



SOUTH  
AUSTRALIAN  
EMPLOYMENT  
TRIBUNAL

# **CITY OF PORT ADELAIDE ENFIELD FIELD STAFF ENTERPRISE AGREEMENT NUMBER 10 2018**

**File No. 5980 of 2018  
Cross Reference File No. 2692 of 2018**

**VARIATION ORDERS MADE PURSUANT TO SECTION 84  
ON 19 February 2019**

1. **THAT** the Enterprise Agreement be varied as follows:
  - (a) amending Clause [clause no. & name] as set out in the revised page [page no.] appended hereto; and
  - (b) inserting a revised [Schedule no.] as appended hereto.
2. **THAT** the said variation will operate on and from and is to have a life for the balance of the currently approved Enterprise Agreement.

PURSUANT TO SECTION 84 usual variations

OF THE FAIR WORK ACT 1994, SAET HEREBY  
APPROVES THIS VARIATION OF THE ENTERPRISE  
AGREEMENT.

DATED 19 FEBRUARY 2019.



COMMISSIONER MCMAHON

**CITY OF PORT ADELAIDE  
ENFIELD FIELD STAFF  
ENTERPRISE AGREEMENT  
NUMBER 10 2018**

**File No. 5980 of 2018  
Cross Reference File No. 2692 of 2018**

**CONSOLIDATED AGREEMENT AS AT 19  
FEBRUARY 2019 AS SUPPLIED BY THE  
PARTIES AND INCORPORATING ALL  
AMENDMENTS SINCE THE ORIGINAL  
APPROVAL WAS GRANTED ON 31 AUGUST  
2018**

## SCHEDULE 1 - CLASSIFICATION

### 1. OVERVIEW

#### 1.1 Objectives

Council undertook a review of the classification structure of field staff positions in the City of Port Adelaide Enfield Field Staff Enterprise Agreement No. 9 – 2015. In consultation with employees and their representatives objectives for the review of the classification structure were identified as:

- a) Identify work characteristics for each classification level which can be reflected in position descriptions and inform future classification decisions.
- b) Provide an understanding of positions and classification based on the work characteristics needed to undertake the position and the inherent features of the work perform at the different classification levels
- c) Provide recognition of additional qualifications and learning
- d) Provide a structure that recognises proficiency with time in the role
- e) Provide some opportunities for progression for employees
- f) Increase employee mobility across work teams within City Assets
- g) Provide opportunities to gain experience in leadership roles

#### 1.2 Principles

The principles guiding the classification review were:

- a) What Council requires to enable it to deliver services to the community of Port Adelaide Enfield.
- b) Positions are classified not employees
- c) Classification level not impacted by workload or work proficiency
- d) No employees will have their classification reduced as a result of the new classification structure
- e) Positions not aligned to the new structure will be identified as 'reserved' and will be maintained whilst employees in those position remain or cease employment with Council.

### 2. WORK CHARACTERISTICS

#### 2.1 Knowledge

##### 2.1.1 Qualifications

Essential minimum educational level or Council work relevant qualifications needed to undertake the role at a specific classification level

Points	Qualification
1	Completion of compulsory secondary education
2	Australian Qualification Framework (AQF) Certificate I and II
3	AQF Certificate III
4	AQF Certificate IV

5	Indentured Apprenticeship
6	Diploma
7	Advanced Diploma
8	Bachelor Degree

### 2.1.2 Experience

The minimum relevant work experience received during a person's career/work (roles, tasks, employers, supervision, customer interaction, etc) that are required to do the role.

1 Point	2 Points	3 Points	4 Points
No experience needed– mostly learning on the job	Moderate level of work experience needed - more than 2 years	High level of work experience required - between 3 to 5 years	Significant work experience essential – more than 5 years

### 2.1.3 Working Knowledge

Level of practical knowledge related directly to the work that is needed to undertake the role.

1 Point	2 Points	3 Points	4 Points
No working knowledge required – learning on the job	Moderate degree of working knowledge needed to be able to do the role	Degree of technical knowledge required to be able to undertake the role derived from extensive work experience	High level of working knowledge required of a technical and professional nature from qualifications or extensive work experience

### 2.1.4 Theoretical Knowledge

Knowledge of the principles and ideas of the subject rather than of the way the principles are put into practice. Knowledge gathered from the books on the subject, rather than knowing how it can be used or applied is theoretical knowledge.

1 Point	2 Points	3 Points	4 Points
No theoretical knowledge required	Basic level of theoretical knowledge needed to be able to do the role	Moderate degree of theoretical knowledge needed likely derived from qualifications	Significant theoretical knowledge from qualification essential to be able to undertake the role

## 2.2 Skills

### 2.2.1 Problem Solving Skills

The ability to collect, analyse information in detail, consider alternatives, evaluate, select an appropriate option and implement a solution.

1 Point	2 Points	3 Points	4 Points
Ability to collect information, assess non-complex problems within a limited area and defined circumstances	Ability to collect and assess information and apply to moderately complex problems within a limited area and defined circumstances	Ability to collect and assess information from multiple sources and apply to non-routine complex problems in a broad range of areas and circumstances	High level of analytical skills drawing on professional knowledge. Critical ability to solve complex non-routine problems drawing on high level technical and theoretical knowledge

### 2.2.2 Communication Skills

The ability to convey information and ideas clearly and simply, ensuring messages are received clearly, understood and can be actioned.

1 Point	2 Points	3 Points	4 Points
Ability to effectively exchange non-complex information	Ability to effectively exchange moderately complex information	Ability to effectively exchange complex information to multiple audiences	Capacity to effectively communicate complex technical and theoretical ideas and influence multiple audiences

### 2.2.3 People Skills

The ability to effectively interact with and influence people, resolve conflict and establish relationship and networks.

1 Point	2 Points	3 Points	4 Points
Ability to relate to and interact with others	Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence	Demonstrated level of personal effectiveness. Ability to influence people, build relationships, gain cooperation, negotiate desired outcomes and resolve conflict	High level of personal effectiveness. Significant ability to influence people, build relationships, gain cooperation, negotiate desired outcomes and resolve conflict

### 2.2.4 Planning Skills

The ability to understand organisational priorities, access current circumstances, anticipate future requirements and prepare actions, inform decisions and strategies to effectively accomplish identified goals.

1 Point	2 Points	3 Points	4 Points
No planning skills required	Some knowledge of organisational priorities, take action and make decisions to effectively complete operational tasks	Ability to access future requirements, develop actions implement and decisions to achieve operational and strategic priorities	Ability to apply complex planning methodologies to implement immediate and long term goals in line with the organisations strategic plans

### 2.2.5 Leadership Skills

Ability to establish clear goals motivate and inspire people and teams to collaboration to achieve team and organisational objectives and build a constructive culture.

1 Point	2 Points	3 Points	4 Points
Contribute to team goals and culture	Ability to articulate goals and expectations and cooperate with others to achieve them	Ability to develop and articulate goals, guide and motivate people to cooperate to achieve those goals	Develop goals and expectations, motivate people and teams to effectively collaborate to achieve those goals and build a constructive work culture.

## 2.3 Task

### 2.3.1 Task Complexity

The collection of properties inherit in tasks of the role that indicate the level of difficulty to do the tasks, the level of direction or guidance available and the circumstances under which the task is to be undertaken.

1 Point	2 Points	3 Points	4 Points
Undertake non-complex tasks applying basic principles, procedures and established	Undertake moderately complex tasks applying and interpreting principles,	Undertake complex non-routine tasks with various degrees of priority, developing principles,	Undertake tasks of complexity and priority requiring a high level of technical or professional

practices	procedures and established practices with guidance available	procedures and established practices to undertake the tasks	knowledge where there is limited procedure or practice for guidance.
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### 2.3.2 Task Variety

The degree to which the range (variety) of activities and tasks that are undertaken in the role vary in type and scope (the range of knowledge and skills that are required for the task).

1 Point	2 Points	3 Points	4 Points
Tasks and activities are mostly routine in nature	Tasks and activities are of both routine and non-routine, applying and interpreting principles, procedures and established practices with limited guidance	Tasks and activities are more likely to be non-routine with scope for the application of a range of skills and knowledge	Undertakes tasks of a widespread range of non-routine activities requiring the application of numerous skills acquired through significant experience and qualifications

## 2.4 Responsibilities

### 2.4.1 Role Autonomy

The capacity to determine how and when tasks are performed, the level of independent judgment and discretion that can be applied to do the tasks.

1 Point	2 Points	3 Points	4 Points
Roles have limited discretion as to what, how or when work is undertaken	A degree of discretion to judge what, how or when work is undertaken within guidelines or instructions	A wide degree of discretion as to how or when work is undertaken and can apply a moderate level of independent judgement	The position has significant discretion to determine what work is undertaken, how it is done, what resources are required and when it is to be done

### 2.4.2 Role Accountability

The level of responsibility required in a role to perform and complete required tasks within a specified timeframe and to a satisfactory standard.

1 Point	2 Points	3 Points	4 Points
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WITHOUT PREJUDICE

Directed to undertake tasks to an expected level and timeframe

Responsible to undertake tasks and operations to an expected level and timeframe as directed

Moderate level of responsibility for the completion of complex and non-complex tasks and to set times frames and standards for the tasks

High level of responsibility for operations with responsibility for own outputs and the outputs of others and set parameters for quantity and quality of work

### SECTION 3 - FIELD STAFF CLASSIFICATION STRUCTURE

Grade 1 < 1 year	Grade 2	Grade 2R	Grade 2A	Grade 3 < 1 year	Grade 4	Grade 4R	Grade 5 < 1 year	Grade 6	Grade 6A	Group Leader 1	Group Leader 1R	Group Leader 2	Group Leader 2R
Maintenance Worker	Maintenance Worker	Reserved Position	Truck Driver (HR only)	OPERATIONAL STREAM	Concrete Finisher Line Marker Signage Maintenance Worker Truck Driver (HC only) Backhoe Operator Street Sweeper Operator	Reserved Position Leading Worker	Grader Driver Excavator Driver	Grader Driver (< 5 years) Excavator Driver	Grader Driver + 5 years	Less than 2 years' experience in the role	Reserved Positions	Group Leader  More than 2 years' experience  Plus Cert IV Frontline Management or equivalent management qualification	Reserved Positions
Truck Driver (MR)	Truck Driver (MR)	Leading Worker	Loader Operator (>7.5 tonnes GVM)										
Horticultural Maintenance Worker	Horticultural Maintenance Worker												
Construction Worker	Construction Worker												
Front End Loader (up to 7.5 tonnes GVM)	Front End Loader (up to 7.5 tonnes GVM)												
				Maintenance Worker (qualified)	Maintenance Worker (qualified)	Arborist Horticulturalist Mechanic Irrigation Technician	Arborist Horticulturalist Mechanic Irrigation Technician	Arborist Horticulturalist Mechanic Irrigation Technician					
				Construction Worker (qualified)	Construction Worker (qualified)								
TRADES STREAM													

## SECTION 4 – COMPARISON OF OLD AND NEW CLASSIFICATION STRUCTURES

Old Classification		New Classification	
Level 1	Labourer	NA	
Level 2	Nursery Assistant Labourer		
	Maintenance Worker Truck Driver	Grade 1 Less than 1 year	Maintenance Worker Truck Driver (MR)
	Horticultural Maintenance Worker	Grade 2	Horticultural Maintenance Worker
	Construction Worker		Construction Worker
	Front End Loader		Front End Loader (less than 7.5 tonnes GVM)
			Front End loader Operator (greater 7.5 tonnes less than 1 year)
			HR Truck Driver (less than 1 year)
Level 3	Leading Worker	Grade 2 Reserved	Leading Worker (appointed)
NA	NA	Grade 2 Advanced	Front End Loader (greater than 7.5 tonnes GVM) greater than 1 year
Level 4	Concrete Finisher	Grade 3 Less than 1 year	Truck Driver (HR) Greater than 1 year
	Line Marker		Maintenance Worker (qualified)
	Signage Maintenance Worker		Horticultural Maintenance Worker (qualified)
	Backhoe Operator		Construction Worker (qualified)
	Street Sweeper Operator	Grade 4	Concrete Finisher
			Line Marker
			Signage Maintenance Worker
			Backhoe Operator
			Street Sweeper Operator
			Truck Driver (HC)
Level 5	Leading Worker	Grade 4 Reserved	Leading Worker (appointed)
Level 6	Grader Driver	Grade 5	Grader Driver
	Excavator Driver	Less than 1 year	Excavator Driver
	Horticulturalist		Horticulturalist
	Mechanic		Mechanic
	Aboriculturalist	Grade 6	Aboriculturalist
	Irrigation Technician		Irrigation Technician
	Fabricator		Fabricator
Level 7	Team Leader	Grade 6 Advanced	Grader Driver (more than 5 years' with Council)
	Senior Grader Driver		
Level 8	Group Leader	Group Leader 1 (< 2 years)	Group Leader
NA	NA	Group Leader 1 Reserved	Reserved leadership roles
Level 9	Group Leader	Group Leader 2	Group Leader (+ 2 years and Cert IV management qualification)
Level 10	Group Leader	Group Leader 2 Reserved	Reserved leadership roles

**SECTION 5 - CLASSIFICATION CRITERIA****GRADES 1 TO 2**

<b>Stream</b>	Nil
<b>Tenure</b>	Less than 1 year for Grade 1 Greater than 1 year for Grade 2
<b>Knowledge</b>	
Qualifications	1) Compulsory secondary school
Experience	1) No experience needed– mostly learning on the job
Working Knowledge	1) No experience needed – learning on the job
Theoretical Knowledge	1) No theoretical knowledge required
<b>Skills</b>	
Problem Solving Skills	1) Ability to collect information, assess non-complex problems within a limited area and defined circumstances
Communications Skills	1) Ability to effectively exchange non-complex information
People Skills	1) Ability to relate to and interact with others
Planning Skills	1) No planning skills required beyond
Leadership Skills	1) Contribute to team goals and culture
<b>Task</b>	
Task Complexity	1) Undertake non-complex tasks applying basic principles, procedures and established practices
Task Variety	1) Tasks and activities are mostly routine in nature
<b>Responsibility</b>	
Autonomy	1) Roles have limited discretion as to what, how or when work is undertaken
Accountability	1) Directed to undertake tasks to an expected level and timeframe
<b>Indicative Duties</b>	<ul style="list-style-type: none"> <li>• General civil construction, maintenance, horticultural and labouring duties.</li> <li>• Lay pipes and culverts.</li> <li>• Construct shoring.</li> <li>• Laying bricks and pavers.</li> <li>• Road and bitumen work.</li> <li>• Concrete work – general placement, screeding and some surface finishing of concrete.</li> <li>• Erection and maintenance of the road signage.</li> <li>• Undertake gardening and maintenance duties.</li> <li>• Irrigation maintenance as required.</li> <li>• Undertake tree pruning/removal duties.</li> <li>• Tree maintenance as required.</li> <li>• Hard rubbish removal.</li> <li>• Construction and maintenance of drainage and storm water.</li> <li>• Operate and maintain plant, equipment and tools</li> </ul>

	<p>associated with the duties of the position.</p> <ul style="list-style-type: none"> <li>• Maintain a clean and safe worksite.</li> <li>• Load and unload trucks.</li> <li>• Truck driving (up to MR level).</li> <li>• HR truck driving (less than 1 year)</li> <li>• Operation of front end loader (GVM less than 7.5 tonnes), self-propelled plant, wheeled tractors, compactor, roller, saw cutter, earth moving plant as required (excluding excavator, backhoe and grader).</li> <li>• Operation of front end loader (GVM less than 7.5 tonnes), less than 1 year</li> <li>• Traffic management.</li> <li>• Act as lead worker when in a group of 2 or more at the same Grade</li> <li>• Undertake other relevant duties as required from time to time which would generally fall within the scope of this position.</li> <li>• Responsible for the completion of daily documentation.</li> <li>• Ensure compliance with the Code of Conduct, Council policies, procedures and guidelines.</li> </ul>
<b>Essential Licenses</b>	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class Driver's License (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t)</li> <li>• Must have a MR class truck licence for: <ul style="list-style-type: none"> <li>○ Motor vehicle with two axles and a GVM greater than 8 t (e.g. two axle trucks, tippers and buses).</li> <li>○ A motor vehicle included in 2 towing a single trailer (other than a semi-trailer) with a GVM not greater than 9 t, subject to the combination mass limits fixed under the Road Traffic Act 1961.</li> <li>○ A special purpose vehicle with a GVM not greater than 15 t.</li> </ul> </li> </ul>
<b>Plant Licenses Competencies</b>	<p>May be required to obtain:</p> <ul style="list-style-type: none"> <li>• High Risk License (forklift)</li> <li>• Wheeled Tractor</li> <li>• Skid Steer</li> <li>• Front End Loader (LL Class)</li> <li>• Roller</li> </ul>
<b>Other Requirements</b>	<p>May be required to hold a current:</p> <ul style="list-style-type: none"> <li>• Work Zone Traffic Management license.</li> <li>• Construction Industry White Card (except horticultural roles).</li> </ul>

## GRADE 2 Reserved

<b>Stream</b>	Nil
<b>Tenure</b>	Currently appointed to Level 3 position under the previous classification structure
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	1) Compulsory secondary school
Experience	2) Moderate level of work experience needed – more than 2 years
Working Knowledge	2) Moderate degree of working knowledge needed to be able to do the role
Theoretical Knowledge	1) No theoretical knowledge required
<b>Skills</b>	<i>Can be up to the following level:</i>
Problem Solving Skills	1) Ability to collect information, assess non-complex problems within a limited area and defined circumstances
Communications Skills	1) Ability to effectively exchange non- complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	1) No planning skills required.
Leadership Skills	1) Contribute to team goals and culture
<b>Task</b>	
Task Complexity	1. Undertake non-complex tasks applying basic principles, procedures and established practices
Task Variety	1. Undertake complex tasks applying and interpreting principles, procedures and established practices with guidance available
<b>Responsibility</b>	
Autonomy	1) Undertake non-complex tasks applying basic principles, procedures and established practices
Accountability	1) Directed to undertake tasks to an expected level and timeframe
<b>Indicative Duties</b>	<ul style="list-style-type: none"> <li>• Duties of a Grade 1 – 2</li> <li>• Act as lead worker when in a group of 2 or more at the lower Grade</li> </ul>
<b>Essential Licenses</b>	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class Driver's License (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t)</li> <li>• Must have a MR class truck licence for: <ul style="list-style-type: none"> <li>○ Motor vehicle with two axles and a GVM greater than 8 t (e.g. two axle trucks, tippers and buses).</li> <li>○ A motor vehicle included in 2 towing a single trailer (other than a semi-trailer) with a GVM not greater than 9 t, subject to the combination mass limits fixed under the Road Traffic Act 1961.</li> <li>○ A special purpose vehicle with a GVM not greater than 15 t.</li> </ul> </li> </ul>

WITHOUT PREJUDICE

<b>Plant Licenses Competencies</b>	May be required to obtain: <ul style="list-style-type: none"><li>• High Risk License (forklift)</li><li>• Wheeled Tractor</li><li>• Skid Steer</li><li>• Front End Loader (LL Class)</li><li>• Roller</li></ul>
<b>Other Requirements</b>	May be required to hold a current: <ul style="list-style-type: none"><li>• Work Zone Traffic Management license.</li><li>• Construction Industry White Card (except horticultural roles).</li></ul>

**GRADE 2 Advanced**

<b>Stream</b>	Nil
<b>Tenure</b>	Level 2 HR Truck driver greater than 1 year – 2A greater than 1 year Level 2 Front End Loader Operator (GVM greater than 7.5 tonnes) – 2A greater than 1 year
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	1) Compulsory secondary school
Experience	2) Moderate level of work experience needed – more than 2 years
Working Knowledge	2) Moderate degree of working knowledge needed to be able to do the role
Theoretical Knowledge	1) No theoretical knowledge required
<b>Skills</b>	
Problem Solving Skills	1) Ability to collect information, assess non-complex problems within a limited area and defined circumstances
Communications Skills	1) Ability to effectively exchange non-complex information
People Skills	1) Ability to relate to and interact with others
Planning Skills	1) No planning skills required
Leadership Skills	1) Contribute to team goals and culture
<b>Task</b>	<i>Can be up to the following level:</i>
Task Complexity	2) Undertake moderately complex tasks applying and interpreting principles, procedures and established practices with guidance available
Task Variety	2) Tasks and activities are of both routine and non-routine, applying and interpreting principles, procedures and established practices with limited guidance
<b>Responsibility</b>	
Autonomy	1) Roles have limited discretion as to what, how or when work is undertaken
Accountability	1) Directed to undertake tasks to an expected level and timeframe
<b>Indicative Duties</b>	<ul style="list-style-type: none"> <li>• Duties of a Grade 1-2</li> <li>• Truck driving (HR level)</li> <li>• Front end loader operations (GVM greater than 7.5 tonnes)</li> </ul>
<b>Essential Licenses</b>	Must hold a current: <ul style="list-style-type: none"> <li>• 'C' class (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t) Driver's License</li> <li>• 'HR' truck license. A vehicle (including an articulated bus only) with 3 or more axles with a GVM greater than 8t.</li> <li>• Competency to operate a front-end Loader/backhoe (LB Class) with a GVM greater than 7.5 tonnes</li> </ul>
<b>Plant Licenses</b>	May be required to obtain:

WITHOUT PREJUDICE

<b>Competencies</b>	<ul style="list-style-type: none"><li>• High Risk License (forklift)</li><li>• Wheeled Tractor</li><li>• Skid Steer</li><li>• Roller</li></ul>
<b>Other Requirements</b>	<p>May be required to hold a current:</p> <ul style="list-style-type: none"><li>• Work Zone Traffic Management license.</li><li>• Construction Industry White Card (except horticultural roles).</li></ul>

**GRADES 3 and 4 OPERATIONAL**

<b>Stream</b>	Operational
<b>Tenure</b>	Less than 1 year employment with for Grade 3 Greater than 1 year for Grade 4
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	1) Completion of compulsory secondary education
Experience	3) High level of work experience required - between 3 to 5 years
Working Knowledge	2) Moderate degree of working knowledge needed to be able to do the role
Theoretical Knowledge	1) No theoretical knowledge required
<b>Skills</b>	<i>Can be up to the following level:</i>
Problem Solving Skills	2) Ability to collect and assess information and apply to moderately complex problems within a limited area and defined circumstances
Communications Skills	2) Ability to effectively exchange moderately complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	1) No planning skills required
Leadership Skills	2) Ability to articulate goals and expectations and cooperate with others to achieve them
<b>Task</b>	<i>Can be up to the following level:</i>
Task Complexity	2) Undertake moderately complex tasks applying and interpreting principles, procedures and established practices with guidance available
Task Variety	2) Tasks and activities are of both routine and non-routine , applying and interpreting principles, procedures and established practices with limited guidance
<b>Responsibility</b>	<i>Can be up to the following level:</i>
Autonomy	2) A degree of discretion to judge what, how or when work is undertaken within guidelines or instructions
Accountability	2) Responsible to undertake tasks and operations to an expected level and timeframe as directed
<b>Indicative Duties</b>	Task of Grades 1 & 2 Asset inspections & audits Design, set out and install civil works, including seating, pergolas and other minor buildings or install horticultural works, including landscaping & irrigation systems. Installation of Junction boxes, Boxing kerbing Operate Plant such as excavator, road sweeper, backhoe Truck driving HC Class Read plans

	<p>Line Marker</p> <p>Concrete Finisher- able to use appropriate boxing methods for all forms of concrete work including kerbing, sumps, retaining walls, side entry pits, suspended slabs, read and interpret concrete structures plans.</p> <p>Understand the techniques to place and fix steel reinforcement, concrete compaction, use of concrete additives and utilise the methods of concrete curing, skilled in all forms of surface finishing</p> <p>Sign/Playground Maintenance</p> <p>Act as lead worker when in a group of 2 or more at the same Grade</p> <p>Completion of daily documentation</p>
<b>Essential Licenses</b>	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class Driver's License (car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t</li> <li>• If position specified – 'HC' class truck licence <ul style="list-style-type: none"> <li>○ 'A prime mover to which is attached a single semi-trailer (whether or not any unladen converter dolly or low loader dolly is also attached).</li> <li>○ A rigid motor vehicle to which is attached a single trailer with a GVM greater than 9 t (whether or not any unladen converter dolly or low loader dolly is also attached).</li> </ul> </li> </ul>
<b>Plant Licenses Competencies</b>	<p>May be required to obtain:</p> <ul style="list-style-type: none"> <li>• High Risk License – forklift</li> <li>• Wheeled Tractor</li> <li>• Skid Steer</li> <li>• Roller</li> </ul>
<b>Other Requirements</b>	<p>May be required to hold a current:</p> <ul style="list-style-type: none"> <li>• Work Zone Traffic Management license.</li> <li>• Construction Industry White Card (except horticultural roles).</li> </ul>

**GRADES 3 and 4 TRADES**

<b>Stream</b>	Trades
<b>Tenure</b>	Less than 1 year employment for Grade 3 Greater than 1 year for Grade 4
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	3) AQF Certificate III
Experience	2) Moderate level of work experience needed - more than 2 years
Working Knowledge	2) Moderate degree of working knowledge needed to be able to do the role
Theoretical Knowledge	2) Basic level of theoretical knowledge needed to be able to do the role
<b>Skills</b>	<i>Can be up to the following level:</i>
Problem Solving Skills	2) Ability to collect and assess information and apply to moderately complex problems within a limited area and defined circumstances
Communications Skills	2) Ability to effectively exchange moderately complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	1) No planning skills required
Leadership Skills	2) Ability to articulate goals and expectations and cooperate with others to achieve them
<b>Tasks</b>	<i>Can be up to the following level:</i>
Task Complexity	2) Undertake moderately complex tasks applying and interpreting principles, procedures and established practices with guidance available
Task Variety	1) Tasks and activities are mostly routine in nature
<b>Responsibility</b>	<i>Can be up to the following level:</i>
Autonomy	1) Roles have limited discretion as to what, how or when work is undertaken
Accountability	2) Responsible to undertake tasks and operations to an expected level and timeframe as directed
<b>Indicative Tasks</b>	Task of Grades 1 - 2 May include tasks of Grade 3 – 4 Operational Act as lead worker when in a group of 2 or more at the same or lower Grade
<b>Essential Licenses</b>	Must hold a current: <ul style="list-style-type: none"> <li>• 'C' class (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t) Driver's License</li> <li>• 'MR' (vehicle with 2 axles and a GVM greater than 8t Driver's License</li> </ul>
<b>Plant Licenses Competencies</b>	May be required to obtain:

WITHOUT PREJUDICE

	<ul style="list-style-type: none"><li>• High Risk License – forklift</li><li>• Wheeled Tractor</li><li>• Skid Steer</li><li>• Front End Loader</li><li>• Roller</li></ul>
<b>Other Requirements</b>	<p>May be required to hold a current:</p> <ul style="list-style-type: none"><li>• Work Zone Traffic Management license.</li><li>• Construction Industry White Card (except horticultural roles).</li></ul>

**GRADE 4 Reserved**

<b>Stream</b>	Operational or Trades
<b>Tenure</b>	Currently appointed to Level 5 position under the previous classification structure
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	1) Completion of compulsory secondary education
Experience	3) High level of work experience required - between 3 to 5 years
Working Knowledge	2) Moderate degree of working knowledge needed to be able to do the role
Theoretical Knowledge	2) Basic level of theoretical knowledge needed to be able to do the role
<b>Skills</b>	<i>Can be up to the following level:</i>
Problem Solving Skills	2) Ability to collect and assess information and apply to moderately complex problems within a limited area and defined circumstances
Communications Skills	2) Ability to effectively exchange moderately complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	2) Some knowledge of organisational priorities, take action and make decisions to effectively complete operational tasks
Leadership Skills	2) Ability to articulate goals and expectations and cooperate with others to achieve them
<b>Task</b>	<i>Can be up to the following level:</i>
Task Complexity	2) Undertake moderately complex tasks applying and interpreting principles, procedures and established practices with guidance available
Task Variety	1) Tasks and activities are mostly routine in nature
<b>Responsibility</b>	<i>Can be up to the following level:</i>
Autonomy	2) A degree of discretion to judge what, how or when work is undertaken within guidelines or instructions
Accountability	2) Responsible to undertake tasks and operations to an expected level and timeframe as directed
<b>Indicative Tasks</b>	Task of Grades 1 to 4 Operational Asset inspections & audits Design, set out and install civil works, including seating, pergolas and other minor building Boxing kerbing Read plans Line Marking Sign/Playground Maintenance Act as lead worker when in a group of 2 or more at the lower Grade Completion of daily documentation

WITHOUT PREJUDICE

<b>Essential Licenses</b>	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class driver's license Class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4.5t</li> <li>• 'MR' (vehicle with 2 axles and a GVM greater than 8t Driver's License</li> </ul>
<b>Plant Licenses Competencies</b>	<p>May be required to obtain:</p> <ul style="list-style-type: none"> <li>• High Risk License - forklift</li> <li>• Wheeled Tractor</li> <li>• Skid Steer</li> <li>• Roller</li> </ul>
<b>Other Requirements</b>	<p>May be required to hold a current:</p> <ul style="list-style-type: none"> <li>• Work Zone Traffic Management license.</li> <li>• Construction Industry White Card (except horticultural roles).</li> </ul>

**GRADES 5 and 6 and 6A OPERATIONAL**

<b>Stream</b>	Operational `
<b>Tenure</b>	Less than 1 year for Grade 5 Greater than 1 year for Grade 6 Operator with Final Trim Certification greater than 5 years with Council – Grade 6A
<b>Knowledge</b>	
Qualifications	1) Compulsory secondary school
Experience	4) Significant work experience essential – more than 5 years
Working Knowledge	3) Degree of technical knowledge required to be able to undertake the role derived from extensive work experience
Theoretical Knowledge	1) No theoretical knowledge required
<b>Skills</b>	
Problem Solving Skills	2) Ability to collect and assess information and apply to moderately complex problems within a limited area and defined circumstances
Communications Skills	2) Ability to effectively exchange moderately complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	1) No planning skills required
Leadership Skills	1) Ability to contribute to team goals and culture
<b>Task</b>	
Task Complexity	2) Undertake moderately complex tasks applying and interpreting principles, procedures and established practices with guidance available
Task Variety	2) Tasks and activities are of both routine and non-routine , applying and interpreting principles, procedures and established practices with limited guidance
<b>Responsibility</b>	
Autonomy	2) A degree of discretion to judge what, how or when work is undertaken within guidelines or instructions
Accountability	2) Responsible to undertake tasks and operations to an expected level and timeframe as directed
<b>Indicative Tasks</b>	Operation of Grader Operate Excavator Task of Grades 1 & 2
<b>Essential Licenses</b>	Must hold a current: <ul style="list-style-type: none"> <li>• 'C' class (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t) Driver's License</li> <li>• 'MR' (vehicle with 2 axles and a GVM greater than 8t Driver's License</li> </ul> <p>Must have Verification of Competency (VoC):</p> <ul style="list-style-type: none"> <li>• Grader</li> <li>• Excavator (Class LE)</li> </ul>

WITHOUT PREJUDICE

	May be required to obtain <ul style="list-style-type: none"> <li>• 'HR' license</li> </ul>
<b>Plant Licenses Competencies</b>	May be required to obtain: <ul style="list-style-type: none"> <li>• High Risk License - forklift</li> <li>• Wheeled Tractor</li> <li>• Skid Steer</li> <li>• Roller</li> </ul>
<b>Other Requirements</b>	May be required to hold a current: <ul style="list-style-type: none"> <li>• Work Zone Traffic Management license.</li> <li>• Construction Industry White Card (except horticultural roles).</li> </ul>

## GRADES 5 and 6 TRADES

<b>Stream</b>	Trades
<b>Tenure</b>	Less than 1 year for Grade 5 Greater than 1 year for Grade 6
<b>Knowledge</b>	<i>Can be up to the following level:</i>
Qualifications	5) Indentured apprenticeship
Experience	3) High level of work experience required - between 3 to 5 years
Working Knowledge	4) High level of working knowledge required of a technical and professional nature from qualifications or extensive work experience
Theoretical Knowledge	3) Moderate degree of theoretical knowledge needed likely derived from qualifications
<b>Skills</b>	<i>Can be up to the following level:</i>
Problem Solving	3) Ability to collect and assess information from multiple sources and apply to non-routine complex problems in a broad range of areas and circumstances
Communications Skills	2) Ability to effectively exchange moderately complex information
People Skills	2) Ability to relate to and interact with others internal and external to Council, build relationships with some degree of positive influence
Planning Skills	2) Some knowledge of organisational priorities, take action and make decisions to effectively complete operational tasks
Leadership Skills	2) Ability to articulate goals and expectations and cooperate with others to achieve them
<b>Tasks</b>	<i>Can be up to the following level:</i>
Task Complexity	3) Undertake complex non-routine tasks with various degrees of priority, developing principles, procedures and established practices to undertake the tasks
Task Variety	2) Tasks and activities are of both routine and non-routine , applying and interpreting principles, procedures and established practices with limited guidance
<b>Responsibility</b>	<i>Can be up to the following level:</i>
Autonomy	2) A degree of discretion to judge what, how or when work is undertaken within guidelines or instructions
Accountability	2) Responsible to undertake tasks and operations to an expected level and timeframe as directed
<b>Indicative Tasks</b>	Task of Grades 1 & 2 Horticulture tasks requiring the application of botanical science knowledge Arboricultural task requiring the application of botanical science knowledge for the growing, maintaining and removing woody plants Mechanical work to repair maintain and service mechanical equipment Irrigation task involving the installation and maintenance

WITHOUT PREJUDICE

	of watering systems
<b>Essential Licenses</b>	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t) Driver's License</li> <li>• 'MR' (vehicle with 2 axles and a GVM greater than 8t Driver's License</li> </ul>
<b>Plant Licenses Competencies</b>	<p>May be required to obtain:</p> <ul style="list-style-type: none"> <li>• High Risk License - forklift</li> <li>• Wheeled Tractor</li> <li>• Skid Steer</li> <li>• Roller</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**GROUP LEADER 1 and 2**

Stream	NA
Tenure	Less than 2 years for Group Leader 1 Greater than 2 years for Group Leader 2 and a Certificate IV in Frontline Management or similar management qualification
<b>Knowledge</b>	
Qualifications	4) AQF Certificate IV
Experience	4) Significant work experience essential – more than 5 years
Working Knowledge	4) High level of working knowledge required of a technical and professional nature from qualifications or extensive work experience
Theoretical Knowledge	3) Moderate degree of theoretical knowledge needed likely derived from qualifications
<b>Skills</b>	
Problem Solving	3) Ability to collect and assess information from multiple sources and apply to non-routine complex problems in a broad range of areas and circumstances
Communications Skills	3) Ability to effectively exchange complex information to multiple audiences
People Skills	3) Demonstrated level of personal effectiveness. Ability to influence people, build relationships, gain cooperation, negotiate desired outcomes and resolve conflict
Planning Skills	3) Ability to assess future requirements, develop actions implement and decisions to achieve operational and strategic priorities
Leadership Skills	3) Ability to develop and articulate goals, guide and motivate people to cooperate to achieve those goals
<b>Tasks</b>	
Task Complexity	3) Undertake complex non-routine tasks with various degrees of priority, developing principles, procedures and established practices to undertake the tasks
Work Variety	2) Tasks and activities are of both routine and non-routine, applying and interpreting principles, procedures and established practices with limited guidance
<b>Responsibility</b>	
Autonomy	3) A wide degree of discretion as to how or when work is undertaken and can apply a moderate level of independent judgement
Accountability	3) Moderate level of responsibility for the completion of complex and non-complex tasks and to set time frames and standards for the tasks
<b>Indicative Tasks</b>	Daily supervision of field teams Provide support to Field Team Leaders in their day to day interaction with the team. General civil construction, maintenance, horticultural and labouring duties as required and within the scope of the role Application of a broad knowledge of work planning, scheduling and developing rosters Interpret and communicate plans

	<p>Act as the Response Person for a designated service profile, to ensure customer service standards are met through quick attention to urgent requests.</p> <p>Planning the work day activities and monitoring work performed</p> <p>Responding to team, plant, and work in progress and work method issues on site (troubleshooting).</p> <p>Coordination of agency staff and contractors</p> <p>Assist in asset planning to optimize expenditure and asset utilisation.</p> <p>Supporting the development of strategic initiatives</p> <p>Assistance with budget preparation and monitoring</p> <p>Undertake staff performance plans and appraisals</p> <p>Management of staff absences and conduct</p> <p>Demonstrate leadership by:</p> <ul style="list-style-type: none"> <li>• Setting goals and providing clear expectations for work achievement</li> <li>• Demonstrating constructive behaviours and building a constructive team culture</li> <li>• Being self-motivated</li> <li>• Demonstrating a commitment to personal development and personal leadership</li> <li>• Being adaptive to change in the workplace and work environment</li> <li>• Consistently demonstrating and promoting a strong commitment to customer service and ensuring work activities are customer driven</li> <li>• People management - developing, motivating, coaching and providing appropriate feedback to ensure that others reach their full potential</li> <li>• Demonstrating a sound business insight and seeks opportunities to improve</li> </ul>
Essential Licenses	<p>Must hold a current:</p> <ul style="list-style-type: none"> <li>• 'C' class (class car- sedan, station wagon, panel van, utility, van, bus &amp; truck up to 4. 5t) Driver's License</li> </ul> <p>May be required:</p> <ul style="list-style-type: none"> <li>• 'MR' (vehicle with 2 axles and a GVM greater than 8t Driver's License</li> </ul>

# Proposed New Agreement Clauses

## 70. ALLOWANCES

### 70.1. Availability Allowance

- 70.1.1. Availability Allowance is paid in circumstances where an employee volunteers to be available to attend work if required on a non-rostered, ad hoc basis, for example, where there is an extreme weather event predicted.
- 70.1.2. This Clause applies to any employee instructed to be available for recall to work outside of his/her normal working hours during this period of shut down.
- 70.1.3. For the purposes of this Clause, availability duty means a situation where the employer requests employees to hold themselves on immediate standby to attend work during prescribed times outside their normal working hours.
- 70.1.4. An employee requested to carry out availability duty shall receive, in addition to the salary otherwise payable, an amount equal to 10% of the employee's hourly base rate for each hour or part thereof that the employee is required to be on standby.

### 70.2. Drivers Licence

- 70.2.1. The Council shall not reimburse employees for the cost of a motor vehicle licence, truck licence, or learner's permit. However, the cost of training to acquire a truck licences will be provided.

### 70.3. Motor Car Allowance

- 70.3.1. Where an employee is directed to use his/her motor car or motorcycle on, or in connection with the business of Council, he/she shall be paid an allowance calculated at one of the rates set out in the schedule below:
- 70.3.2. These rates are to be adjusted (to the nearest whole cent) as at 1 July of each year during the life of this Agreement in accordance with the CPI.

### 70.4. Leading Hand Allowance

- 70.4.1. A leading hand allowance will be payable to an employee nominated to act as the leading hand only when in a group of 2 or 3 employees of the same level.
- 70.4.2. Entitlement to the leading hand allowance will be applicable to employees in the following classifications:
- Grade 2
  - Grade 3 and 4 in the Operational stream
- 70.4.3. The leading hand allowance will not be applicable:
- Where there is an employee within the group of 2 or 3 employees of the same level at Grade 2 Reserved or Grade 4 Reserved
  - Grade 3 and 4 in the Trades stream within the group of 2 or 3 employees of the same level
- 70.4.4. A leading hand allowance will be paid at the following minimum rates per work day (8.44 hours):

1.0 normal time rate	\$3.76
1.5 Overtime rate	\$5.64
2.0 Overtime rate	\$7.52

- 70.4.5. The leading hand allowances will be adjusted as per Clause 80.

### 70.5. Absorbed Allowances

- 70.5.1. The parties note that the following allowances are not payable under this Agreement as those allowances have been absorbed in previous negotiations:
- All Plumbing (Trade) Allowances;
  - Burning off Grass;
  - Cemetery

- Workers;
- Cleaning Public Lavatories;
- Confined Spaces;
- Disabilities Allowance;
- Drivers Licence reimbursements;
- Driving and Towing Allowances;
- Fertiliser Spreading;
- First Aid Treatment;
- Handling Money on behalf of the employer;
- Height Allowance;
- Meal Allowance;
- Portable Wood Chipping Machine;
- Removal of Dead Animals;
- Rockbuster Allowance;
- Service Allowance;
- Starting and Finishing on the job;
- Tool Allowance;
- Toxic Substances;
- Wet Work; and
- Work in the Rain

### SCHEDULE 3 – TABLE OF SALARY RATES

AWARD GRADE	PREVIOUS CLASSIFICATION LEVEL	PAE CLASSIFICATION GRADE	JULY 2018 + 2.3%
ME3	Level 1	Grade 1 (PAE1)	\$63,610.85
ME4	Level 2	Grade 2 (PAE2)	\$65,671.51
	Level 3	Grade 2 Reserved (PAE2-R) Grade 2 Advanced (PAE2-A) Grade 3 (PAE3)	\$66,551.61
ME5	Level 4	Grade 4 (PAE4)	\$67,431.71
	Level 5	Grade 4 Reserved (PAE4-R) Grade 5 (PAE5)	\$68,292.90
ME6	Level 6	Grade 6 (PAE6)	\$69,154.10
ME7	Level 7	Grade 6 Reserved (PAE6-R) Grade 6 Advanced (PAE6-A)	\$70,781.97
ME8	Level 8	Group Leader 1 (GL1) Group Leader 1 Reserved (GL1-A)	\$73,046.56
	Level 9	Group Leader 2 (GL2)	\$76,908.07
	Level 10	Group Leader 2 Reserved (GL2-R)	\$82,768.37