



SOUTH  
AUSTRALIAN  
EMPLOYMENT  
TRIBUNAL

# **CITY OF MOUNT GAMBIER ASU ENTERPRISE AGREEMENT NO 10 OF 2018**

**File No. 571 of 2018**

**This Agreement shall come into force on and from 31 December 2017 and have a life extending for a period of 36 months therefrom.**

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



DATED 05 APRIL 2018.

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COMMISSIONER AIKENS

**City of Mount Gambier**

**ASU Enterprise Agreement**

**Number 10, 2018**

(to commence on certification by the commission)

This Enterprise Agreement

is made pursuant to the

Fair Work Act 1994

this            day of            2018

between the

**CITY OF MOUNT GAMBIER**

10 Watson Terrace

Mount Gambier

**AUSTRALIAN SERVICES UNION**

and

**ASSOCIATION OF PROFESSIONAL ENGINEERS, SCIENTISTS, MANAGERS AUSTRALIA  
(APESMA) TRADING AS PROFESSIONALS AUSTRALIA**

The terms and conditions agreed between the parties are set out herein

## 1. Title

This Agreement shall be known as the City of Mount Gambier ASU Enterprise Agreement No 10 of 2018.

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### 3. Definitions

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"Agreement" is the City of Mount Gambier ASU Enterprise Agreement No. 10 of 2018.

"APESMA" is the Association of Professional Engineers, Scientists, Managers Australia, trading as Professionals Australia (PA)

"ASU" is the Amalgamated ASU (SA) State Union (known as the Australian Services Union), referred to in this document as the ASU or as the Union.

"Award" is the South Australian Municipal Salaried Officers Award.

"CEO" is the Chief Executive Officer of the City of Mount Gambier or person acting in that position.

"Consultation" means sharing of information and exchange of views between the parties and provides employees with the genuine opportunity to contribute effectively to decisions which are likely to have a significant effect(s) on their employment. It provides employees with the opportunity to have their viewpoints heard and taken into consideration prior to a decision being made.

"Corporate Leader" includes Manager, Supervisor, Team Leader or anyone with supervisory functions over staff.

"Council" means the employer – the City of Mount Gambier. The CEO (or delegate) is the primary decision-maker of Council with regards to employees covered by this Agreement and the Award, in this context "Council" may refer to the CEO, General Manager or Corporate Leader of an individual employee or workgroup.

"Employee" means a person employed by the City of Mount Gambier who performs work covered by this Agreement and the Award.

"ECC" means the Employee Consultative Committee which is the consultative mechanism for negotiating, reviewing and monitoring Enterprise Agreements with the ASU and PA, and their members, and considering concerns and/or disputes arising from the operation of the Enterprise Bargaining Agreements.

"Graduate" is a person who has successfully completed a course of study or training, or a person who has been awarded an undergraduate or first academic degree.

"Natural Attrition" is the gradual reduction in the number of employees by natural means over time.

"Primary Caregiver" means someone who has primary responsibility for the care of a child immediately following birth/adoption. "Primary Caregivers" are also those individuals who have recently become parents through actions of custody. Applies to births and adoptions.

"Resource Sharing" means the concept of co-operation and sharing of resources, human, financial and material, with other organisations and Local Government bodies.

"Salary" means the employee's classified salary pursuant to the Award and the wage rates/salary contained in the City of Mount Gambier ASU Enterprise Agreements.

"Secondary Caregiver" means the current partner of the primary caregiver, the other legal parent of the child or the current partner of the other legal parent of the child.

"Significant Effect(s)" means effects including termination of employment, major changes in the composition, operation or size of the workforce or skills required the elimination or diminution of job opportunity, promotion opportunity or job tenure, the alteration of hours of work, retraining or relocation and the restructuring of jobs.

"Trainee" is a person undergoing on the job training for a particular job or profession.

"Union" means the Amalgamated ASU (SA) State Union and/or the APESMA in respect of their members employed by the City of Mount Gambier.

"Work Group(s)" means the grouping of employees that have a similar function, task or have a common objective. Council's existing work groups are delineated by the organisational structure or through the current association of employees undertaking particular roles or projects. Most employees are able to immediately identify with at least one work group.

"Workplace Change" means the nature of change described in the definitions for "Consultation" or "Significant Effect(s)".

"Workplace Representative" means an ASU or PA member elected from the membership appointed under the rules of the relevant union, whose role is to effectively represent the interests of members at the workplace.

## 4. Parties Bound

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The Agreement will be binding on:

- City of Mount Gambier in respect of its employees engaged pursuant to the Award
- Employees of Council covered by the Award
- Employees engaged under a traineeship program
- The ASU in respect of its members engaged by the City of Mount Gambier
- The PA in respect of its members engaged by the City of Mount Gambier.

The following positions are not covered by this agreement:

- Chief Executive Officer
- General Managers
- Cadets/Work Experience Employees.

## 5. Aims & Objectives

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The Agreement aims to develop, support and enhance a flexible work force and management structure committed to productivity and efficiency improvement within the changing nature of local government.

These aims and objectives will remain in place during the life of the Agreement unless amendments to legislation require Council to implement alternative arrangements.

The Agreement contributes to the attraction and retention of flexible, skilled and committed workforce, and supports Council's strategic vision.

The Agreement supports the achievement of organisational objectives by:

- Building and maintaining a culture of trust between all employees, employees and Councillors, Council and community
- Providing all employees with the skills, knowledge and capabilities to enable them to deliver quality services that are valued by our community
- Facilitating optimum delivery of strategic and corporate objectives
- Building and celebrating a culture of excellence in our services and programs
- Ongoing productivity and efficiency improvement; and



- Increased job satisfaction and the provision of a sustainable level of job security, benefits and condition for employees.

The parties recognise the importance of cultural change in the workplace as fundamental to improved service delivery and agree to take an integrated approach to achieving workplace objectives.

Employees agree to actively promote an environment of trust, respect and empathy in working with each other and agree to respect the contributions and opinions of all employees regardless of position, background or longevity of employment at Council.

The parties agree to improve internal partnerships and cooperation and to focus on a culture of employee relations in which consultation is an essential ingredient to workplace change.

## **6. Period of Operation**

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The Agreement will come into force from the date of certification by the commission and remain in force for a period of three years. The parties agree that negotiations for the next Agreement will commence no later than 6 months prior to the expiration of the Agreement.

## **7. Employee Consultative Committee**

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The Employee Consultative Committee (ECC) members will create and maintain an environment that facilitates the opportunity for open and respectful discussion of issues and:

- Meet on a bi-monthly or at a mutually agreed alternative frequency of meetings, to discuss issues relating to productivity and efficiency and working conditions for the life of the agreement
- Provide a forum for discussion of any issues raised by employees relating to the workplace or working conditions
- Canvas, support and engage employees, providing consolidated representation during enterprise bargaining negotiations; and
- Facilitate two-way consultation and communication between ECC, Unions and Council regarding arrangements within the current Agreement.

The ECC membership will be up to six employee representatives who are bound by this agreement, and up to three management representatives.

The ECC will endeavour to comprise a demographic representation of the workgroups bound by the Agreement such that views of the workgroups can be represented and the committee member can be point of contact for employees to the ECC.

Decisions will be made by consensus between the representatives. Should an ECC member not be able to attend a meeting, a proxy may attend on the committee member's behalf which includes voting rights.

Any dispute arising out of the Agreement will be referred to the ECC for consideration as per Clause 13.

## **8. Employment Security**

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For the life of the Agreement there shall be no forced redundancies but employee numbers may be reduced through natural attrition.

Employees commit to becoming fully trained and multi-skilled to enhance organisational flexibility and agree to undertake any work as directed across or within their classification level providing that such work is within the limits of their skill, competence and training.

Where a position is made redundant through organisational change, employees will be redeployed into a position of equal classification, or if it is agreed by Council and the employee that this is not feasible an employee may be deployed to a position of lower classification in which case the following will apply:

- The employee may agree to the redeployment, with such agreement not being unreasonably withheld
- On commencement of a new position the employee's salary will remain frozen at that rate until the new position reaches an equal salary rate
- Any employment benefits attached to the former position will be maintained; and
- Council will provide training to assist the redeployed employee into the new position.

Council and employees commit to resource sharing and partnerships in order to maximise the efficient utilisation of human, financial and material resources of Council in all areas of service and operation.

Where resource sharing or partnership arrangements require variations in pay rates, hours of work or conditions, these are to be agreed with the affected employees prior to the commencement of these other duties.

When an employee returns to work with Council, the employee shall revert to the substantive classification occupied with Council prior to the secondment or transfer.

In the event of an amalgamation occurring involving Council, a Joint Enterprise Bargaining Negotiating Committee will be formed comprising equal employee and employer representatives from each Council.

## ***9. Consultation and Employee Relations***

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

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

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

## ***10. Workplace Representatives and Union Training***

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Union Workplace or Employee Representatives will be entitled to undertake discussions with:

- Officers of the union
- Other union members, and
- Management

about matters pertaining to the worksite for a reasonable amount of time as required.

Access to facilities will be provided to enable the representative to carry out their role.



A Union Workplace or Employee Representative is entitled to a maximum of five days union training per annum provided that:

- Four weeks' notice is given
- Details of the training are provided to Council if requested and
- Adequate staffing arrangements are able to be made.

## **11. Productivity and Change**

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The parties acknowledge that employees will at times be required to work in ways that maximise skills, knowledge and abilities beyond the Award and position description.

The parties acknowledge that employees will need to engage in organisational productivity and change strategies and that the more employees are involved in change processes, the greater the effectiveness of the positive change and resultant productivity.

The parties acknowledge that training and education of employees may be required to assist individuals and work groups to achieve outcomes, identify and implement performance targets and other strategies.

The parties are committed to ongoing productivity improvement, change management and building on the progress made during previous enterprise agreements.

More specifically, employees agree to:

- Be actively involved in training, support, effective implementation, enforcement and application of corporate software systems relevant to their role.
- Adopt an integrated approach to the support and implementation of a robust, sustainable safety culture including:
  - Commitment to the effective implementation and application of Work Health and Safety (WHS) management systems; and
  - Ensuring that all Council operations are undertaken with minimal risk to staff and others at all times.
- Actively participate and demonstrate commitment to a risk management culture by:
  - Systematically identifying, assessing and controlling risks in the workplace; and
  - Taking a risk management approach to the integration of innovative solutions leading to increased accountability and continually improving systems.
- Adapt to the ongoing complexities of local government by supporting strategies to deal with increased legislative compliance and governance obligations.
- Work constructively to achieve successful strategic and business related outcomes through the performance development and review process in accordance with Council's guide to the employee performance development and review process.
- Demonstrate and uphold the principles of good conduct and behavioural standards defined within the relevant code of conduct.
- Commit to the effective implementation and application of decentralised budget management where managers, with workgroup support, are responsible and accountable for developing, monitoring and reviewing their workgroup budgets.
- Continued involvement in and commitment to, Council's corporate business unit and strategic planning processes.
- Embrace and support Council's customer service charter.

- Ongoing involvement in and commitment to the internal staff climate survey and implementing processes to enhance Council culture.
- Commit to the application of Environmental Sustainability and principles by using Council endorsed tools to assess potential projects.

Employees further commit to the effective implementation and application of corrective actions and strategies to address issues identified in these processes.

## **12. Relationship to the Award**

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This Agreement shall be read in conjunction with the Award. Should there be any inconsistency between the Agreement and the Award the Agreement will prevail to the extent of the inconsistency. Where the agreement is silent on a matter, application will revert to the Award.

### **Conditions Protected**

The Agreement shall not operate so as to cause any employee to suffer a reduction in base remuneration or in national standards such as hours of work, annual leave, long service leave, sick leave, personal leave, parental leave or any other conditions of employment pursuant to the Fair Work Act 1994.

## **13. Dispute Resolution**

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Any dispute arising out of the Agreement will be referred to the ECC for consideration.

Should the matter not be resolved through ECC discussions and consultation, the matter will be referred to the Unions and Senior Management.

In the event that the matter still remains unresolved it will be referred to the South Australian Employment Tribunal (SAET) for conciliation and/or arbitration.

Any grievance or dispute relating to employment conditions, will be addressed by the following process:

- The employee, workgroup, workplace representative and/or nominated advocate will initially contact the immediate supervisor and attempt to settle the matter.
- Where negotiation with the immediate supervisor are not appropriate or does not result in resolution, the employee may consult Human Resources and/or delegate to attempt to resolve the issue.
- If the matter is still unable to be settled, the employee will meet with the relevant General Manager and Human Resources and/or delegate. Where resolution has not been reached at this stage, the CEO will meet with the employee, Human Resources and the relevant General Manager.

If after following the steps above, the matter is still unresolved, Council, the employee, or their representative(s) may approach the South Australian Employment Tribunal (SAET) for assistance by conciliation and if necessary, arbitration.

An employee may be supported by a workplace and/or union representative or other advocate of their choice in any meetings/discussions relating to a grievance or dispute.

The process contained in points 1-3 above will ideally completed within fourteen working days of the issue being raised. Where this is not practicable all parties shall be notified.

### **Responsibilities**

#### **Employees:**

- Notify their Corporate Leader promptly of any matters that may require resolution and where possible attempt to resolve any issues or conflict.



- Research all relevant information relating to the matter prior to lodging a formal complaint.

**Corporate Leader:**

- Maintain communication with the employee or groups of employees whilst the matter is being investigated.
- Resolve the matter as quickly as possible.
- Refer the matter to the next level of management if it falls outside of their respective authority or area of responsibility.
- Formally notify the employee or groups of employees and, where involved, the nominated representative/advocate, of the resolution and/or action to be taken in response to the complaint.

**Human Resources:**

- Review any matter objectively and ensure employees are treated fairly and equitably.
- Immediately brief workplace representatives (and/or Union officials where involved) if the matter is considered to be serious.
- Provide all parties with advice and assistance.

**Union representatives/officials:**

- Explore avenues to resolve issues internally wherever possible.
- Brief Human Resources immediately if the matter is considered to be serious.

**Chief Executive Officer:**

- Ensure that all matters are resolved in a fair and equitable manner and as quickly as possible.

## **14. Local Area Workplace Agreements (LAWA's)**

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In addition to the LAWA(s) in operation pursuant to Schedule 2, further LAWA(s) may be negotiated between a work group and the Council, subject to the following:

- The LAWA's should be utilised to facilitate and assist the operational/work units to become more competitive in the emerging competitive environment.
- Agreements should be entered into by mutual agreement without coercion, and be for a fixed term and recorded in writing.
- The LAWA may prescribe employment and working arrangements different to those prescribed under the Award and Agreement, subject to a "no disadvantage test" being applied by the South Australian Employment Tribunal (SAET) against the Award.

## **15. Training & Career Development**

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It is recognised that participation in training and development programs will result in a more skilled workforce with the potential for improved productivity, efficiency and quality of customer service and improved career options.

In accordance with Council's *Performance Development & Review Process*, employees will receive feedback in regard to their performance development and training needs and an annual training and development plan will be defined for each employee in consultation with their Corporate Leader.

Allocation of training funds will be in accordance with an annual training plan that will take into account training needs identified via the performance development and review process and will align to the strategic and organisational needs of Council.

Prioritisation of training funds will be based on Council's needs and via negotiation, through the Performance Development Review (PDR) Process.

Council will ensure that all employees across all levels of the organisation have a fair and equitable opportunity for training and will maintain a register of relevant details.

### Flexibility

As a means of providing greater flexibility in the provision of training and development opportunities, subject to agreement, time may be spent at training programs or seminars conducted on a Saturday or other agreed times outside of ordinary hours.

By mutual agreement time spent at such training shall be paid at ordinary time or alternatively may be taken as time in lieu.

Council will provide child care or reimburse reasonable child care expenses incurred for employees with family responsibilities who would be unable to attend training outside their normal hours of work without child care arrangements.

### Development

Providing staff members with the opportunity to gain experience through performing other duties at a higher level or the same level is seen as a method of developing staff members for now and the future. Accordingly, where possible Council will provide employees with the opportunity to:

- Perform other duties whilst other employees are on leave before any external resources are utilised; and
- Participate in project work that may otherwise be undertaken by external consultants.

The allocation of duties and responsibilities will be decided by the relevant Corporate Leader based on competency and availability acknowledging that sharing workload between individuals may also provide development opportunities.

### Study Leave

In determining whether to approve an employee's request to study (either in full or in part) the CEO shall have regard to operational/organisational matters and the effect of such regular absence of work arrangements as well as the other criteria referred to below.

- The course is approved by the CEO.
- Employees undertaking approved courses of study directly relating to their current employment and/or Employee Performance Development and Review Process will be allowed time off with pay.
  - Employees who attend lectures/courses can take up to 5 hours per week inclusive of travel time or as otherwise agreed by the employee and their manager, to attend lectures and/or examinations.
  - Employees undertaking external study modes can accrue up to 3 hours per week over the duration of the study period, to be taken as required.
- Courses are appropriate to the employee's current role and position description.

Where an employee is directed by Council to undertake a course of study or attend a training course, Council shall be responsible for all fees paid in respect of such course.



### First Aid/CPR Training

Council agrees to reimburse a once-of payment not exceeding \$200 (ex GST) to any employee covered by this Agreement who chooses to attend a recognised first aid or CPR training course during the term of this Agreement. Attendance at such training will be at the discretion of the General Manager.

## 16. Leave

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Refer to the South Australian Municipal Salaried Officers Award for further information regarding leave entitlements.

### Sick Leave

- Sick leave is available to employees in accordance with clause 6.6 of the Award. Employees will notify Council of their absence from work by the start time of the day of absence and are encouraged to advise prior to this where possible.
- Family leave is available to employees in accordance with clause 6.8 of the Award. A maximum 152 accrued hours of sick leave entitlement per 12-month period, can be used by an employee where they are primarily responsible for providing care to members of their household or immediate family members when they are ill.
- An employee is entitled to personal leave equivalent of 2 working days per annum (pro rata for part time employees) on account of other urgent personal or family needs. Such leave shall be debited against sick leave. Where possible, employees will provide prior notice of absence for personal leave.
- Bereavement leave is available to employees in accordance with clause 6.3 of the Award.

### Parental Leave

An employee who becomes entitled to parental leave under Clause 6.5 of the Award shall be entitled to payment subject to the following limitations and conditions:

#### Parental Leave (Primary Caregiver)

Once one (1) year of continuous service with Council has been achieved an employee is entitled to be paid for five (5) weeks at normal salary or ten (10) weeks at half pay (pro rata for part time employees).

#### Parental Leave (Secondary Caregiver)

Once one (1) year of continuous service with Council has been achieved an employee is entitled to be paid for one (1) week at normal salary whilst on paternity leave or two (2) weeks at half pay (pro rata for part time employees).

### Adoption Leave

An employee who submits satisfactory evidence to Council that they are an approved applicant for the adoption of a child and will be the primary care giver shall be entitled to the provisions contained herein under Primary Caregiver and Secondary Caregiver leave above.

### General Provisions

The payments provided for Primary Caregiver and Secondary Caregiver leave above are additional to payments made under the Federal Governments Paid Parental Leave Scheme.

## 17. Workers Compensation

### Payment of Wages

Whilst an employee is on paid Worker's Compensation leave, Council shall pay the employee wages as instructed by the Local Government Workers Compensation Scheme (LGWCS). Council will not 'make up' wages should the LGWCS reduce wages in line with their designated periods of absences. For example, the LGWCS specifies that after 52 weeks the first designated period concludes and the second commences with payment of wages reduced to 80%, the employee will receive 80% of their normal wage.

Whilst an employee is on paid Worker's Compensation leave, Council shall fund any public holidays which fall on that employee's normal rostered day during this period even if Council is unable to seek reimbursement for these dates.

### Superannuation

Whilst an employee is on paid Worker's Compensation leave, Council shall pay to the employee's superannuation fund an amount equal to the legislated superannuation guarantee entitlement plus any additional contributions stipulated in this Agreement. Superannuation payments will continue while the employee is entitled to payments and will reduce in line with the percentage of wages payable specified by the LGWCS.

## 18. Corporate Wardrobe

Council recognises that a standard Corporate Wardrobe presents a professional public image and accordingly all employees will be dressed in the agreed Corporate Wardrobe.

To qualify for Corporate Wardrobe the following conditions must be satisfied:

- Employee engaged as a permanent or engaged under contract for a period greater than 12 months;
- Contract employee's whose employment with Council extends past a consecutive period of 12 months;
- Fulltime Trainees will be eligible for 100% of the specified amounts regardless of contract term.

Qualifying employees will receive up to a maximum of \$500 (including GST) per financial year, with the amount determined by the number of standard rostered days per week.

In addition, new employees (excluding Trainees on contract) are eligible to receive an additional once off contribution of up to \$300 (including GST).

Please note these are the maximum amounts payable per financial year i.e. no carryovers.

Standard rostered days per week	Additional "once off" for First year
5 days = \$500	5 days = \$300
4 days = \$400	4 days = \$300
3 days = \$300	3 days = \$300
2 days = \$200	2 days = \$200
1 day = \$100	1 day = \$100

Subject to the above conditions, employees have the right to request a Corporate Wardrobe at the commencement of their employment, however in the event that employment is terminated prior to the completion of a probationary period any Corporate Wardrobe expense incurred will be reimbursed to Council in full.



The above clause does not apply where employees are required to comply with Council policy relating to the wearing of a particular Corporate Wardrobe or personal protective equipment. In these circumstances, Council is responsible to pay the full cost of the Corporate Wardrobe.

## 19. Hours of Work

### Ordinary Span of Hours

The "Ordinary span of hours" shall not apply to any existing employee who is subject to a formal Local Area Workplace Agreement or Seven-Day Work Environment.

The ordinary hours of work for full-time employees is 76 hours per fortnight, to be worked between 7.00am and 7.00pm Monday to Friday inclusive, unless arranged by mutual agreement.

Employee start and finish times are to be negotiated between the employee and their Corporate Leader within the 'ordinary span of hours', to ensure each of Council's customer service standards are maintained, staff will utilise systems such as Voice Mail, Out of Office and Calendars and any required forms.

All employees will have a minimum 45 minute unpaid meal break per day. A meal break must commence between 11.00am and 3.00pm. A break will be taken at a time that ensures that customer service standards are maintained and will commence within 5 hours of the employees start time.

Part-time employees will have a meal break when rostered for 5 hours or more.

### Rostered Days Off

In accordance with the Award full time employees work a standard day of 7.6 hours.

Full time employees accrue 0.4 hours towards a Rostered Day Off (RDO) by working an 8 hour day. If the full time employee works less than 8 hours on any one day the RDO accrual will be on a pro-rata basis.

In order to compensate for times when the employee may not have accrued sufficient time towards an RDO due to absences, Council will allow employees to go into arrears by a maximum of 7.6 hours or one full day.

RDOs can only be taken as full days or half days.

Recognising the needs of the workgroup and after negotiations between the employee and Council, a maximum of three RDOs can be accumulated to be taken at a mutually convenient time.

### Time off in Lieu (TOIL)

Should an employee be required to work in excess of the 80 hours per fortnight (76 normal hours plus 4 hours RDO) and/or in excess of eight hours per day, up to twelve hours per day, such hours shall be taken as time off in lieu (TOIL). Any TOIL accrued outside of the "Ordinary span of hours" timeframe shall be accrued at the time equivalent to amount of overtime paid multiplied by the appropriate penalty rate. Weekends and Public Holiday penalty rates shall apply.

If work occurs outside the "Ordinary span of hours" timeframe, i.e. 7am to 7pm, the following table applies:

	Monday-Friday	Saturday	Sunday	Public Holiday
<b>Between 7am &amp; 7pm</b>	Time for time			
<b>Before 7am &amp; after 7pm</b>	Time and a half for first 3 hrs then double time			
<b>Before 12 noon</b>		Time and a half		

		for first 3 hrs then double time		
<b>After 12 noon</b>		Double time		
<b>All Day</b>			Double time	Double time and a half (only claimed as Time and a half as employee is already paid for public holiday)

Please Note: Unless an employee is *required* to work outside of normal working hours (7am to 7pm Monday to Friday), TOIL is accrued at Time for Time. For example, an employee cannot *choose* to work on a Sunday and accrue Double Time.

### Make-up Time (MUT)

An employee can negotiate with their direct Corporate Leader to work 'Make-Up Time' (MUT) in order to attend appointments or attend to other personal issues that are of a short duration not exceeding 3 hours. Any MUT, is an informal arrangement between the employee and the Corporate Leader, however time taken must be made up within 5 consecutive working days. MUT will be taken at a time that ensures that customer service standards are maintained.

### Seven-Day Work Environments

Seven-day work place agreements have been developed for the Library, Main Corner/Riddoch Art Gallery and Lady Nelson due to their unique operating requirements. The Library Manager, Main Corner Co-ordinator, and Team Leader Visitor Information are exempt from the below conditions and will work in accordance with the standard arrangements as per the Agreement.

### Span of ordinary hours

The ordinary span of hours is Monday to Friday between:

<b>Library</b>	<b>Main Corner/Riddoch Art Gallery</b>	<b>Lady Nelson</b>
7.00am – 8.00pm	7.00am – 8.00pm	7.00am – 7.00pm

### Variation to normal working hours

Provided a minimum of two weeks' notice is given to an employee or unless mutually agreed, the ordinary hours of work may vary within the ordinary span of hours. Mutual agreement is required for normal working hours to commence outside the ordinary span of hours as above. Such agreement will not be unreasonably withheld.

### Hours of Work

Standard hours of work are;

	<b>Library</b>	<b>Main Corner/Riddoch Art Gallery</b>	<b>Lady Nelson</b>
<b>Ordinary standard work day</b>	7.6 hours	7.6 hours	7.6 hours
<b>Standard start time</b>	8.30am	8.45am	8.30am
<b>Standard finish time</b>	5.30pm	5.30pm	5.15pm
<b>Unpaid meal break duration</b>	60 minutes	45 minutes	60 minutes
<b>Commencement of meal break</b>	Within 5 hours	Within 5 hours	Within 5 hours
<b>Meal break span</b>	11.00am – 3.00pm	11.00am – 3.00pm	11.00am – 3.00pm



	<b>Library</b>	<b>Main Corner/Riddoch Art Gallery</b>	<b>Lady Nelson</b>
<b>New Year's Day</b>	Closed	Closed	Open 10:00am – 4:00pm
<b>Australia Day</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Adelaide Cup Day</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Good Friday</b>	Closed	Closed	Open 10:00am – 4:00pm
<b>Easter Saturday</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Easter Monday</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Anzac Day</b>	Open 12:00pm - 3:00pm	Open 12:00pm - 3:00pm	Open 10:00am – 4:00pm
<b>Queen's Birthday</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Labour Day</b>	Open 12:00pm - 3:00pm	Open 10:00am - 3:00pm	Open 10:00am – 4:00pm
<b>Christmas Day</b>	Closed	Closed	Closed
<b>Proclamation Day</b>	Closed	Closed	Open 10:00am – 4:00pm

### Rostering

The employees engaged at a seven-day work place sites shall work within a roster system with the following features;

	<b>Library</b>	<b>Main Corner/Riddoch Art Gallery</b>	<b>Lady Nelson</b>
<b>Roster span</b>	7 days	7 days	7 days
<b>Maximum consecutive days</b>	6 days	6 days	5 days
<b>Roster cycle</b>	3 weeks	3 weeks	8 weeks
<b>Specific features</b>	1 day of the weekend per roster cycle	Not applicable	4 days on, 4 days off

Any change to a roster shall be by mutual agreement between the employee and their Corporate Leader.

The Lady Nelson Customer Service Officers rostered to work over seven days of the week continuously (working Saturday, Sunday and Public Holidays as a consistent part of their rotating roster) are entitled to five weeks annual leave per annum and shall be paid at the penalty rate of twenty percent (20%) in respect of such leave taken in accordance with the award provision.

With the exception of the Lady Nelson, work on public holidays will be performed by employees on a rotating basis, with any changes being made by mutual agreement between the Corporate Leader and employee with a minimum of four weeks' notice.

### Penalty Rates

The following loadings apply when an employee is required to work outside the span of ordinary hours;

	<b>Library</b>	<b>Main Corner/Riddoch Art Gallery</b>	<b>Lady Nelson</b>
<b>Weekday – outside ordinary span</b>	50.00%	50.00%	50.00%
<b>Saturday</b>	62.50%	62.50%	50.00%
<b>Sunday</b>	62.50%	62.50%	75.00%
<b>Public Holiday</b>	150.00%	150.00%	150.00%

Across all seven-day work place sites an employee classified at Level 2 or below and who is nominated as the Officer in charge on any particular Saturday, Sunday or Public Holiday shall be paid at the rate of Level 3 Step 1 plus penalty rates for the time worked as Officer in Charge.



### **Hours of flexibility**

The employees engaged at seven-day work place sites are paid for all time worked. The maximum hours any one employee can work in one day is 12 hours with a maximum of 90 hours per fortnight. Due to roster complexities and management of leave balances, Time off in Lieu (TOIL) has been identified as impractical for these sites. Employees will be paid for time worked at the appropriate penalty rate rather than accruing TOIL to be taken at a future date.

### **Rostered Day Off (RDO)**

In accordance with the Award full time employees work a standard day of 7.6 hours. Full time employees are entitled to accrue a RDO by working an 8 hour day, accruing 0.4 hours towards an RDO.

Please refer to Clause 19. Hours of Work - Rostered Days Off.

### **Special Occasions**

A maximum of 20 ordinary hours per annum (maximum 6 occasions per year) can be worked outside the span of ordinary hours Monday to Friday, paid at single time, for the purpose of employee meetings, training and occasional Council activities. Unless otherwise mutually agreed, at least two weeks' notice will be provided to employees. If it is functionally impractical to provide two weeks' notice, a minimum of one weeks' notice will be provided, or as mutually agreed with the Corporate Leader.

## **20. Allowances**

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### **First Aid**

An employee appointed as an official Council First Aid Officer will receive an allowance as prescribed by the award. This allowance will be paid fortnightly through payroll under direction from Human Resources.

### **Meals and Meals Breaks**

In the event that an employee is unable to take an unpaid meal break and if an adequate meal is not supplied, the employee will be paid a meal allowance as prescribed by the award. An employee must complete an allowance application form and present this to their Corporate Leader for approval. This allowance will be processed in the employee's next pay.

### **Travel**

An employee required to travel in the course of their official duty is entitled to a meal allowance, if a meal is not provided as part of accommodation or at the activity the employee was required to attend. Where an employee has a meal supplied, the employee is not entitled to an allowance. An employee who qualifies for this allowance must complete an allowance application form and present this to their Corporate Leader for approval. The allowance will be paid prior to the travel where possible, and in line with the Australian

Taxation Office Reimbursements:

<https://www.ato.gov.au/>

## **21. Part-Time Employees**

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Subject to employee suitability and the work requirements, existing part-time employees may be offered the opportunity to work additional hours before any new employees or casual employees are engaged.

Part time employees shall be entitled to incremental advancement within a classification level after 12 months service at an incremental step in accordance with S1.3 of the Award.

## 22. Job Share

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In processing application(s) by employees to job share, Council will take into account the following factors:

- The nature of the position, classification and specialisation of the position and its overall suitability for job share.
- The need to provide and maintain a high level of customer service.
- The need to provide a high level of work continuity within the position.
- The need to maintain appropriate levels of accountability for all employees.
- The effect on the section/department and overall resources of Council.
- Any additional costs that might be incurred by Council and any additional benefits that might be gained by Council as a consequence of implementing the job share arrangement.

Where existing employees seek to enter into a job share arrangement, a written agreement shall be developed for acceptance by the employee and the CEO.

## 23. Payment of Wages

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Employees will be paid fortnightly.

## 24. Reclassification

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Council's classification structure is determined in accordance with Schedule 1 of the Award and takes into account the nature and range of duties assigned in the *Position Description*.

Classifications are applied to positions not employees. A classification level relates to the responsibilities of the role and what Council requires from the position, not to the quality and extent of an employee's abilities and (personal) characteristics. Increase in workload is not considered in itself to be grounds for reclassification as classification does not generally relate to the quantity of work.

Where an employee disagrees with the classification assigned to a position by Council, an application for reclassification can be made by the employee in writing to the CEO. This application must make specific reference to the position description and Award and provide evidence demonstrating that the requirements of the position are of a higher level than the current classification.

The CEO may contact an employee's Corporate Leader to confirm or clarify details of the application and may also seek further information from the employee. Once satisfied there is sufficient information and grounds for assessment the CEO will assess the application.

The Employee shall be given a written response to their request, including reasons where a request for reclassification to a higher level has been refused or granted within 2 months of receipt of the application. Where an Employee is not satisfied with the determination, they may access the dispute resolution/grievance procedure within this Agreement (see Clause 13 of the Award) before choosing to access a Board of Reference (see Clause 2.3 of the Award.)

If reclassification is granted the employee will be reclassified effective the date of approval.

### Graduates

A graduate scale only applies to new positions, where the newly appointed person is currently studying a relevant degree or negotiates as part of their appointment, to embark on relevant degree qualifications.



Existing employees must apply through the reclassification process to advance levels, automatic progression does not apply as part of advancing to a higher level. This requires management to consider the employee's role & duties and that the employee is providing services to their required level.

## 25. Employee Work Health and Safety

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The parties are committed to ensuring as far as reasonably practicable, that via a Management Systems Approach to Work Health Safety and Injury Management, Employees are provided with a safe and healthy work environment.

For the life of this Agreement the current practice of annual health day checks will be maintained.

Council continues to support employees through existing healthy lifestyle programs including the employee assistance program.

## 26. Superannuation

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### Superannuation Fund and Payments

Choice of Fund applied from 1<sup>st</sup> January 2012 and enabled existing and new Employees to have the option to nominate a superannuation fund of their choice in accordance with applicable legislation. For any Employee that does not provide a Choice of Fund form within the requisite period determined by the Employer, all contributions will be paid to Statewide Superannuation Pty Ltd ABN 62 008 099 223 (AFSL 243171) Trustee and RSE Licensee of Statewide Superannuation Trust ABN 54 145 196 298 (**Statewide Super**).

'Statewide Super' means the superannuation scheme that merged with the Local Government Superannuation Scheme ('Local Super') which was established under the *Local Government Act 1934 (SA)*, continued in existence under Part 2 of Schedule 1 of the *Local Government Act 1999 (SA)* (1999 Act) and then continued 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, before merging with Statewide Super pursuant to the provisions of the *Local Government (Superannuation Scheme) (Merger) Amendment Act 2012*.

The amount of the Employer superannuation contribution will be:

For each employee who is making "Salarylink Contribution" to Statewide Super:

- 3% of the employee's salary (or as amended); and
- Any additional contributions which the Employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Statewide Super from time to time to finance the Salarylink benefit for the employee; and
- Any additional superannuation contributions which the Employer agrees to pay in respect of the Employee.

"Salarylink Contribution" has the meaning given to that term under the Trust Deed.

For each other Employee:

- 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 (Commonwealth); and
- Any additional superannuation contributions which the Employer agrees to pay in respect of the Employee.

### Superannuation Guarantee and additional employer contributions

In addition to this contribution a further 1% contribution will be made by the Council in recognition of the wages outcome agreed between the parties pursuant to the Agreement.

Should it be legislated by any State or Federal authority that an employer's mandatory superannuation guarantee contribution to its employees must be increased, then the additional 1% employer contribution referred to above will continue to apply over and above the mandatory employer contribution.

### Salary Sacrificing

Salary sacrificing of superannuation contributions shall be available to Employees. An Employee may elect to vary the amount of salary sacrifice paid to an eligible superannuation fund on a prospective basis at any time during the life of this Agreement.

The Employee's salary referred to in this Agreement shall be the pre-sacrificed salary. However, the parties agree that the net salary paid to an employee will be reduced by any amount salary sacrificed to superannuation.

It is the employee's responsibility to seek advice and fully understand all implications of salary sacrifice before seeking to enter into this arrangement and Council will contribute until otherwise notified in writing.

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

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

### Parental Leave

Whilst an employee is on parental or adoption leave, Council shall pay to the employee's superannuation fund an amount equal to the legislated superannuation guarantee entitlement plus any additional contributions stipulated in this Agreement for a maximum period of 52 weeks, provided the following conditions are satisfied;

- The employee must be the primary care giver of the child.
- The employee must have completed a minimum of one year's continuous service prior to commencing Maternity or Adoption Leave. For the purposes of this clause, continuous service is considered service prior to the commencement of leave and does not include continuity of service. Any periods of unpaid leave less than 2 weeks per interval will not affect the continuity of service.
- The employee must return to work after the completion of the Maternity or Adoption Leave.
- Payment will be made as a lump sum once the employee has returned to work and shall be calculated based on the employee's salary prior to the commencement of the leave. Should the employee not return to work following the conclusion of their Maternity or Adoption Leave all payments will be forgone.

Should an employee utilise alternative paid leave options during their absence which attracts superannuation, the amount of superannuation paid during these periods will be counted towards the maximum period of 52 weeks, however these amounts will be deducted from the lump sum payable.

## 27. Journey Insurance

Council will provide twenty four hour personal accident journey insurance cover to employees should personal injury be sustained whilst engaged on any private journey. "Private Journey" means any travel



undertaken whilst the insured person is driving or riding as a passenger in a registered motor vehicle or motorcycle, bicycle or wheelchair on a public thoroughfare; or riding as a fare paying passenger in any form of public transport including but not limited to trains, trams, buses and taxis or any properly licensed aircraft travelling over recognised air routes.

The personal journey insurance does not apply in circumstances where a claim for Workers Compensation is made by the employee.

## **28. Income Protection Insurance**

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Individual employees can take up the Income Protection Insurance cover if (at their own individual cost) they wish, and only as a direct debit arrangement between the employee and Local Government Risk Services (LGRS) and Council supports the LGRS Income Protection Insurance cover.

Income protection insurance does not apply in circumstances where a claim for Workers Compensation is made by the employee.

## **29. Work Life Balance Clauses**

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### **Phased retirement**

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

By written agreement between an eligible full-time or part-time employee and the relevant General Manager, an employee may participate in a phased retirement program. Phased retirement will be at the discretion of the relevant General Manager. The terms must be specified in a written phased retirement agreement that is to be signed by the employee and the General Manager, based upon the needs of Council.

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

- The employee has completed at least five (5) years continuous employment with Council.
- The employee retains a balance of fifteen (15) days of annual or long service leave.
- The employee is medically fit to perform full time work.
- The employee not receiving workers compensation payments, temporary disability payments under a superannuation related insurance policy, or payments under any income protection or similar insurance policy.
- The employee attends work for a minimum of three (3) days and a maximum of eight (8) days per fortnight over a ten day fortnight and the employee has undertaken not to perform paid employment for any employer other than Council during the hours for which they are being paid from their accrued leave entitlement.

An employee who is participating in a phased retirement program may, subject to the provision of four (4) weeks' notice, elect to retire earlier than the date originally nominated by the employee.

A shorter notice period may however be agreed at the discretion of the employee's General Manager.

Contract and casual employees are excluded from this Clause.

### **Purchased Leave**

Employees may apply to purchase additional annual leave in terms approved by their General Manager. Granting any application is at the sole discretion of the General Manager, based upon the needs of Council.

Each year employees can apply to purchase up to 2 weeks additional leave, which is funded by salary deductions spread evenly over the year. Through reduction of the weekly salary, this allows employees to continue to receive pay during the period(s) of purchased leave.

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

### **Other Leave**

Council values employee loyalty and acknowledges the need for employees to have access to unpaid leave options whilst retaining job security. Employees may, at times, require access to unpaid leave options for professional development, cultural, study or work life balance options.

It is also acknowledged that flexibility in leave options allows opportunities for employees to backfill absent roles that will benefit their career progression. Councils will provide an opportunity for employees to access these types of leave via mutual agreement to support work life balance.

Granting any application will be by negotiation with the General Manager and the Employee, based upon the needs of Council, based upon the needs of Council.

## **30. Volunteers**

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The parties recognise the considerable benefits to the local community from volunteers working in roles that are suitable and supportive of permanent employees. The use of volunteers will not displace the work of paid employees.

The parties agree to the following provisions regarding the work of volunteers:

- The arrangements in place at the date of the Agreement regarding the use of volunteers across the organisation.
- Where the use of volunteers is being considered in relation to new functions or operations (or significantly expanded within an existing work area) Council will consult with employees within the workgroup in relation to the role and work of such volunteers.

## **31. Volunteer/Community Service Leave**

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An employee, other than a casual, shall be entitled up to a maximum of two hours paid leave on any one occasion for the purpose of participating in bona-fide volunteer activities approved by Council. A maximum of four separate absences per calendar year may be allowed and shall be arranged by mutual agreement between the employee and their Corporate Leader.

The employee shall arrange for the absence to be at a time suitable to the operations of their work group in consultation with their Corporate Leader and be as close as possible to the beginning or ending of the employee's ordinary working hours. Proof of such attendance shall be required to be produced upon request by their Corporate Leader.

## **32. Review of Agreement**

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The Agreement will be renegotiated, commencing not less than six (6) months prior to the expiration of the period of operation of this Agreement.

### **33. No Further Claims**

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The parties agree that, during the period of this Agreement, there shall be no further general salary or wage increases sought or granted except for those provided in accordance with the terms of this Agreement or the Act.

### **34. Salary Rates**

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Salary increases will be provided to employees covered by this Agreement over its term as follows:

- 2.0% increase in salary from the first full pay period after the 1 December 2017
- 2.0% increase in salary on or after 1 December 2018
- 2.0% increase in salary on or after 1 December 2019.

However that in circumstances where the CPI increase for the year ending September (Adelaide All Groups) in any year exceeds 2.0% the amount of increase for that year will be increased by the percentage amount that the CPI figure exceeds 2.0%.



### 35. Signatories

Signed for and on behalf of

City of Mount Gambier

Chief Executive Officer

Witness

on this 5 day of February 2018

Australian Services Union

Branch Secretary

Witness

on this day of 2018

Professionals Australia

Witness

on this day of 2018

Employee Representatives

8/2/2018

5/2/2018

5/2/2018

5/2/2018

05/04/2018

/ /2018

/ /2018

/ /2018

### 35. Signatories

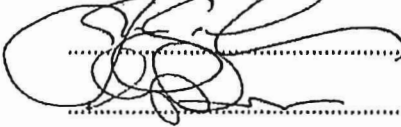
Signed for and on behalf of  
City of Mount Gambler

..... Chief Executive Officer

..... Witness

on this            day of            2018

Australian Services Union

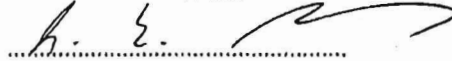


..... Branch Secretary

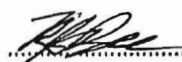
..... Witness

on this 5<sup>th</sup> day of February 2018

Professionals Australia



..... Director



..... Witness

on this 8<sup>th</sup> day of February 2018

Employee Representatives

..... / /2018            ..... / /2018

..... / /2018            ..... / /2018

..... / /2018            ..... / /2018

..... / /2018            ..... / /2018

## Schedule 1

### CITY OF MOUNT GAMBIER

Trainees are to be paid under the Award.

#### Salaries Payable Effective From 01/12/2017

#### SOUTH AUSTRALIAN MUNICIPAL SALARIED OFFICERS AWARD ENTERPRISE BARGAINING AGREEMENT NO. 10 SALARY PAYABLE

##### CHANGES TO ENTERPRISE AGREEMENT NO. 10

- 1) Increased by 2% as from 1/12/2017
- 2) Increased by 2% as from 1/12/2018
- 3) Increased by 2% as from 1/12/2019

GENERAL OFFICERS:		Current EB 9		1/12/2017		1/12/2018		1/12/2019	
Level	Year	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour
Level 1	1	50,994	25.807	\$ 52,014.04	26.323	\$ 53,053.52	26.849	\$ 54,114.84	27.386
	2	52,148	26.391	\$ 53,191.84	26.919	\$ 54,255.24	27.457	\$ 55,339.96	28.006
	3	53,761	27.207	\$ 54,836.08	27.751	\$ 55,932.76	28.306	\$ 57,051.28	28.872
	4	55,495	28.084	\$ 56,604.60	28.646	\$ 57,736.64	29.219	\$ 58,890.52	29.803
	5	57,221	28.958	\$ 58,365.32	29.537	\$ 59,532.72	30.128	\$ 60,724.56	30.731
	6	58,951	29.833	\$ 60,129.68	30.430	\$ 61,332.96	31.039	\$ 62,560.16	31.66
Level 2	1	60,700	30.718	\$ 61,913.80	31.333	\$ 63,152.96	31.960	\$ 64,415.52	32.599
	2	62,435	31.597	\$ 63,684.40	32.229	\$ 64,958.92	32.874	\$ 66,257.36	33.531
	3	64,161	32.470	\$ 65,445.12	33.120	\$ 66,753.44	33.782	\$ 68,088.80	34.458
	4	65,895	33.348	\$ 67,213.64	34.015	\$ 68,557.32	34.695	\$ 69,928.56	35.389
Level 3	1	67,623	34.222	\$ 68,974.36	34.906	\$ 70,353.40	35.604	\$ 71,760.52	36.316
	2	69,351	35.097	\$ 70,738.72	35.799	\$ 72,153.64	36.515	\$ 73,596.12	37.245
	3	71,081	35.972	\$ 72,503.60	36.692	\$ 73,953.88	37.426	\$ 75,433.80	38.175
	4	72,813	36.849	\$ 74,270.04	37.586	\$ 75,755.68	38.338	\$ 77,271.48	39.105
Level 4	1	74,541	37.723	\$ 76,032.32	38.478	\$ 77,553.84	39.248	\$ 79,105.00	40.033
	2	76,271	38.599	\$ 77,797.20	39.371	\$ 79,352.00	40.158	\$ 80,939.04	40.961
	3	78,001	39.474	\$ 79,561.56	40.264	\$ 81,152.24	41.069	\$ 82,774.64	41.89
	4	79,729	40.349	\$ 81,324.36	41.156	\$ 82,950.40	41.979	\$ 84,610.24	42.819
Level 5	1	81,459	41.224	\$ 83,088.72	42.049	\$ 84,750.64	42.890	\$ 86,445.84	43.748
	2	83,187	42.099	\$ 84,851.52	42.941	\$ 86,548.80	43.800	\$ 88,279.88	44.676
	3	84,919	42.975	\$ 86,617.96	43.835	\$ 88,351.12	44.712	\$ 90,117.56	45.606
Level 6	1	87,802	44.434	\$ 89,558.04	45.323	\$ 91,348.40	46.229	\$ 93,176.20	47.154
	2	90,684	45.893	\$ 92,498.64	46.811	\$ 94,348.28	47.747	\$ 96,235.36	48.702
	3	93,567	47.352	\$ 95,438.72	48.299	\$ 97,347.64	49.265	\$ 99,294.00	50.25
Level 7	1	96,451	48.811	\$ 98,379.32	49.787	\$ 100,347.00	50.783	\$ 102,354.72	51.799
	2	99,334	50.270	\$ 101,321.48	51.276	\$ 103,348.96	52.302	\$ 105,415.44	53.348
	3	102,215	51.728	\$ 104,259.48	52.763	\$ 106,344.16	53.818	\$ 108,470.44	54.894
Level 8	1	105,675	53.479	\$ 107,788.72	54.549	\$ 109,944.64	55.640	\$ 112,143.72	56.753
	2	109,131	55.228	\$ 111,313.80	56.333	\$ 113,540.96	57.460	\$ 115,811.28	58.609
	3	112,595	56.981	\$ 114,847.20	58.121	\$ 117,143.00	59.283	\$ 119,486.64	60.469
SENIOR OFFICERS:		Current EB 9		1/12/2017		1/12/2018		1/12/2019	
Level	Year	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour	\$ Per Annum	\$ Per Hour
Level 5	1	120,252	60.856	\$ 122,656.04	62.073	\$ 125,108.36	63.314	\$ 127,610.08	64.58
	2	124,538	63.025	\$ 127,029.24	64.286	\$ 129,570.48	65.572	\$ 132,160.60	66.883
Level 7	1	139,533	70.614	\$ 142,323.48	72.026	\$ 145,171.00	73.467	\$ 148,073.64	74.936
	2	145,963	73.868	\$ 148,881.72	75.345	\$ 151,859.76	76.852	\$ 154,896.56	78.389



## **Schedule 2**

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### **CITY OF MOUNT GAMBIER Enterprise Bargaining Agreement Number 10 of 2018**

#### **Local Area Workplace Agreement - General Inspectors**

The terms of the Agreement hereunder constitute a Local Area Workplace Agreement (LAWA) pursuant to Clause 14 of the City of Mount Gambier / ASU Enterprise Agreement No. 10 of 2018.

This Agreement is appended as Schedule 2 to the above Enterprise Agreement and forms part of that Agreement.

The terms and arrangements agreed are as follows:

#### **Term of the LAWA**

The Agreement will come into force from the date of certification by the commission and remain in force for a period of three years. The parties agree that negotiations for the next Agreement will commence no later than 6 months prior to the expiration of the Agreement.

#### **Hours of Work**

Subject to the hours flexibility provisions contained in (b)(iii) hereof, the ordinary hours of work for the General Inspectors shall be in accordance with the following:

- The total ordinary hours per four (4) week period shall be one hundred and fifty two (152) hours.
- A standard day shall be eight (8) consecutive hours per day, with an unpaid meal break of forty five (45) minutes to be taken on each of the days so worked.
- The General Inspectors shall work in accordance with a mutually agreed four (4) week roster with the following features:
  - Rostered for duty over the seven (7) days of the week;
  - Ordinary rostered hours may be within the span of hours 7.00am to 11.00pm (Monday to Sunday inclusive);
  - Loadings will apply to work at weekends and before 7.00am and after 7.00pm Monday to Friday, in accordance with (4) (d) i.e. no penalty is applied up to 7.00pm Monday to Friday;
  - The General Inspectors shall not be required to work more than five (5) consecutive days without a break;
  - The General Inspectors work sufficient time on nineteen (19) days in a four (4) week period to take the twentieth (20th) day off without alteration to pay. When a rostered day off (RDO) falls on a public holiday, the RDO shall be taken at an agreed later date.

#### **Hours Flexibility**

The General Inspectors may work in excess of the normal eight (8) hours per day to a maximum of twelve (12) hours and accrue such additional time worked as Time Off in Lieu (TOIL) to be taken off (time for time) during the current or subsequent four (4) week roster;

Such additional time may be worked following negotiation with the appropriate Corporate Leader. The agreement to work additional time by employee(s) should not be unreasonably withheld;

Where such additional flexible hours are worked (i.e. beyond eight (8) hours, but not exceeding twelve (12) hours) during periods before 7.00am or after 7.00pm Monday to Friday, or at weekends the employee shall have the following options regarding those hours so worked:

- Accrue TOIL at the rate of time + 50%; or
- Accrue TOIL at the normal rate (i.e. time for time) with payment being made for the loading of 50%

#### **Loadings on Rostered Hours and Flexible Hours**

The following loadings apply in respect of ordinary rostered hours and flexible hours:

- 50% before 7.00am or after 7.00pm Monday to Friday
- 50% on Saturdays
- 75% on Sundays
- 150% on public holidays (within the span of hours).

#### **Call-Outs**

A call-out occurring at or after 7.00am on any scheduled work day and before the normal commencement time for that day, shall not be a call-out, but be treated as ordinary hours and that the employee will commence work for that day at the time of the call-out and to finish for that day at an earlier completion time;

Other call-outs occurring at any time outside of the schedule work hours will be treated as per the South Australian Municipal Salaried Officers Award (the Award).

Provided however that the provisions of sub clause 4 (f) shall be applied in respect of multiple call-outs that occur within a short time period.

The General Inspectors shall be provided with commuter use of a Council vehicle for each such week when they are rostered to perform call-out duties should the need arise. In such circumstances it is agreed that the:

- Call-out payments as prescribed in (i) and (ii) continue to apply.
- Expectation is that the employee only attend in circumstances where he / she is willing and available.
- Arrangement constitutes a lesser state of readiness than one which would attract payment of the Availability Allowance pursuant to Clause 4.4.1.2 of the South Australian Municipal Salaried Officers Award.

#### **Multiple Call-Outs**

There is an agreed arrangement whereby call-outs that result in a dog being collected then that dog is restrained at Council premises and not at the remote pound. This arrangement was put in place to minimise inconvenience to the General Inspectors out of ordinary hours.

On rare occasions a General Inspector may attend two (2) call-outs within a short period of time which hitherto has been paid as separate call-outs. Having regard to the overall arrangements affecting these call-outs the parties agree that where a second call-out is necessitated and such second call-out is notified within one (1) hour of the first call-out attendance or that the second call-out occurs whilst a General Inspector is still actioning/involved with the first call-out, then both call-outs will be considered as if it were a first call-out.

### **Overtime**

All time worked outside of the rostered hours, flexible hours and call-out arrangements as prescribed by Clause 4 (b), (c), (e) and (f) hereof, shall be overtime and paid according to the normal overtime provisions of the Award.

### **General Conditions**

Having regard to their rostered hours over seven (7) days of the week, the General Inspectors, who work according to such roster are entitled to five (5) weeks annual leave per annum.

Leave loading (for persons covered by (i) above) shall be paid at the rate of twenty percent (20%) in respect of such leave taken in accordance with the Award provision.

Any dispute arising out of the operation of this Agreement shall be dealt with in accordance with Clause 13 of the ASU Enterprise Agreement No. 10 of 2018.

Council has a mobile telephone dedicated to the General Inspectorate and the number is widely advertised as the primary contact number for dog control complaints. It is expected that this telephone will be continually monitored by a General Inspector (or arranged to be continually monitored if a General Inspector is otherwise temporarily engaged) during their normal rostered work day (as set out in this Agreement).