

CITY OF UNLEY MUNICIPAL OFFICERS' ENTERPRISE BARGAINING AGREEMENT 2011

File No. 4388 of 2011

**This Agreement shall come into force on
and from 27 October 2011 and have a life
extending until 30 June 2013.**

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

DATED 27 OCTOBER 2011.

COMMISSION MEMBER



CITY OF UNLEY

MUNICIPAL OFFICERS' ENTERPRISE BARGAINING AGREEMENT 2011

This Industrial Agreement is made pursuant to Chapter 3 Division 2 of the Fair Work Act 1994 between the Amalgamated ASU (SA) State Union and the Association of Professional Engineers, Scientists and Managers (APESMA) and the City of Unley and its employees.

The terms and conditions agreed between the parties are set out hereunder.

CLAUSE 1 : TITLE

This Agreement shall be referred to as the City of Unley Municipal Officers' Enterprise Bargaining Agreement 2011.

CLAUSE 2 : ARRANGEMENT

Clause	Title	Page No.
1.	Title	1
2.	Arrangement	1
3.	Definitions	2
4.	Objectives	3
5.	Period of Operation	3
6.	Parties Bound	3
7.	Relationship to Parent Award	4
8.	Employee Protection	4
9.	Consultative Mechanisms	4
10.	Occupational Health, Safety and Welfare	6
11.	Managing Organisational Change	6
12.	Workforce Planning	12
13.	Secondment and Development	13
14.	Flexibility in Working Hours	14
15.	Casual Employment	16
16.	Employee Support Programs	16
17.	Leave	18
18.	Fixed Term Contracts	21
19.	Reclassification	22
20.	Workplace Representatives	23
21.	Grievance Settlement Procedure	24
22.	Dispute Resolution	25
23.	Income Protection	25
24.	Salary Increase – Quantum and Timing	25
25.	Superannuation	26
26.	Salary Sacrifice	27
27.	No Further Claims	28
28.	Signatories	29

Clause	Title	Page No.
Appendix 1	Schedule of Salary Increases	30
Appendix 2	Council Facilities – Opening and Closing Times	31

CLAUSE 3: DEFINITIONS

'Agreement' means the City of Unley Municipal Officers' Enterprise Bargaining Agreement 2011.

'Award' shall mean the South Australian Municipal Salaried Officers' Award in force at the time of certification of this Agreement.

'Business Unit' means an identified grouping of employees and functions that are linked under a Business Plan and operate in an efficient and market competitive manner.

'Consultation' is a process that considers employees' interests in the formulation of plans and provides them with the opportunity to have their viewpoints heard and considered before a decision is made.

'Dispute' means any individual or collective issue concerning the application of this Agreement.

'Employee' means a person paid directly by the Council who is employed to perform work covered by this Agreement and the Award.

'Employer' means the City of Unley.

'Grievance' means any other individual issue not covered by the City of Unley's Fair Treatment Policy which does not concern the application of this Agreement.

'Normal time' means mutually agreed standard working days and hours.

'Parties' means The City of Unley and the Amalgamated ASU (SA) State Union and the Association of Professional Engineers, Scientists and Managers, Australia (APESMA).

'RDO' means Rostered Day Off.

'Salary' shall mean the Agreement salary plus any regular and permanent penalties and regular required overtime as set out in rosters and any other benefit which is recorded by contractual agreement as forming part of the employee's total remuneration package.

'TOIL' means Time Off In Lieu.

'Union' means the Amalgamated ASU (SA) State Union and the Association of Professional Engineers, Scientists and Managers, Australia (APESMA).

'WCC' means Workplace Consultative Committee.

'ASU Workplace Representative' shall mean employees elected by the ASU members of the City of Unley.

CLAUSE 4 : OBJECTIVES

- 4.1 The City of Unley employees are committed to providing and maintaining quality, competitive value for money services for the general wellbeing of our community and customers.
- 4.2 The Agreement aims to assist in building on a culture that provides flexibility, teamwork and valuing people as individuals. It will provide equitable training and development opportunities. Priority will be given to establishing career paths and investigating opportunities to recognise required qualifications gained. Of utmost importance to all is the provision of a safe and supportive working environment. This will be continued through adequate funding and consultation.
- 4.3 It aims for a culture that is innovative and provides outstanding service. Ideas and constructive change will be encouraged from every employee. With the drive for innovation will come an emphasis on initiative and leadership and the parties will seek to recognise and develop this further.
- 4.4 It also recognises the principles of regionalisation and sharing of resources to strengthen our position in contestability and our sense of community beyond the boundaries of the City of Unley.
- 4.5 It acknowledges that the employees of the City of Unley have worked consistently and shown commitment placing the organisation in an excellent position. This Agreement aims to ensure that the momentum is maintained and built upon and to ensure continuous improvement.

CLAUSE 5 : PERIOD OF OPERATION

- 5.1 This Agreement shall be effective from the first pay period after 1 July 2011 and remain in force until 30 June 2013.
- 5.2 Negotiations regarding the next Agreement will commence at least six months prior to the expiration date of this Agreement.

CLAUSE 6 : PARTIES BOUND

- 6.1 This Agreement shall be binding on the City of Unley in respect to its employees who are employed pursuant to the Award and the Amalgamated ASU (SA) State Union and the Association of Professional Engineers, Scientists and Managers, Australia (APESMA) in respect to their members employed by Council.
- 6.2 The provisions pertaining to salary increases, hours of work and penalty payments in the Award and this Agreement shall not apply to the Chief

Executive Officer, General/Executive Managers and any other officer who has negotiated individual salary package arrangements remunerated at or above the equivalent of General Officer Stream Level 8 and such package arrangements specifically exclude these provisions.

- 6.3 The Council is committed during the life of this Agreement and its renegotiation to negotiate collectively with the Unions and employees party to this Agreement.
- 6.4 This Agreement shall not be binding on the employees who undertake duties at the City of Unley Swimming Centre and whose employment is governed by the terms and conditions set out in the City of Unley Swimming Centre Agreement 2010.

CLAUSE 7 : RELATIONSHIP TO PARENT AWARD

- 7.1 This Agreement shall be read in conjunction with the South Australian Municipal Salaried Officers' Award in force at the time of making this Agreement, provided that:
 - 7.1.1 any increases to Award allowances shall continue to apply;
 - 7.1.2 subject to 7.1.1 above, where there is any inconsistency between the Award and this Agreement, this Agreement shall take precedence.

CLAUSE 8 : EMPLOYEE PROTECTION

This Agreement shall not operate so as to cause any employee to suffer a reduction in remuneration, benefits and conditions provided at the time of signing of the Agreement.

CLAUSE 9 : CONSULTATIVE MECHANISMS

- 9.1 The parties agree that the effective operation of this Agreement is dependent upon open and honest communication and trust between the parties. The primary method of communication and the framework to facilitate management and employees working together will be via the Business Units. These will meet as required to ensure information is not only conveyed to all employees, but that all employees have the opportunity to have their opinions heard and considered.
- 9.2 These meetings will provide the opportunity for employees and management to exchange ideas, problem solve and brainstorm operational issues.
- 9.3 In addition, the effective operation of the Agreement depends upon the continuation of the Workplace Consultative Committee and any other applicable Human Resource Management consultative committees.

9.4 Workplace Consultative Committee (WCC)

9.4.1 The Workplace Consultative Committee shall consist of:

- a) employer representatives (to be no greater in number than employee representatives);
- b) four employee representatives, three who shall be ASU Workplace Representatives and one elected by all staff covered by this Agreement; and
- c) the ASU Branch Secretary or nominee.

9.4.2 The role of the WCC shall be to:

- a) reach decisions by consensus. All decisions will operate as recommendations to the Chief Executive Officer;
- b) hear and acknowledge reports and ideas presented by employee and employer representatives on a range of issues;
- c) provide a forum for information flow between the employer and employees;
- d) monitor and oversee the implementation of the Agreement;
- e) consider and provide input into any change management proposals that are likely to have a significant organisation-wide impact on employees; and
- f) participate in the negotiation process for a new agreement.

9.4.3 Management recognises the need for support and resources to enable the WCC members to properly carry out their role.

9.4.4 Training of the WCC members is considered essential to ensure optimal outcomes. Such training is to be determined by mutual agreement.

9.4.5 The identification of employee members on the WCC will be determined by an election process to be held at the point of which either party provides notice of their intention to enter into negotiations for a new agreement and/or within six (6) months prior to the expiry date of the Agreement, whichever date occurs first.

9.4.6 Consistent with Clause 9.4.2(e), as soon as a change in a position, role or structure is proposed, there will be consultation with the WCC and individual employees who may be directly affected by the change. There will be full, open and honest disclosure of all information relevant to the change, presented within a time frame to allow meaningful consideration and consultation.

CLAUSE 10 : OCCUPATIONAL HEALTH, SAFETY AND WELFARE

- 10.1 In accordance with the Occupational Health, Safety and Welfare Act 1986 (or its successor), the City of Unley is committed to ensure, as far as is reasonably practicable, that all employees, volunteers, labour hire, contractors, sub-contractors and visitors are safe from injury and risk to their health whilst at work.
- 10.2 The parties recognise that safety education and safety programs shall be fundamental in achieving this objective. There shall be strict compliance with all relevant Acts and Regulations and implementation of Industry Codes and Practice to provide protection to stakeholders.
- 10.3 All employees shall give their full co-operation to the achievement of high standards of Occupational Health, Safety and Welfare.

CLAUSE 11 : MANAGING ORGANISATIONAL CHANGE

11.1 Job Security

The parties agree that changes to workplace methods, practices, quality and productivity must be consistent with the efficient operation of Council. Further the parties acknowledge that the current workforce of Council is a critical element in the improvement of quality service provision. Arbitrary job reductions will not be pursued to secure the ongoing improvements in productivity and efficiency sought under this Agreement.

The parties are committed to optimising the employment security of employees by;

- Taking steps to ensure Council has the benefit of a stable and committed workforce and that no forced redundancies will take place during the life of this Agreement for employees covered by this Agreement (excluding fixed term appointments, casuals and temporary employees).
- Training and developing employees to increase their level of skill and ability and providing retraining when necessary.
- Providing an environment that supports career development and equal employment opportunity.
- Implementing consultative mechanisms to ensure timely advice and discussion between employees and management about any significant changes to service delivery that may impact upon staffing requirements.

11.2 Organisational Structure

The parties agree that the organisational structure must support the achievement of Council's Strategic Plan whilst ensuring optimum productivity is achieved through the principles of continuous improvement.

Consequently the organisation structure will from time to time be reviewed to ensure that it supports the achievement of the Council's strategic plan.

11.3 Shared Services

Council will continue to explore opportunities within the Eastern Region Alliance (ERA), as well as other Councils, to enter into shared service arrangements to ensure it provides appropriate quality cost effective services to the community. Where a decision is made to engage in such an arrangement the consultation process set out in this Agreement will occur following such determination and prior to any implementation of such arrangements.

In the event that an employee's position within Council is made redundant by way of a shared services arrangement resulting in a new entity taking over responsibility of the position and the employee is offered and chooses to transfer to the new entity such an employee shall have all accumulated service and service related entitlements recognised by Council transfer with them into the new entity. Redundancy compensation shall not be payable by Council in such a situation.

In the event that an employee's position within Council is made redundant by way of a shared services arrangement resulting in a new entity taking over responsibility of the position and the employee is offered but chooses not to accept transfer to that similar position, 11.5.2 will apply.

11.4 External Service Providers

It is the clear position of Council to provide services to the community utilising its own staff. During the life of this Agreement, Council will invest in appropriate skill development, systems and equipment to ensure its workforce is able to deliver quality and efficient services to the community.

Council may, however, determine from time to time to utilise external service providers where any of the following criteria is met;

- Specialised and/or highly technical tasks for which Council does not have the necessary equipment, resources or expertise.
- Short term work when employment of additional permanent employees cannot be justified (recognising that the Award and this Agreement allow for the use of fixed term, casual and Agency employees).
- Large or labour intensive works where the Council is unable to apply the required equipment or resources without adversely affecting existing services or operations.
- It can be clearly demonstrated that it is in the public interest to utilise external service providers.
- Extraordinary or unforeseen circumstances.

11.5 Change Management

The parties recognise that organisational change is an essential consequence of meeting the needs and expectations of the community.

The Council is committed to honest and open consultation with employees and their representatives. Any proposed significant change(s) would be subject to consultation with directly affected employees.

Changes should be planned and take into account all resource implications, particularly those that are related to employees. No matter how small the organisational change, the likely consequence of such change should be considered and possible scenarios, including the financial and human costs of each, considered. Council will act fairly and objectively with the individuals affected by change and minimise disruption, distress and costs to both employees and the organisation itself.

Employees, and/or their nominated representatives, directly affected by management's plans will be consulted regarding these plans and their implementation.

Consultation will include both verbal and written communication. The Council shall provide in writing to the employees, the Union and their representatives on request all relevant information concerning the proposed change, including the expected affects on employees. The input of employees and that of their representatives through consultation will be genuinely considered before finalising plans and implementation.

In the event of redundancies occurring or positions becoming under-utilised as a result of organisational change, a re-organisation or restructure of Council operations and/or employees functions, the contracting out of work previously performed, technological change or the reduction or abolition of functions or services carried out by the Council, the following arrangement(s) shall apply in respect to the employment security of all Council's permanent employees:

11.5.1 Under-utilised Employee

An employee may become "under-utilised" where one or more of the following occurs:

- Discontinued functions, operations or activities.
- Amalgamation of functions, operations or activities.
- There are more employees than is necessary for the efficient and economical working of the Department or Work Area.
- Introduction of technological change that will displace functions, operations or activities.

- Structural change, including but not limited to, workplace change and/or restructuring.

11.5.2 Redeployment

The Council will make all reasonable efforts to redeploy employees who have been identified as under-utilised, provided that such redeployment has been identified as available.

Where employees have been deemed to become under-utilised, the following will apply;

An employee shall be entitled to representation throughout this process:

11.5.2.1 Redeployment Principles

The following principles will apply to the redeployment of under-utilised employees:

- (a) Under-utilised employees will be assisted sensitively and consistent with the requirements of merit and equity. Every effort must be made to place the employee into a position suitable to the employee's existing skills, experience and substantive salary level whilst also meeting the needs of Council.
- (b) Under-utilised employees who are considered for redeployment will for their part make all reasonable efforts to participate in processes such as assessment and retraining to maximise their redeployment opportunities.
- (c) Concurrent with the Council's responsibility to attempt to redeploy and retrain an under-utilised employee, the employee has a responsibility to actively seek alternative employment within the Council and if so desired external to the Council.
- (d) Having particular regard for the personal circumstances for the employee, the redeployment is not to disadvantage the employee unduly; however disadvantage will also have regard to the overall employment environment before and after the redeployment.

11.5.2.2 Suitable Alternative Position

- 11.5.2.2.1 A decision about the suitability of a position for an under-utilised employee is to be made having regard to, and attempting to match as far as practicable, matters including, but not restricted to, hours of work, quantum of hours of work and rates of pay. The skills, knowledge and experience will also be taken into consideration, including the ability to retrain and obtain relevant skills within 12 months.

- 11.5.2.2.2 A suitable alternative position may include a position of a lower remuneration and/or classification level below the employee's previously held substantive position.
- 11.5.2.2.3 Where a suitable alternative position is available the affected employee will be offered the position in preference to other employees.
- 11.5.2.2.4 Offers of redeployment will be in writing, quoting the classification, salary/wage, and location and attaching a copy of the position description.
- 11.5.2.2.5 All vacancies must be considered for suitability to under-utilised employees before the vacancy is advertised internally or externally to determine whether the skills of the employee match (including with reasonable retraining) the required skills of the vacancy.

11.5.2.3 *Redeployment to a Lower Classification*

Where an employee is redeployed to a position carrying a lower classification, their pre-transfer wage will be maintained for a period of two years. At the conclusion of the two-year period the employee will be reclassified in accordance with the new position. The Chief Executive Officer may elect to negotiate a longer period to satisfy any extraordinary circumstances.

11.5.2.4 *Training*

- 11.5.2.4.1 Where Council considers that a suitable alternative position(s) is available and it has been identified that skill or knowledge differences exist between the current job and proposed job, management will provide the under-utilised employee with a position description, proposed training program and discuss the position with the employee.
- 11.5.2.4.2 The training program is to be developed by the manager in consultation with the employee. The program will then be confirmed in writing prior to appointment to the new position. The purpose of the program is to ensure that the employee can overcome identified skill or knowledge differences.
- 11.5.2.4.3 Council undertakes to provide the necessary training for all employees affected by workplace changes that result in under-utilisation.

- 11.5.2.4.4 All training is to be at the Council's expense and any training that may have to take place outside normal working hours will be paid at the normal rate of pay.
- 11.5.2.4.5 Within the first six (6) months following redeployment in an alternate position, an under-utilised employee may still apply to the Chief Executive Officer for a voluntary separation (severance) package (as prescribed within Clause 11.5.4). Any such application may or may not be approved.

11.5.3 Redundancy

A 'redundancy' will be identified only after all reasonable effort has been made to redeploy an under-utilised employee utilising the Redeployment Process as defined within 11.5.2 and no suitable position is available.

Where a determination is made that a redundancy exists, Council may elect to offer a voluntary separation (severance) package to the affected employee. Employees are under no obligation to accept an offer.

Where the affected employee has indicated no interest in a voluntary separation (severance) package, consideration shall be given to expanding the field of employees whom may be offered such a package.

11.5.4 Voluntary Separation (Severance) Package

An employee who agrees to take a voluntary separation package as a result of a redundancy shall be entitled to the following amount of severance pay in respect to a continuous period of service:

- Equivalent of twelve (12) weeks remuneration plus three (3) weeks pay for each completed year of service to a maximum of fifty two (52) weeks.
- \$2,000 outplacement fee (paid to the service provider).
- Pro-rata Long Service Leave when five (5) years of service has been attained.

An equivalent net workforce reduction must be achieved for each voluntary separation package, which arises out of a bona fide redundancy.

11.5.5 Re-Employment

An employee, who has taken a voluntary separation package under the provisions of this Clause, shall not be re-hired or re-employed in any direct or indirect capacity for a period of two (2) years from the date of separation from the Council.

All staff members are to ensure that when using employment agencies to engage staff for any purpose, it must be specified that the requirement is for staff who have not accepted a voluntary separation package funded by Council in the last two (2) years.

11.5.6 Vacancies

Permanent vacancies arising out of organisational change under this Clause shall be advertised internally in the first instance and may be advertised externally. All employees including those on fixed term contracts shall be entitled to apply for such vacancies.

Agency staff working for Council may only apply for these vacancies if they are advertised externally.

CLAUSE 12 : WORKFORCE PLANNING

12.1 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 that is offered by Council. Phased retirement will be at the discretion of the relevant General Manager.

The terms of a phased retirement agreement must be specified in a written agreement signed by the employee and the employee's General Manager. The purpose of a phased retirement plan is to allow an employee to enter into agreement with Council to progressively access his/her accrued leave entitlements over final years of employment and thereby reduce his/her work hours each week.

The agreement shall incorporate an agreed date of retirement which may be varied by mutual agreement.

An employee will be eligible to participate in a phased retirement program on the following conditions:

- The employee must be a full-time or part-time employee;
- The employee must have worked for at least five continuous years with Council;
- The employee must be fit to perform the inherent requirements of his/her substantive position;
- The employee must not be in receipt of workers compensation payments, temporary or permanent disability payments or income protection payments;

- The employee attends work under the program for a minimum of three days in each 10-day fortnight;
- The employee attends work under the program for a maximum of eight days in each 10-day fortnight; and
- The employee not undertaking paid employment that in the opinion of the Council imposes an unreasonable risk to their Occupational Health, Safety and Welfare.

Contract and casual employees are excluded from this Clause.

12.2 Development and Training Opportunities for Entry-Level Employees

The intention of this clause is to provide a development opportunity for employees to gain skills and knowledge at the entry level in an organisation in preparation for future employment within Local Government.

The employment of such workers will be notified to and monitored by the WCC.

The Award rates under Schedule 2 General Officers Level 1A will be paid where all of the following conditions apply:

- The employee is to receive experience and skill development beneficial to their career and without the opportunity would be unlikely to find permanent employment elsewhere within the organisation;
- The employee does not meet the criteria to be classified as a trainee as per the Training and Skills Development Act 2008 or its successor;
- Junior rates and traineeship rates as per the Award do not apply; and
- The person is not employed to offset the work required of a vacant permanent position and/or current employee.

CLAUSE 13 : SECONDMENT AND DEVELOPMENT

- 13.1 The performance of the Business Unit is significantly dependent on the effectiveness of its learning and development programs and strategies provided to staff.
- 13.2 As part of the Council's Performance Development and Review system, employees in consultation with their Managers will develop personal development plans.
- 13.3 The City of Unley agrees to facilitate a broad range of training and development opportunities. Within these alternatives, employees may apply for secondment to all levels of government and public sector organisations, provided that the needs of the organisation remain paramount.
 - 13.3.1 All employees shall commit to attending all scheduled training (both internal and external) provided by the City of Unley unless there are

extenuating circumstances. Employees recognise that attendance at training will be a requirement in ensuring their own career development and also compliance for both the employee and organisation with the relevant Occupational Health, Safety and Welfare standards.

13.3.2 All employees shall commit to attending all scheduled Road Shows by the City of Unley internally unless there are extenuating circumstances. Employees will also acknowledge the importance of attending all Road Shows as a means to remain abreast of Council activities and any new information regarding the workforce.

CLAUSE 14 : FLEXIBILITY IN WORKING HOURS

14.1 This section of the Agreement is aimed at supporting a flexible workforce, whilst maintaining a competitive cost structure.

14.2 Ordinary hours of work

14.2.1 The ordinary hours of work of a full-time employee shall be 152 hours over a four week period.

(a) **Administrative Employees**

The ordinary hours of work excluding public holidays will not exceed 10 hours in any one day, to be worked between the span of 7.00 am and 7.30 pm Monday to Friday.

(b) **Library employees**

The ordinary hours of work excluding public holidays will not exceed 10 hours in any one day, to be worked between the span of 7.00 am and 8.15 pm Monday to Friday.

14.2.2 Work Breaks

Employees shall have their "work breaks" in accordance with the Award provided that, in the case of Library employees who are required to work an "evening shift" shall be entitled to an unpaid evening meal break of 30 minutes.

14.3 Written Hours Agreement

14.3.1 Where an employee's ordinary time hours can not be worked in accordance with sub-clause 14.2.1(a) and 14.2.1(b) above, a written hours agreement, as mutually agreed, between the employee and the employer setting out the details of the work arrangement shall be signed and held by the employer and employee.

14.3.2 In the hours agreements the penalty payments as contained in sub-clause 14.4 shall apply, unless some other compensating benefit is otherwise agreed between the employer and the employee.

14.4 Penalties

- 14.4.1 All normal time worked outside of the ordinary span of hours set out in 14.2.1 shall be paid or accrued as TOIL at 115% penalty rate.
- 14.4.2 All normal time worked on Saturday up to 5.00 pm shall be paid or accrued as TOIL at the 125% penalty rate and all normal time worked on Saturday beyond 5.00 pm shall be paid or accrued as TOIL at the 150% penalty rate.
- 14.4.3 All normal time worked on Sunday shall be paid or accrued as TOIL at the 150% penalty rate.
- 14.4.4 All time worked on Public Holidays shall be paid in accordance with the Award.
- 14.4.5 When a Public Holiday is transferred, the employer agrees to allow either day to be observed as the Public Holiday. Parties agree that an employee shall be entitled to observe the Public Holiday on one (1) day or the other, not both.

14.5 Overtime Payments

- 14.5.1 Overtime payment will only apply where work commitments are such that time off is not appropriate.
- 14.5.2 All overtime will be paid or accrued as TOIL at the appropriate Award rate.
- 14.5.3 The working of additional hours and banking of TOIL must be with prior authorisation.

14.6 Time off in Lieu (TOIL) and Rostered Day Off (RDO) Bank

- 14.6.1 This sub-clause excludes casuals.
- 14.6.2 TOIL and RDOs may be taken at a time agreed between the employer and the employee provided that:
 - no more than five days (38 hrs) may accrue in either bank at any one time, and;
 - TOIL may be taken in single hours, single days or groups of days up to five.
- 14.6.3 This Agreement provides eligible MOA staff with the option of working a '19 day month' by working the equivalent of 19 days every four week period. (See Appendix 2 – Council Operating Hours.)

Start and finish times and the taking of RDOs are as mutually agreed between the employee and their Manager.

Where RDOs are unable to be taken within twelve months from the time of accrual because of organisation constraints, the time shall be paid out at the ordinary rate.

RDOs are subject to the workload and can be varied by mutual agreement between an officer and the manager responsible for the work area. RDOs can be taken either as one full day, or two half days per calendar month.

14.7 Flexible Hours - Part Time Employees

The normal working hours of a part-time employee may be changed by mutual agreement to meet the short term requirements of either party in respect of an increase (up to 38 ordinary hours per week) or decrease in normal hours of duty. Where additional hours are worked the provisions of this Clause apply.

14.8 Allowances

14.8.1 A meal allowance will be paid Monday to Friday when an employee is required to work more than two and one half hours overtime. Not more than one meal allowance will be paid in any one day. A meal allowance for weekend work shall be paid only when the employee works earlier than 7.30 am or after 7.00 pm.

CLAUSE 15 : CASUAL EMPLOYMENT

The length of casual employment period provisions is set at 1200 hours per annum in lieu of 800 hours per annum as provided in the Award.

CLAUSE 16 : EMPLOYEE SUPPORT PROGRAMS

16.1 Corporate Health and Fitness

Council is committed to the development of a healthier workforce. A number of programs will be available aimed at increasing employees' awareness on issues which have an impact on the employees' general well-being.

16.2 Employee Assistance Program

16.2.1 The employee assistance program focuses on the psychological and the emotional support of employees, in so far as to minimise psychological hazards.

16.2.2 For employees suffering the effects of stress, no matter what the cause, appropriate support will be offered.

16.2.3 A seven (7) day week, twenty-four (24) hour a day counselling service will be made available to all employees covered by this Agreement. Should the need arise for longer term counselling, this will be provided after negotiation with the employee.

16.3 Training and Study

16.3.1 The parties are committed to ensuring the development of a learning environment with the aim of enhancing productivity, effectiveness of operations and providing realistic career choices and multi-skilling.

16.3.2 The parties agree that training will be employee specific and will be developed through the employee's development and review mechanism. Individual training plans will be developed and revised for each employee in consultation with employees, in the life of this Agreement. Training time and course fees will be at Council's expense.

16.3.3 Business Units, through their meeting and planning processes, will also give consideration to their training needs.

16.3.4 Further, as a means of providing greater flexibility in the provision of training and subject to agreement by individual employees, time spent at structured training programs approved by management on a Saturday or other agreed times outside of ordinary hours will be taken as TOIL at ordinary rates.

16.3.5 Skill development will not be limited to formal training programs and study programs. The parties recognise the benefits of staff exchanges between Councils and like businesses and will help facilitate this for employees who wish to participate in such schemes.

16.3.6 Agreed Study Criteria for Study Assistance

- a) The course of study has a direct relationship to the employee's current duties, or is within the scope of the duties that may be taken as a consequence of promotion, redeployment or multi-skilling.
- b) An essential component of the proposed course of study has been identified in the current career development plan of an employee, either within their current career direction or a direction that has been identified and agreed, through the Development and Appraisal system.
- c) The proposed course of study must be consistent with the role and function of the Local Government industry.
- d) Both the needs of the employee and the organisation must be met through the approval of study assistance. Thus, absences on study leave will not have an adverse effect upon the Council's ability to deliver services.
- e) Where study assistance has been granted the following conditions apply.

At the beginning of each semester an employee may choose either:

- i) up to three hours paid time off per week inclusive of travel time for attendance at course lectures, tutorials and exams. Paid time off can only be taken during study semesters (or terms) and not during semester breaks;
- ii) refund of the prescribed course fees up minimum \$1,200 per annum on production of evidence of successfully completing the components of the course for which reimbursement of fees is sought and submission of documentary evidence of expenditure.

- f) By mutual agreement between the Manager and employee arrangements can be made for additional study time to be granted provided the time is made up (e.g. RDO bank). These provisions apply to both contact and correspondence courses.

16.4 Alcohol, Drug and Substance Abuse Assistance

16.4.1 The use and effects of alcohol, drug and other substances in the workplace can pose serious problems for all employees. Problems and safety issues arise not only for the person concerned, but also for friends or work colleagues working with the affected person.

16.4.2 Where it has been identified that an employee is suffering from the effects of alcohol, drug or substance abuse, then this should be managed in accordance with Council's policy.

16.4.3 Reasonable assistance, including counselling, will be given to the employee if requested by the employee.

CLAUSE 17: LEAVE

17.1 Paid Personal Need Leave

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

Leave for the purpose of this Clause operates entirely on the basis of trust and the employee's genuine assessment of the need to take that leave.

Subject to sub-clause 17.1.1, such leave is not restricted in terms of the number of days that can be taken (within the accrued entitlements held by the employee at any given time) and will be subject to clause 17.1.1 automatically authorised by Council.

To access Personal Need Leave, an employee must make a genuine endeavour to advise his/her manager of the need to take Personal Need Leave prior to the commencement of his/her start time. If this is not possible the employee must make every reasonable endeavour to notify their manager as soon as practicable in the given circumstances.

17.1.1 Where trust is broken

An employee's access to Paid Personal Need Leave may be withheld in the following circumstances:

- Where the employee on more than one (1) occasion fails to notify Council with no valid reason of their need to take leave in accordance with Clause 17.1 above; or

- Where the employee, following counselling or a warning about their behaviour or conduct, engages in conduct or behaviour that is inconsistent with Council's values; or
- For any valid and good reason that the Council may have.

Where Council wishes to implement this restriction, it must provide the employee an opportunity to respond to the proposed course of action before a final decision is made. Council's decision will then be final, and may only then be reversed at Council's discretion having regard to the employee's ongoing behaviour, conduct and approach to his/her personal leave.

An employee whose access to Paid Personal Need Leave is restricted is required to produce a medical certificate for any absence taken. An employee will not be required to produce a medical certificate for such absence where the circumstances would make it unreasonable for the employee to do so. In this case the employee must provide Council with a Statutory Declaration or any other form of reasonable evidence to the satisfaction of Council that substantiates the reason for the absence.

Failure to provide a medical certificate, Statutory Declaration or other form of reasonable evidence to the satisfaction of Council may result in non-payment of leave. In such cases the time away from work will be regarded as an unauthorised absence.

17.1.2 Extenuating Circumstances Leave

Where personal and genuine needs exceed an employee's accrued entitlements, special unpaid leave may be granted in exceptional circumstances at the discretion of the Chief Executive Officer.

17.2 Compassionate Leave

Employees are entitled to two days bereavement leave when a member of the employee's immediate family or household member contracts or develops a personal injury or illness that poses a serious threat to their life, or dies.

17.3 Purchased Leave

Employees may purchase up to four weeks additional leave per annum (pro rata for part time employees). Purchased Leave will only occur when requested by an employee. A request will not automatically be granted, and approval will depend upon the application of the criteria outlined in 17.3.6.1.

In the event that the application is denied on the basis of 17.3.6.1 (iv) Operational Requirements, an Appeal may be made to the relevant General Manager. The General Manager's decision will be final and binding.

17.3.1 Employees may apply for one, two, three or four weeks of unpaid leave, funded by salary deductions, spread evenly over the year. This allows employees to continue to receive pay during the period(s) of purchased leave.

17.3.2 Applications for Purchased Leave must be made by the first of May each year to the Chief Executive Officer or nominee.

17.3.3 Purchased Leave can only be taken in whole week blocks.

17.3.4 Purchased Leave must be utilised in the financial year in which it is purchased or it will be lost.

17.3.5 Purchased Leave will count as service.

17.3.6 Approval of Purchased Leave will be determined by the relevant General Manager in consultation with the Business Unit Leader.

17.3.6.1 Decisions to approve an application of Purchased Leave will be based upon the following factors:

- (i) Long Service Leave is not available;
- (ii) Annual Leave entitlement is not to exceed four (4) weeks upon the employees anniversary date;
- (iii) If approved the combination of Annual Leave and Purchased Leave is not to exceed a total of eight (8) weeks at any given time; and
- (iv) Operational requirements at the time of request.

17.3.7 An employee's fortnightly deductions will remain unchanged if they elect to be part of the Purchased Leave scheme.

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

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

17.4 Paid Parental / Adoption Leave

17.4.1 An employee (excluding casual employees) shall be granted parental/adoption leave on full pay for a consecutive period of thirteen (13) weeks absence in the case of the primary carer, and two weeks absence in the case of the partner of the primary carer, provided that:

- a) the employee has completed 12 months of continuous service with the City of Unley immediately prior to qualifying for the paid parental/adoption leave;
- b) the employee applies in writing to the relevant General Manager for paid parental/adoption leave, including a certificate from a qualified medical practitioner stating the expected date of birth of the child (or a statutory declaration of scheduled adoption leave date);
- c) in the case of parental/adoption leave for the primary carer, the period of 13 weeks absence shall be taken in one consecutive block or in 26

- weeks at half pay within the 12 month parental/ adoption period to commence on any date nominated by the applicant during the period of parental/adoption leave; and
- d) any public holiday or other statutory holiday that falls within the period of parental/adoption leave shall be counted as a day of such parental leave.

17.4.2 This clause shall be read in conjunction with Clause 7.5 of the Award.

17.4.3 The Federal Government universally paid maternity leave scheme will have no effect on the obligation of the employer to make payment in accordance with this clause.

17.5 Christmas Eve/New Year Closure

17.5.1 The Chief Executive Officer will announce to all staff in writing by 1 October annually, the expected closures, operating hours and minimum staff requirements to maintain the City of Unley's operations for the period 25 December to 1 January. Every effort shall be made to ensure consistency of operating hours across all business units and remote locations.

17.5.2 The above decision will be made after:

- a) consultation with all affected staff and their managers; and
- b) the City of Unley's minimum operating requirements have been assessed.

17.5.3 Any staff not required to work during the Christmas to New Year period will be encouraged to take leave.

17.5.4 Staff required to work at any time from 25 December to 1 January to meet the City of Unley's operating requirements will be rewarded with a gift voucher to the value of \$30.00 per day worked. The voucher will be provided in recognition of the City of Unley's requirement for them to be rostered for work during the traditional holiday season.

17.5.5 Staff who are not required to work, but who choose to do so, will not be rewarded under Clause 17.5.4.

CLAUSE 18 : FIXED TERM CONTRACTS

18.1 Council is committed to offering permanent employment where practicable.

18.1.1 Where an existing permanent position is filled on a fixed term basis, there shall be a review of that position six months prior to the expiry of the contract whether it should be filled on a further fixed term basis.

18.1.2 Where it is determined that the work being performed is of an ongoing nature and is not subject to other staffing considerations or funding implications, the position will convert to permanent status at either the

expiry of the contract or earlier, where the incumbent agrees. Where this occurs, the incumbent shall have the same rights as permanent employees (internally) to apply for the position via the Recruitment and Selection Guidelines.

18.2 Notwithstanding the above, the employer may continue to offer fixed term employment contracts in accordance with Clause 4.1.4 (a) and (b) of the Award, where there is:

- a) a specific project or work of a defined duration;
- b) a position which is funded from an external body; and
- c) an employee who agrees to employment for a fixed term.

18.3 Where an employee has been employed on a fixed term contract basis for two years or more the employer shall give the incumbent two month's notice of its intention not to renew the contract.

CLAUSE 19 : RECLASSIFICATION

19.1 An employee wishing to have their classification reviewed may do so by applying in writing to their General Manager. The following process shall apply:

Stage 1

The employee shall complete the application for reclassification and include the following:

- a copy of their current job description;
- a statement outlining the changes to their role, and the reasons for the changes;
- a proposed revised job description signed by both employee and their manager; and
- any other documentation of evidence to support their claim.

Stage 2

The General Manager shall have the application for reclassification assessed, ensuring that a fair and proper process has been followed. The assessment process will include Council's Human Resource advice, and may include conducting interviews and accessing the services of an independent consultant.

Following completion of the assessment process, the General Manager shall refer the application to the Chief Executive Officer, and include a recommendation as to the appropriate classification for the position.

Stage 2 shall be completed within four weeks of receipt of the application for reclassification.

Stage 3

The Chief Executive Officer shall make a decision and advise the employee's General Manager, who will meet with the employee to advise and provide reasons as to the outcome of their Application, which shall then be confirmed in writing.

Stage 3 shall be completed within two weeks of the application and General Manager's recommendation being referred to the Chief Executive Officer.

- 19.2 Where a reclassification is approved, payment at the new classification level shall take effect on a 'point to point' basis from the date the application is received by the General Manager.
- 19.3 An employee not satisfied with the determination may access the Grievance Settlement Procedure at sub-clause 21.3 Stage 3, herein, before choosing to access a Board of Reference constituted under the Award.

CLAUSE 20 : WORKPLACE REPRESENTATIVES

- 20.1 The parties accept the significant role of Workplace Representatives in assisting with the resolution of disputes, negotiation, communication and promoting a spirit of cooperation between employees, management and the Union.

Employees who are elected to a Workplace Representative role shall:

- a) be treated with respect and without discrimination by the Employer;
- b) conduct themselves in a way that enhances the employee relations environment within the City of Unley and furthers the objectives of this Agreement; and
- c) be provided with appropriate resources and facilities such as telephone, fax, photocopier, email, internet, secure filing facilities and access to interview/meeting rooms.

- 20.2 It is recognised the Workplace Representatives require training from time to time in support of their role to maintain and promote sound industrial relations.

Accordingly, the following provisions shall apply:

- a) Workplace Representatives shall be provided with paid leave to attend educational courses, conferences or other industrial relations events relevant to the City of Unley for the purposes of acquiring knowledge and skills in grievance and dispute resolution;
- b) a maximum aggregate of 10 days leave per representative per annum will be permitted pursuant to this clause unless otherwise agreed to by the City of Unley;
- c) a minimum of four weeks' notice of any intended training is to be provided, where practicable, to ensure that customer service is not compromised;
- d) information is to be provided to the relevant manager, which includes the venue, training provider, course objectives and outline and the times on which the training is to be conducted.

- 20.3 Council will allow Workplace Representatives reasonable paid time to carry out their role which may include:
- a) speaking to and meeting with members and management to resolve grievances and disputes about workplace and individual member issues;
 - b) speaking to and meeting with Union officials about any matters pertaining to the employer/employee relationship; and
 - c) addressing new employees at induction sessions or other appropriate times about the role of the Union in promoting sound industrial relations in the workplace and in ensuring adherence to the Award and Agreement.

CLAUSE 21 : GRIEVANCE SETTLEMENT PROCEDURE

- 21.1 The parties agree to the principle of 'natural justice' for all employees, and a formalised grievance process is available to all employees to ensure they are treated fairly and equitably.
- 21.2 It is the aim of both parties to ensure that grievances are resolved as quickly as possible in order to preserve positive working relationships.
- 21.3 Specific procedures are in place for grievances covered under the City of Unley's Fair Treatment Policy. Where the grievance is not covered under the Fair Treatment Policy, the following procedures should be adopted:

Stage 1

Employees should, in the first instance, seek to resolve any grievance with the relevant supervisor. Conversely, supervisors should seek to resolve any grievance with the employees concerned. Should it be inappropriate for any employee to speak to a supervisor, they can move to stage 2 of the process.

Stage 2

If the matter is not resolved at stage 1, an aggrieved employee may request the assistance of a Workplace Representative or other person of their choice. The employee and their Representative, if requested, will discuss the issue with the employee's Manager with a view to reaching a resolution.

Stage 3

If not resolved at stages 1 and 2, the grievance is to be referred to the Chief Executive Officer and/or General Manager who will liaise with the Union Industrial Officer/Organiser where requested by the employee. The matter may be referred back to stages 1 or 2 if agreed by the parties.

Stage 4

Should the issue not be resolved at stage 3, the grievance will have escalated to dispute status and accordingly will be referred to the Industrial Relations Commission of South Australia for conciliation or, if necessary, arbitration according to the relevant provisions of the Fair Work Act 1994. The process

contained in stages 1 to 3 should be completed within seven days of the issue being raised at stage 1.

- 21.4 Nothing in this process prevents the employee from involving the Union Industrial Officer/Organiser or agent of their choice at any stage.
- 21.5 The Human Resources Consultant may provide advice and assistance at any stage of the process.

CLAUSE 22 : DISPUTE RESOLUTION

22.1 Any disputes arising under the operation of this Agreement shall be dealt with through the following steps:

- a) either party shall raise the matter with the other through formal written communication and attempt to resolve the issue by negotiation;
- b) should this step not reach a satisfactory conclusion the matter can then be referred to the WCC;
- c) if this does not succeed then the matter may be referred to the South Australian Industrial Relations Commission for it to exercise its conciliation powers; and
- d) if the conciliation does not resolve the matter the parties may place it before the Commission for arbitration.

CLAUSE 23 : INCOME PROTECTION

The employer will maintain a Personal Accident and Illness Insurance Plan for employees covered by this Agreement. Coverage is subject to the terms of conditions of the Insurance Policy and currently provides 24 hour sickness and accident cover for loss of income for a maximum 104 weeks.

This clause does not apply to employees employed on a casual basis.

CLAUSE 24 : SALARY INCREASE – QUANTUM AND TIMING

- 24.1 Employees covered by this Agreement shall be entitled to the following salary adjustments:
 - 24.1.1 3.6% shall be paid on existing wage rates from the first full pay period after 1 July 2011; and
 - 24.1.2 A further 3.6% or CPI (whichever is greater - Adelaide CPI annualised as at March Quarter 2012) shall be paid from the first full pay period after 1 July 2012.
- 24.2 Employees who have remuneration arrangements that incorporate salary increases as provided for in Clause 6.2 herein shall not be eligible to receive the above salary increases.

24.3 Salary rates and increases that shall apply under this Agreement are attached at Appendix 1.

CLAUSE 25 : SUPERANNUATION

The City of Unley must pay superannuation contributions in respect of each employee into the Local Government Superannuation Scheme.

25.1 For the purpose of this clause:

“Local Super Scheme” means the superannuation scheme established and maintained under the Local Government Act 1999, SA known as Local Super SA/NT.

25.2 “Superannuation contributions” means:

- a) contribution which the employer is required to pay under the terms of the rules governing the Local Super Scheme;
- b) contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid the imposition of a superannuation guarantee charge under the Superannuation Guarantee (Administration) Act 1992;
- c) percentage contribution as per the Award on employee’s ordinary time earnings; and
- d) any additional contributions which the employer agrees to pay in respect of an employee.

25.3 Until 31 December 2011, the employer is required to make employer superannuation contributions for each employee into Local Super. From 1 January 2012, employees will have a choice as to which fund they wish their contributions to be made.

Local Super will remain the default superannuation fund for the employer’s employees.

From 1 January 2012, employees will be entitled to choose the fund into which their employer superannuation contributions will be made. If an employee does not nominate an alternative fund, the employer superannuation contributions will be made to Local Super as the default fund.

“Local Super” means the superannuation scheme established under the Local Government Act 1934 for (SA) that continued in existence under Part 2 of Schedule 1 of the Local Government Act 1999 (SA), and continues in existence under a trust deed dated 25 November 2008 (Trust Deed) pursuant to amendments to the 1999 Act that took effect on 1 January 2009 and as amended from time to time.

The amount of the employer contribution will be:

- a) For each employee who is making “Salary Link” contributions to Local Super:
- I. 3% of the employee’s salary, and
 - II. Any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Local Super from time to time to finance the Salary Link benefit for the employee; and
 - III. Any additional superannuation contributions which the employer agrees to pay in respect of the employee.

“Salary Link” contributions have the meaning given to that term under the Trust Deed.

- b) For each other employee:
- I. Contributions which the employer must pay to a superannuation fund in order to avoid from becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992 (Cth); and
 - II. Any additional superannuation contributions which the employer agrees to pay in respect of the employee.

CLAUSE 26 : SALARY SACRIFICE

- 26.1 An employee may elect to sacrifice any amount from their fortnightly pre tax salary to:
- make additional superannuation contributions to the Local Super Scheme; and
 - enter into a novated lease arrangement for a motor vehicle.
- 26.2 Salary sacrifice contributions made by the employee will be treated as employer contributions and may be subject to superannuation surcharge and are likely to be preserved.
- 26.3 The employee’s gross salary for all purposes shall be the pre-sacrifice salary.
- 26.4 The parties agree that salary sacrificing will not result in additional cost to the Council, including Fringe Benefits and Employer Contribution taxes. Any such costs incurred through a salary sacrifice arrangement shall be met by the employee. This means that contributions made to the Local Super Scheme will be adjusted to take account of taxation payable in relation to those contributions.
- 26.5 The employee may elect to withdraw from the salary sacrifice scheme at any time.
- 26.6 Salary sacrifice is provided in accordance with the City of Unley’s Salary Sacrificing Policy, as amended from time to time.

CLAUSE 27 : NO FURTHER CLAIMS

- 27.1 The Parties undertake that during the period of operation of this Agreement there shall be no further wage increase sought or granted, except for those provided under the terms of this Agreement.
- 27.2 This Enterprise Agreement shall not preclude increases granted by State Wage Case for economic adjustment purposes from being accessed by those covered by this Agreement. Such State Wage Case decisions must clearly determine that any such increases are in addition to Enterprise Bargaining increases.

CLAUSE 28 : SIGNATORIES

Signed for an on behalf of

The Corporation of the City of Unley

..... (Christine Umapathysivam)
Acting Chief Executive Officer

..... **Witness**

on this day of 2011

Australian Services Union (SA and NT Branch) by

..... (Katrine Hildyard)
Branch Secretary

..... **Witness**

on this day of 2011

SCHEDULE OF SALARY INCREASES

APPENDIX 1

Pay Grade	Grade Step	As at 1/7/2011 Salary increase of 3.6%		As at 1/7/2012 Salary increase of 3.6% or CPI whichever is greater (CPI Adelaide March quarter)	
		Pay Rate	Annual Salary	Pay Rate	Annual Salary
1	1	21.537	42,558	22.313	44,090
1	2	22.036	43,544	22.830	45,112
1	3	22.737	44,928	23.555	46,546
1	4	23.490	46,417	24.336	48,088
1	5	24.241	47,900	25.114	49,625
1	6	24.990	49,381	25.890	51,159
2	1	25.752	50,885	26.679	52,717
2	2	26.504	52,372	27.458	54,257
2	3	27.256	53,859	28.238	55,797
2	4	28.006	55,340	29.014	57,332
3	1	28.757	56,825	29.793	58,870
3	2	29.506	58,304	30.568	60,403
3	3	30.261	59,795	31.350	61,947
3	4	31.013	61,281	32.129	63,488
4	1	31.762	62,761	32.905	65,020
4	2	32.515	64,250	33.686	66,563
4	3	33.264	65,729	34.461	68,095
4	4	34.016	67,216	35.241	69,635
5	1	34.766	68,698	36.018	71,171
5	2	35.518	70,184	36.797	72,710
5	3	36.270	71,670	37.576	74,251
6	1	37.521	74,141	38.872	76,810
6	2	38.773	76,616	40.169	79,375
6	3	40.027	79,093	41.468	81,941
7	1	41.275	81,560	42.761	84,496
7	2	42.529	84,037	44.060	87,063
7	3	43.779	86,508	45.355	89,622
8	1	45.283	89,478	46.913	92,700
8	2	46.786	92,448	48.470	95,777
8	3	48.290	95,421	50.028	98,856

Junior rates apply to level 1 as follows	
<i>Years of age</i>	<i>% of 1st year adult service</i>
17 and under	62
18	72
19	82
20	92



COUNCIL FACILITIES

OPENING AND CLOSING TIMES

Civic Centre and Cottage	8.30 am – 5.00 pm	Monday to Friday
Civic Library	1 pm – 6 pm	Monday
	10 am – 6 pm	Tuesday, Wednesday and Friday
	10 am – 8 pm	Thursday
	10 am – 4 pm	Saturday
	2 pm – 5 pm	Sunday
Goodwood Library	10.30 am – 5 pm	Monday
	10 am – 6 pm	Tuesday and Thursday
	1 pm – 5 pm	Wednesday
	10 am – 5 pm	Friday
	10 am – 1 pm	Saturday
Fullarton Park Library	11 am – 1 pm	Monday
	12.30 pm – 3 pm	Tuesday
	10 am – 1 pm	Thursday
Civic Toy Library	10.30 am – 12.30 pm	Tuesday
	2 pm – 5 pm	Tuesday
	2 pm - 5 pm	Wednesday
	10.30 am – 12.30 pm	Thursday
	10.30 am – 3 pm	Saturday
Museum	10 am - 4 pm	Mondays, Tuesdays and Wednesdays
	1.30pm - 4.30pm	Sunday

Community Centres:

Clarence Park	9 am – 3 pm 9 am -12 noon	Monday to Thursday Friday
Goodwood	9 am – 4 pm	Monday to Friday
Fullarton Park	8.30 am – 5 pm	Monday to Friday
Unley Citizens' Centre	8.30am - 4.30pm	Monday, Tuesday, Thursday and Friday

- 1) All facilities closed public holidays.
- 2) Community Centres available for hire as arranged.
- 3) Community Centres, Museum and Libraries opening and closing times vary from this schedule during the Christmas/New Year and Easter periods.
- 4) Community Centres hire availability available as arranged (outside of these hours)
- 5) Significant variation to opening and closing hours are by resolution of the Council.