee's substantive position, then the employee will be required to be re-classified to the appropriate level. For the purposes of this clause 'normal and constant feature' shall mean the performance of such unsupervised work for an accumulated period of at least 400 hours in a calendar year.

Municipal Employee Grade 3 (ME-3)

- Depot Cleaner / Public Toilet Cleaner
- Bitumen Worker

Indicative Tasks:

- Brush-hand
- Cemetery attendant
- Cleaner
- Chain-person
- Concrete floating
- Cook
- Garbage carter's assistant
- Handyperson
- Kerb/slab making and laying
- Tax and bitumen work
- Tool sharpening
- Caretaker/porter
- Chainsaw operation
- Operation of ride-on and self propelled plant such as: 32r ride-on vibrating roller and other vibrating rollers of as 2868 - 1986 class no vr10, chain trenchers of as 2868 - 1988 (class 5 or class 8). Wheeled tractors of as 2868 - 1986 class 10w, 15w, or 30w, motor mowers and rotary hoes.
- Operation of a variety of hand-held motorised tools such as: quick-cut saw, vibrating plates, rollers (hand guided), wackers, tampors, concrete mixing machine, jackhammer (pneumatic or electric), chainsaw, posthole auger, whipper-snipper, brush-cutter, rotary hoe, grass edging machine.
- Gardening duties such as: pruning, use of herbicides, fungicides etc, planting and transplanting of trees, shrubs, flowers etc, landscaping, rockeries, construction of paths, pergolas etc associated with landscaping.
- Grounds employee (care, alignment and maintenance of bowling greens and/or turf wickets)
- Driver licence c(class car)
- Lower classified tasks as required

Note: Wheeled tractor operator with attachment using power/hydraulics off the tractor is ME4)

Municipal Employee Grade 4 (ME-4)

- Civic Centre Cleaner (classification includes and absorbs all penalty payments)
- Civil Construction Worker
- Horticulture Worker (unqualified)
- Irrigation Mechanic
- Community Bus Driver
- Driver, Street Tidy Garbage Collection
- Tractor Operator, Mowers
- Ride-on Mower Operator
- Graffiti Removal
- Signage

Indicative Tasks:

- Storeperson
- Senior chainperson (defined)
- Powder monkey
- Swimming pool attendant (wage rate includes weekend penalties)
- Brick and other paver laying (including setting up and levels)
- Concrete finisher
- Trench/shaft worker (greater than 6' in depth)
- Leading worker (defined)
- Lower classified tasks as required driving
- Community bus driver
- Driver licence mr (old class lt) plant/machine
- Back-hoe loader (class 2)
- Wheeled loader (class 35 wl)
- Static roller (class 8 - 20)
- Vibrating roller (class vr 24)
- Pneumatic multi-tyred roller (class pr 22)
- Wheeled tractor (class 400W)

Municipal Employee Grade 5 (ME-5)

- Trades people
- Concrete Worker
- Skid Steer Operator
- Hot Mix Operators
- Horticulture Worker (qualified)
- Excavator Operator.
- Store Person
- Irrigation Mechanic
- Playground Maintenance
- Weed Control

Indicative Tasks:

- Trade level for bricklayer, painter, motor mechanic, plasterer, carpenter/joiner, plumber (other than registered sanitary), horticulture, electrician, welder (1st class)
- Irrigation mechanic (defined)
- Senior store-person (defined)
- Leader worker (defined)
- Lower classified tasks as required driving
- Driver licence hr (old class ht/la) plant/machine
- Excavator and shovel-loader (class 55)
- Grader operator (class 60)

- (me6 whilst engaged on "construction" grading)
- Back-hoe loader (class 4)
- Wheeled loader (class 150wl)
- Tracked loader (class 40tl)
- Vibrating loader (class vr55)
- Pneumatic multi-tyred roller (class pr30)
- Standard scraper (class 7)
- Bulldozer (class 30)

Municipal Employee Grade 5R (ME-5R)

- Robotic Arm Collection Vehicle (RACV) Operator

Municipal Employee Grade 6 (ME-6)

- Elevated Work Platform (EWP) Operator
- Head Store Person
- Line Marking
- Head Store Person
- Footpath Sweeper Operator.
- Diesel Mechanic

Indicative Tasks:

- Trade level for registered sanitary plumber, signwriter
- Senior motor mechanic
- Driver/operator for mechanical grave digger, line marking machine, mechanical road sweeper and weed unit
- Leading worker (defined)
- Lower classified tasks as required driver
- Driver licence hc (old class ha) plant/machine
- Excavator and shovel-loader (class 85)
- Grader operator
- (me7 whilst engaged on "construction" grading)
- Back-hoe loader (class 5)
- Wheeled loader (class 250wl)
- Tracked loader (class 98 tl)
- Standard scraper (class 10)
- Bulldozer (class 150C)

Municipal Employee Grade 7 (ME-7)

- Senior Diesel Motor Mechanic
- Leading Worker

Indicative Tasks:

- Leader worker (defined)
- Lower classified tasks as required plant/machine
- Excavator and shovel loader (class 470)
- Grader operator (class 110)
- Standard scraper (class 40)
- Bulldozer (class 600c)

Municipal Employee Grade 8 (ME-8)

- Leading Worker (experienced)

Indicative Tasks:

- Leading worker (defined)
- Lower classified tasks as required

Municipal Employee Grade 9 (ME-9)

- Team Leader (defined)

S1.1 Multi-Skilling Council may direct an employee to carry out such duties as are within the limits of the employees skill, competence and training.

PART S2 – PLANT AND MACHINE OPERATORS

- (i) Excavators and Shovel-Loaders kw kg Class
up to 65 - - up to 23000kg 85 – CO3/ME 6
100-< 540 23000 - < 135000 470 – CO4/ME 7
- (ii) Graders kw kg Class
up to 75kw> - up to 13200 kg 95 – CO3/ME 6
110 -< 540 13200 -< 75600 110 – CO4/ME 7

Grader Operators at ME 5 and ME 6 undertaking construction grading should be classified or paid at the next highest classification, with an upper limit capping of ME7 for Grader Operators.

- (iii) Back-hoe Loaders
Digging depth (mm) Class
up to 5000 Class 4 – CO2/ME 5
5000 – Class 5 – CO3/ME 6
- (iv) Wheeled Loaders
All ME 5
- (v) Tracked Loaders Kg Class
800 - < 5000 40TL - CO2/ME 5
5000 - 98TL - CO3/ME 6
- (vi) Static Rollers
Class 8 - 2 - CO1/ME 4
- (vii) Vibrating Rollers
Kg/cm Class
10 - < 35 VR 24 – CO1/ME 4
35 - VR 55 – CO2/ME 5
- (viii) Pneumatic Multi-tyred Rollers Kg Class
7000 - < 30000 PR22 – CO1/ME 4
30000 - PR30 - CO2/ME 5
- (xi) Wheeled Tractors kw kg Class
Up to 45 kw up to 65000kg 400W – CO1/ME 4
With Attachments:

PART S3 - DEFINITIONS

S3.1 Leading Workers

ME Grade 4 - "Leading Worker"

Has the responsibility to lead a small work group which normally comprise no more than four (4) workers, whose classifications could range between Municipal Employee Grade 1 to Grade 3.

The work group would normally use only the powered tools and equipment detailed under the indicative criteria for Grades 1 to 3.

This work level may also include the training of employees, the keeping of relevant basic records and the elementary interpretation/execution of work from plans.

ME Grade 5 - "Leading Worker"

Has the responsibility to lead a small to medium size work group which would normally comprise no more than eight (8) workers whose classifications could range between Municipal Employee Grade 1 and Grade 4.

The work group would normally be working with powered tools and equipment in accordance with that detailed in the indicative criteria for Grade 1 to 4.

This work level may also include the training of employees, the keeping of relevant records, and the interpretation/execution of work from plans.

ME Grade 6 - "Leading Worker"

Has the responsibility to lead a medium to large size work group which would normally comprise no more than fifteen (15) workers, whose classifications could range between Municipal Employee Grade 1 and Grade 5.

The work group may be smaller, where the work group is involved in the performance of more complex construction/maintenance duties, particularly in the case where tradespersons and/or heavy plant is involved.

The work group would normally be working with powered tools and equipment in accordance with that detailed in the indicative criteria for Grade 1 to 5.

This work level may also include the training of employees, the keeping of relevant records, and interpretation of work from plans.

ME Grade 7 - "Leading Worker"

Appointment to ME-7 Leading Worker positions shall be made by management having regard to the appropriate level Leading Worker Position Profile.

ME Grade 8 - "Leading Worker"

This grading shall be applied to a worker who has responsibilities similar to those detailed under Grade 7 criteria, but is considered by the Council to be operating at a constantly high level of efficiency and effectiveness. In determining what constitutes a high level of efficiency and effectiveness, the following Key Performance Indicators (KPI's) are to be used. Over the period of 12 months prior to the review, the Leading Worker has demonstrated performance in:-

1. Work Team is out of the Depot, consistently by 7.15 am.
2. Work Team is not back in Depot, consistently until after 3.40 pm.
3. Punctuality and reliability in attendance, (for example, less than 5 days sick leave per year; however medical certificates would be accepted for longer absences.)
4. Evidence of being pro-active in carrying out minor repairs or completing CRM's advising of repair/attention.
5. No breaches of the WHS Act.
6. No substantiated complaints.
7. No disciplinary action.
8. Demonstrates care of plant and equipment; for example no careless damage, loss, or theft.

The reclassification to ME-8 would be subject to maintaining these standards.

Should performance start to decline, counselling by the Team Leader / Coordinator and Manager would take place and should there be no improvement, the Leading Worker would be returned to ME-7 classification with wages adjusted accordingly. In such instances the employee could ask for review once they believe the performance in the area(s) of concern have been addressed and maintained for at least 6 months.

ME Grade 9 – "Team Leader"

Appointment to ME- Team Leader positions shall be made by management having regard to the appropriate level Leading Worker Position Profile.

S3.2 Irrigation Mechanic

An irrigation mechanic is an employee who is principally and normally engaged in irrigation plumbing and is capable and required to undertake the following range of duties:

- a) The installation of irrigation systems to distribute water or similar liquids from any source for such purposes as growth, leaching, cooling, misting, fogging, recycling, treating, disposal or water replenishment of the soil or other areas, or substances used to sustain plant life.
- b) The installation of any pipes, fittings, pumps, tanks, valves, control valves, main valves or ferrules, pressure control devices, flow control devices, back flow prevention devices, filters, water meters, flow control system, all types of hydraulic, electric and electronic extra low voltage control controls and other ancillary controls up to 32 volts AC and DC, including the associated wiring for such equipment and all other components required to form a complete system of irrigation.
- c) The installation of any irrigation drainage including any system of channels, pipes, pits, sub-soil agriculture pipes and the like, installed for such purposes as receiving and removing water, preventing water saturation of the soil or other medium, reducing salt and chemical build up in the soil or other medium as a result of irrigation.
- d) Associated excavation, levelling and trenching work including the operation of manual or mechanical equipment required.

S3.3 Senior Store-person

Has the responsibility for a large council store, and may be required to supervise or provide guidance and direction to other employees. The employee would have highly developed interpersonal and communication skills, and required to exercise skills attained through the successful completion of a store/warehousing certificate.

S3.4 Senior Motor Mechanic

In the exercise of its discretion council may classify a "Mechanic" as a "Senior Mechanic" having due regard to the experience and ability of the employee in the performance of his/her duties.

A senior mechanic so classified shall be capable (when required) of each of the following:

- The application of the full range of mechanical trade skills and responsibilities,
- The ability to competently perform repairs and maintenance on the full range of council's plant and equipment,
- The ability to perform other work beyond normal mechanical trade skills,
- The ability to effectively work alone without the need for direct supervision,
- Supervising the work or training of apprentices.

S3.5 General Chainperson

Has the responsibility for the general care and maintenance of tools and survey equipment, accurately carrying out survey measurements, and the recording of routine data. The employee could be expected to acquire an elementary knowledge of basic geometry and capable of using normal survey equipment eg. theodolite, levels etc.

PART S4 - ABSORPTION OF ALLOWANCES

Payment of the following allowances is no longer applicable as a result of previous Enterprise Agreement negotiations:

- Disability Allowance
- Burning off Grass;
- Cleaning Public Lavatories
- Handling Money on behalf of Employer
- Removal of Dead Animals
- Confined Spaces;
- Portable Wood Chipping Machine
- Height Allowance;
- Toxic Substances;
- Hotmix.

Wet work; means a place where the clothing of an employee becomes saturated, or a place where the employee has to stand in water or slush over one inch in depth so that his/her feet would become wet if not protected.

Working in the Rain (Bitumen and Concrete)

Driving and Towing Allowance:

- i) Employee whilst engaged in carting tar and/or bitumen and/or emulsified bitumen, tarred or bituminised metal or tarred or bituminised screenings used for tar or bitumen dressing for paving streets and/or footpaths, or whilst driving and operating fantail spreader.
- ii) Employee whilst engaged in spreading screenings and sand on tar and/or bitumen and/or emulsified bitumen or any other similar substances and who comes into contact with the tar, bitumen or similar substance.
- iii) Tractor driver or roller driver, whilst engaged in handling tar and/or bitumen and/or emulsified bitumen, tarred or bituminised metal or tarred or bituminised screenings used for bitumen dressing, for paving streets and/or footpaths and whilst engaged in the application of materials so carried.
- iv) Operator of front-end loader whilst engaged loading tar, or bituminous metal, or bituminous screenings, or bituminous dressing for paving streets and/or footpaths, and whilst engaged in the application of materials so carried.
- v) A driver of a goods carrying vehicle who holds a current 2b-2 crane driver's certificate of competency and is required to drive a goods carrying vehicle with a truck loading crane mounted on the vehicle.

These activities can be undertaken by any employee with appropriate experience, training, knowledge, skill and competence.

PART S5 – PAYMENT OF ALLOWANCES

The following allowances shall continue to be paid: (Where the Award payment is higher than that provided below, the higher amount shall be paid.)

S5.1 Stand-by Allowance for Call Outs.

Employees who qualify and volunteer to be rostered on stand-by to attend after hours call outs, shall receive an allowance of \$195 for the 7 day shift in addition to the use of Council's vehicle for commuter use.

If an employee is rostered on standby on a gazetted public holiday, the stand by allowance will be paid at double the daily stand by allowance for the public holiday.

S5.2 Working in the Rain.

Employees who are required to work in the rain, at the Team Leaders / Coordinators discretion, shall be paid an allowance of 25% for time so worked. This arrangement is to cover emergency work occurring during normal working hours that must be completed in the rain, for example drain maintenance / flooding, emergency tree work, collection of garbage using side loader, rendering job site safe, completing concrete pours and bituminous concrete.

S5.3 Driving and Towing Allowances.

Employee driving motor (not being a tractor) drawing a loaded single axed trailer is paid per day:

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$2.25	\$2.30	\$2.35

Employee driving motor (not being a tractor) drawing an empty single trailer is paid per day:

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$1.50	\$1.55	\$1.60

Employee driving motor (not being a tractor) drawing any other loaded trailer is paid per day:

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
3.20	\$3.30	\$3.40

Employee driving motor (not being a tractor) drawing any other empty trailer is paid per day:

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$1.85	\$1.90	\$1.95

S5.4 Tool Allowance

A tradesperson will be paid an allowance for supplying and maintaining tools ordinarily required in the performance of the work performed as a tradesperson.

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$8.90	\$9.15	\$9.40

for Plumbing trade:

\$24.30	\$24.95	\$25.60
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S5.4.1 Council will provide for the use of tradesperson or apprentices, all necessary power tools, special purpose tools, precision measuring instruments and for sheet metal workers, snips used in the cutting of stainless steel and similar hard metals.

S5.4.2 A tradesperson or apprentice will replace or pay for any tools supplied by their employer if lost through his/her negligence.

S5.5 Meal Allowance

An employee required to work overtime in excess of one and a half hours after working ordinary hours will be paid a meal allowance by Council to meet the cost of a meal, or at the option of Council, be provided with an adequate and suitable meal.

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$19.40	\$19.95	\$20.50

S5.6 Travelling, Starting and Finishing on the Job.

An employee required by Council to commence work at the normal time and finish at the normal time at any worksite being within the Council's boundaries will be paid an allowance:

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$4.30	\$4.40	\$4.50

S5.6.1 In lieu of making the payment, Council may decide to allow the employee(s) to either commence work 15 minutes later or finish work 15 minutes earlier.

S5.7 Travelling Time Outside Normal Working Hours.

An employee required by the employer to report to their normal departmental depot or workshop or other permanent starting point prior to proceeding to the work site is paid at their ordinary rate, for all time outside normal working hours reasonably spent in travelling from the departmental depot or workshop or permanent starting point to and from the job.

S5.8 Returning Plant Outside Normal Hours.

An employee returning a vehicle or plant to a depot outside normal working hours, under the direction of Council, shall be paid overtime as set out in Clause 47.

S5.9 Mileage Reimbursement.

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 mileage rate as per the LGE Award.

S5.10 Working Around Powerlines Allowance.

An employee holding a current Elevated Work Platform (EWP) ticket together with a current certificate in Electro Technology and who works from an EWP or insulated cherry picker in clearing tree branches, will be paid an allowance.

Allowance as at 1st July 2016	Allowance as at 1 st Pay after 1/7/2016 2.75% increase	Allowance as at 1 st Pay after 1/7/2017 2.75% increase
\$16.50	\$16.95	\$17.40

PART S6 – NEW CLASSIFICATION STRUCTURE – INFRASTRUCTURE EMPLOYEE (IE)

Current Classifications	Award	Proposed Structure	Wage Comparisons	Progression / Classification Criteria
<u>ME1 to ME3</u>		<u>IE A</u>	<ul style="list-style-type: none"> • <u>two wage points</u> • equal to the top of ME3 	<ul style="list-style-type: none"> • entry level for employee without drivers licence (Class C) • entry level for inexperienced, trainee or unskilled employee • progress to 2nd wage point after 12 months satisfactory service • <u>progress to IE B after 24 months providing that:</u> <ul style="list-style-type: none"> □ Class C drivers licence obtained □ demonstrated basic competencies in construction / maintenance and / or gardening / parks and reserves work. □ satisfactory performance review for the period
<u>ME4</u>		<u>IE B</u> <u>Progress to IEC after completion of Cert 3</u>	<ul style="list-style-type: none"> • <u>two wage points</u> • equal to the top of ME4 	<ul style="list-style-type: none"> • entry level for employee who has drivers licence (Class C) and with basic relevant experience and / or skills to the proposed work area • <u>progress to IE C after 24 months providing that:</u> <ul style="list-style-type: none"> □ multiskilled in relevant council work and operations □ competency levels achieved □ MR Class licence (formerly LT) □ TAFE Certificate 3 in horticulture or construction / maintenance (or equivalent) □ continuous (assessed) satisfactory performance reviews over the 24 month period – where any aspect of work or service is deemed “unsatisfactory” the employee (from that point) will need to serve a further 24 months of satisfactory service prior to progression to IE C
<u>ME-5R</u>		<u>IE RACV</u>	<ul style="list-style-type: none"> • <u>one wage point</u> 	<ul style="list-style-type: none"> • RACV Operators

ME5 to ME6	IE C	<ul style="list-style-type: none"> • 5 wage points • bottom of ME5 (1) • top of ME6 (3) • mid-point (2) • ME-7.....(4) • Top of ME-7....(5) 	<p>1. <u>First wage point</u></p> <ul style="list-style-type: none"> • employee progressing from IE B • <u>entry point</u> for new employee who: <ul style="list-style-type: none"> □ is required to operate specialised or small plant operators eg Skid-steer, hot-mix, wood chipper and is skilled, experienced and qualified to undertake such work □ is required to hold a horticulture trade qualification or relevant TAFE Certificate 3 in construction / maintenance or horticulture and undertakes a range of trade or similar level work operations associated with such qualification <p>2. <u>Second wage point</u></p> <ul style="list-style-type: none"> • employee who has served 12 months of (assessed) satisfactory performance at <u>IE C (first wage point)</u>. • <u>Final wage point</u> for specialised or small plant operators eg weed unit, Skid-steer, hot-mix, wood chipper and is skilled, experienced and qualified to undertake such work <p>3. <u>Third wage point (Certificate or Trade)</u></p> <ul style="list-style-type: none"> • <u>Final Wage point</u> for employee who has served 12 months of (assessed) satisfactory service at <u>IE C (second wage point)</u>. • <u>entry level for specialised trades</u> ie mechanic, plumber (including irrigation mechanic as defined), electrician with limited experience. • <u>Final Wage point</u> for Heavy specialist plant operators, articulated loader, excavator, EWP operator, mobile ladder with insulated power ticket, line marker, Sweeper, Weed Unit operator. <p>4. <u>Fourth Wage point (Specialist Trades)</u></p> <ul style="list-style-type: none"> • <u>entry level for specialist tradesperson with significant relevant experience;</u> ie mechanic, Plumber, including Irrigation mechanic as defined, electrician. <p>5. <u>Fifth Wage point. (Specialist Trade)</u></p>
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			<ul style="list-style-type: none"> Specialised tradespersons final wage point.
ME7 to ME8	IELW (Leading Worker)	<ul style="list-style-type: none"> 3 wage points top of ME7 (1) top of ME8 (3) mid-point (2) 	<ol style="list-style-type: none"> <u>First wage point (Our ME-7)</u> Appointed Leading Worker of work group. A Leading Worker will be appointed when 2 workers performing relevant council work, (construction / maintenance and / or gardening / parks and reserves work) are required to work together and be classified at IE-LW 1st Wage Point <u>Second wage point</u> <ul style="list-style-type: none"> employee who has served 12 months of (assessed) satisfactory performance at <u>IE LW (first wage point)</u> and who demonstrates effective supervisory and organisational skills (where appropriate) <u>Third wage point (Leading Workers only progress as per our criteria; ME-7 to ME-8)</u> <ul style="list-style-type: none"> This grading shall be applied to a worker who has responsibilities similar to those detailed under Grade 7 criteria, but is considered by Council to be operating at a constantly high level of efficiency and effectiveness. this wage point is discretionary and reclassification to ME-8 is subject to maintaining the following standards: <ul style="list-style-type: none"> Work Team is out of the Depot consistently before 7.15am. Work Team is not back in Depot, consistently until after 3.40pm, unless preparing for the next day and 3.30pm is agreed to with Team Leader. Work Team are onsite working and begin onsite clean-up & pack up at 3.30pm. Ability to make decisions and solve problems on the job. Punctuality and reliability in attendance. Less than 5 days sick leave per year however medical certificates accepted for longer absences. Being proactive in carrying out repairs, ordering materials for onsite delivery completing all associated paper work including and not limited to CRMs, Risk

			<p>Assessments.</p> <ul style="list-style-type: none"> • No breaches of the WHS Act. • No disciplinary action • No substantial complaints • Demonstrates care of plant and equipment. Takes responsibility for cleanliness and road worthiness, fit for purpose ensuring no careless damage, loss, or theft. <p>In determining what constitutes a high level of efficiency and effectiveness, the Key Performance Indicators (KPI's) listed above are to be used. Over the period of 12 months prior to the review, the Leading Worker has demonstrated and can provide evidence of consistent achievement of these KPIs.</p> <p>Should performance decline, counselling by Team Leader/ Manager will be undertaken to return to satisfactory level. Where no improvement is evident within a reasonable timeframe, the Leading worker will revert to ME-7 classification with wages adjusted accordingly. In such instances the employee may request review if they believe performance in the area(s) of concern have been addressed and maintained for at least 6 months.</p>
Above existing ME structure	<u>IETL (Team Leader)</u>	<ul style="list-style-type: none"> • <u>one wage point</u> 	<p>The position will be made available at the discretion of Council having regard to the following factors:</p> <ul style="list-style-type: none"> • the position is considered beyond the scope of the existing Award • it will involve some aspect of "hands on work" when required • it may involve considerable supervisory responsibilities including planning and reporting requirements • may involve highly specialised and / or technical operations

Infrastructure Employee (IE) (Summary)

IE-A	<ul style="list-style-type: none"> -<u>entry level</u> (inexperienced, unskilled and/or without drivers licence) -licence obtained and basic competencies, (2 increments) -progress to 2nd wage point after 12 months of satisfactory performance/service (+ 1.2%) [Our ME-3. Progress to IEB {ME-4} after 24 months satisfactory performance]
IE-B	<ul style="list-style-type: none"> -<u>entry level</u> (licence, basic relevant skills and/or experience) (+3.4%) -multi-skilling and relevant skills development, LT licence, achieved Certificate III (or equivalent qualification) (2 increments) (+1.2%) -progress to first wage point of IE C after 24 months of satisfactory performance/service [Our ME-4. Progress to IEC {ME-5} after Cert 3 completed]
IE-C	<ul style="list-style-type: none"> -<u>entry level</u> (horticulture trades, Cert III, range of skills associated with qualification, specialist on heavy plant operation. (+1.1%) -2nd wage point after 12 months satisfactory performance/service. <u>Final wage point</u> for specialised or small plant operators (+1.1%) -3rd wage point for Certificate or trade after further 12 months (Our ME-5) -3rd wage point is <u>entry level</u> for specialised trades with limited experience. (Our ME-6) (+2.6%) -4th wage point is specialised trade with significant experience -5th wage point is final wage point for specialised trades after 12 months of satisfactory performance /service at 4th wage point
IE-RACV	RACV Operators (Our ME-5R)
IE-LW	<ul style="list-style-type: none"> -appointed Leading Workers. (Our ME-7) -demonstrates effective supervisory and organisational skills -3rd Leading Worker final wage level based on effective performance) (Our ME-7 to ME-8 as per criteria)
IE-TL	<ul style="list-style-type: none"> -discretion -various criteria state -work beyond Award structure [Our ME-9] Team Leaders (ME-8 + 10%)

Note: Where progression is granted on the basis of (assessed) satisfactory performance/service the employee is expected to continue at a satisfactory standard to warrant the higher classification or wage level. If the performance/service is subsequently assessed as unsatisfactory the employee will revert to the preceding wage level under the classification and performance reviewed again in 3 months. An employee who is aggrieved by a performance ranking may appeal the ranking in writing to the Manager Operations. The Manager's decision is final

SCHEDULE 2 - SCHEDULE OF WAGES, CLASSIFICATION STRUCTURE

AWARD CLASSIFICATION	CLASSIFICATION <i>(See Part 56 re progression requirements and Entry points)</i>	Wage as at 1/7/2016	Wage as at 1st Pay after 1/7/2016 2.75% increase	Wage as at 1st Pay after 1/7/2017 2.75% increase
ME-3	IE-A, Entry	\$978.90	\$1,005.80	\$1,033.50
	2 nd Wage Point	\$1,002.20	\$1,029.80	\$1,058.10
ME-4	IE-B, Entry	\$1,024.50	\$1,052.70	\$1,081.60
	2 nd Wage Point	\$1,048.30	\$1,077.10	\$1,106.70
(With Certificate progress to:				
ME-5	IE-C, Entry	\$1,056.50	\$1,085.60	\$1,115.50
	2 nd Wage Point	\$1,097.20	\$1,127.40	\$1,158.40
ME-6	3 rd Wage Point	\$1,110.60	\$1,141.10	\$1,172.50
ME-7 Mechanic	4 th Wage Point	\$1,114.30	\$1,144.90	\$1,176.40
ME-7 Mechanic	5 th Wage Point	\$1,137.70	\$1,169.00	\$1,201.10
IE-RACV		\$1,188.00	\$1,220.70	\$1,254.30
(Leading Workers)				
ME-7	IE-LW/AS	\$1,114.30	\$1,144.90	\$1,176.40
	2 nd Wage Point	\$1,137.70	\$1,169.00	\$1,201.10
ME-8	3 rd Wage Point	\$1,162.30	\$1,194.30	\$1,227.10
ME-9	IE-TL	\$1,278.80	\$1,314.00	\$1,350.10