

CITY OF WEST TORRENS ENTERPRISE AGREEMENT (LOCAL GOVERNMENT EMPLOYEES) 2012

File No. 04750/2012B

This Agreement shall come into force on and from 10 December 2012 and have a life extending until 30 June 2014

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



DATED 10 DECEMBER 2012.

COMMISSION MEMBER





City of **West Torrens**

Between the **City** and the **Sea**

City of West Torrens

Enterprise Agreement (Local Government Employees) 2012

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1. Application and Operation of Agreement

1.1 Title

This Enterprise Agreement will be known as the City of West Torrens Enterprise Agreement (Local Government Employees) 2012.

1.2 Parties bound

1.2.1 This Enterprise Agreement shall be binding upon:

- a) City of West Torrens in respect of its employees employed pursuant to the Local Government Employees (SA) Award 1998
- b) Amalgamated AWU (SA) State Union
- c) All employees of the City of West Torrens who are eligible to be members of the AWU.

1.3 Date of operation and review of Enterprise Agreement

1.3.1 This Enterprise Agreement comes into force on the date of certification by the South Australian Industrial Relations Commission and will remain in force until 30 June 2014.

1.3.2 This Enterprise Agreement will be reviewed and negotiations for a new Enterprise Agreement will commence during the final 6 months of this Enterprise Agreement. This Enterprise Agreement may remain in operation after the date of expiry until a new Enterprise Agreement is certified.

1.4 Definitions

For the purpose of this Enterprise Agreement:

1.4.1 **Act** means the South Australia Fair Work Act 1994, as amended.

1.4.2 **Award** means Local Government Employees (SA) Award 1998.

1.4.3 **AWU** means the Amalgamated AWU (SA) State Union.

1.4.4 **Consultation** means the process that will have regard to employees' interests in the formulation of plans that have an impact upon them. It provides these employees with the opportunity to have their viewpoints heard, acknowledged and taken into account prior to a decision being made. Consultation allows for decisions to be made having due regard to all matters raised by employees.

1.4.5 **Best Value** is a process, which enables a City of West Torrens function or work area to demonstrate parity of performance in the areas of quality, cost and time with alternative providers of a service, or against a City of West Torrens specification for a service.

- 1.4.6 **Employee** means any employee of the City of West Torrens who performs and is paid for work covered by this Enterprise Agreement and the Award.
- 1.4.7 **Employer** means the City of West Torrens (CWT).
- 1.4.8 **Enterprise Agreement** means the City of West Torrens Enterprise Agreement (Local Government Employees) 2012.
- 1.4.9 **Enterprise Negotiation and Consultative Committee (ENCC)** means the Enterprise Negotiation and Consultative Committee established pursuant to Clause 1.6 of this Enterprise Agreement.
- 1.4.10 **Fund** means the complying superannuation fund into which the employer is required by law to make contributions into. At the date of making this Enterprise Agreement the parties agree that the employer is required to make contributions to the Local Government Superannuation Scheme (Local Super).
- 1.4.11 **General Manager** means a person designated by the CWT as a General Manager.
- 1.4.12 **Household member** means a member of an employee's household with whom they have lived for a minimum of 12 months.
- 1.4.13 **Immediate family** means:
- a) A spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee. A de facto spouse, in relation to a person, means a person who lives with the first mentioned person on a bona fide domestic basis although not legally married to that person and
 - b) A child or an adult child (including an adopted child, a step-child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.
- 1.4.14 **Manager** means a person designated by the CWT as a Manager.
- 1.4.15 **Primary care giver** means a person who assumes the principal role of providing care and attention to a child.
- 1.4.16 **Redundancy** in relation to a CWT position will occur when the CWT no longer desires to have the position's activities/functions performed anymore.
- 1.4.17 **The Parties** means the City of West Torrens, the AWU and employees of the City of West Torrens covered by the Local Government Employees Award 1998.
- 1.4.18 **Union** means the Amalgamated AWU (SA) State Union.

1.5 Relationship to parent Award

- 1.5.1 This Enterprise Agreement will be read in conjunction with the Local Government Employees Award, provided that this Enterprise Agreement will prevail to the extent of any inconsistency with the Award.

1.5.2 This Enterprise Agreement replaces the City of West Torrens Enterprise Agreement (Local Government Employees) 2010.

1.5.3 The employer is committed during the life of this Enterprise Agreement to negotiate collectively with employees and their representative/Union.

1.6 Enterprise Negotiation and Consultative Committee

1.6.1 The Enterprise Negotiation and Consultative Committee (ENCC) is established in response to the enterprise bargaining process and formed upon commencement of negotiations leading to the approval and the operation of this Enterprise Agreement.

1.6.2 The ENCC consists of:

- a) Up to three employer representatives, nominees of the CEO
- b) Up to three employee representatives, elected by employees covered by this Enterprise Agreement
- c) AWU State Secretary or nominee.

1.6.3 The agreed objectives for the ENCC are:

- a) Its principal function is to facilitate the flow of information between the CWT and its employees
- b) To negotiate an Enterprise Agreement between the parties
- c) To oversee the implementation of the Enterprise Agreement
- d) To create an environment for management and employee representatives to come together to review the current operations and agree on strategies for improvement
- e) To ensure the views and issues of the workforce are represented at meetings and are fairly heard
- f) To create opportunities for continuous improvement to be generated from the workforce and presented to the ENCC for consideration
- g) To ensure accurate and timely information is communicated to management and employees.

1.6.4 The agreed terms of reference are as follows:

- a) In consultation with the persons represented, negotiate and make application for approval of the Enterprise Agreement
- b) To act as a forum for consultation/negotiation in the development of organisational plans for workplace reform
- c) To canvas workplace input and to examine proposed improved work arrangements
- d) To assist in the promotion of OHSW and Fair Treatment objectives
- e) All members are bound to respect all confidential information and not to disclose information that could be damaging either to an individual, employee, work group or organisation

- f) In consultation with employees and taking into account their views, management will determine the most appropriate course of action and advise the employees affected
- g) Meetings of the ENCC shall be conducted at least quarterly or as required, with an agreed, pre-circulated Agenda.

1.7 Workplace Culture (Including FITCOR)

- 1.7.1 The parties to this agreement will implement workplace practices aimed at enhancing job satisfaction, productivity, quality customer service and a positive workplace environment.

These practices will be built on a culture of:

Fun
Integrity
Innovation
Trust
Compassion
Openness
Respect

1.8 Intent and objectives

- 1.8.1 The CWT is the body corporate and has the responsibility to service the community and maintain the area in an environmentally conscious manner and to a high standard. All employees covered by this Enterprise Agreement play an integral part in ensuring that service is efficiently and effectively undertaken.
- 1.8.2 The parties agree that all employees of the City of West Torrens are committed to a process of continuous improvement with the aim of ensuring that all areas of the organisation operate at a high level of efficiency and cost effectiveness. This commitment will be demonstrated by:
- a) Focusing on quality customer service
 - b) Setting and achieving assessable and realistic outcomes
 - c) Working co-operatively across Departments to find creative solutions
 - d) Developing a flexible team based working environment
 - e) Improving communications
 - f) Delegating authority to employees
 - g) Adopting cost efficient ways of working and striving to increase productivity and efficiency through the best use of available resources
 - h) Identifying training needs to improve individual performance and expertise.

- 1.8.3 To facilitate this commitment the parties will contribute, endorse and action an annual business plan which:
- a) Details operational objectives
 - b) Commits to actions to achieve objectives
 - c) Identifies measures to quantify results
 - d) Sets target dates and allocates responsibility for each objective
 - e) Identifies and prioritises training needs for all employees
 - f) Establishes and documents performance agreements and appraisal systems for all employees

1.9 Best value

- 1.9.1 The parties recognise the need to demonstrate that services are provided for the Community in a cost effective manner.
- 1.9.2 The CWT is committed to best value as a means of increasing and measuring the competitiveness of the services.
- 1.9.3 Throughout the development of best value arrangements the parties agree the following philosophy and process will apply:
- a) The process will be managed by the business units and monitored by the ENCC
 - b) Services will be reviewed and developed in consultation with the workforce
 - c) The CWT will maintain a commitment to support the development of its workforce throughout the process
 - d) An agreed process of review will be established to ensure certainty and clarity of approach
 - e) The process will enable the assessment of quality, efficiency, customer satisfaction and real service costs
 - f) The provision of adequate training is considered essential to ensure business units competitiveness.
- 1.9.4 The best value process will include the following stages:
- a) The ENCC will, if necessary review and recommend to management an alternative form of service delivery or market testing if it is clearly demonstrated through the best value process that a service is uncompetitive or not sustainable.
 - b) In so doing the ENCC will:
 - I. Develop a service specification
 - II. Benchmark both internally and externally to assess competitiveness of services
 - III. Set agreed service standards that include measurable milestones for achieving the agreed specifications

- c) The parties are committed to ensure that the CWT adopts and maintains a best value approach. This will be achieved through the development of a culture, which ensures that the pursuit of continuous improvement and the agreement to change becomes the accepted philosophy for all CWT operations.

1.10 No further claims

- 1.10.1 During the period of this Enterprise Agreement there shall be no claims by either party except under the terms of this Enterprise Agreement.

1.11 Access to agreement

- 1.11.1 The CWT will provide a copy of this Agreement in an accessible place for perusal by employees.

2. Fair Treatment and Employee Health, Safety and Wellbeing

The CWT is committed to providing a workplace for its employees with a culture that values health, safety, wellbeing and fair treatment.

2.1 Fair treatment

- 2.1.1 The parties are committed to and will observe Fair Treatment principles in establishing and maintaining practices that ensure fairness and equity for all employees. All processes and strategies implemented in accordance with this Enterprise Agreement will comply with relevant legislation.
- 2.1.2 The CWT recognises that harassment and discrimination in employment practices and the provision of services is inappropriate and illegal.
- 2.1.3 The CWT will continue to appoint and maintain Fair Treatment Officers.
- 2.1.4 The CWT will take necessary and positive steps to ensure that harassment and discrimination are eliminated. This includes appropriate strategies and procedures that raise awareness of and aim to prevent harassment and discrimination.
- 2.1.5 Merit is the only basis for selection of individuals for employment and promotion.
- 2.1.6 Any harassment or discrimination applied in the course of making any decision regarding employees will not be tolerated.
- 2.1.7 Procedures will be implemented that will allow employees to seek redress for any form of harassment or discrimination.

2.2 Employee assistance program (EAP)

- 2.2.1 The CWT recognises it has a responsibility to protect both the physical and psychological health of its employees. The CWT endorses the EAP as a strategy that may assist to preserve or restore the physiological and psychological well being of employees, by supporting broad based employee counselling, together with preventative policies and services, which help to develop work environments that promote employee health and healthy behaviours.
- 2.2.2 The objectives of the EAP are to:
- a) Encourage early intervention and to resolve problems which may adversely affect an employee's work performance, health and/or wellbeing.
 - b) Assist employees by providing preliminary counselling and referral to a range of counselling and support services.
 - c) Assist in the development of a work environment that fosters healthy behaviour by the employee.
 - d) Enable employees to discuss their problems with a counsellor, so that together they can develop a course of action to overcome personal difficulties.
 - e) Assist in the resolution of issues so that the CWT and its employees may benefit from:
 - Increased productivity
 - Improved employee moral
 - Reduced absenteeism and sickness
 - Reduced accidents and incidents
 - Reduced internal friction and conflict
 - f) Provide an effective framework for workplace health promotion and preventative services.
 - g) Provide managers with strategies to deal with employees who, as a result of personal or work related problems, may be working at an unsatisfactory level.
- 2.2.3 The CWT is committed to the provision of an EAP and acknowledges that it is a shared initiative between employees and management, including the funding of some services by the CWT.
- 2.2.4 The CWT acknowledges that confidentiality is a central issue to the success of an EAP and that a breach of trust may destroy the credibility of the entire program.
- 2.2.5 The CWT supports the in-house coordination of its EAP by the Human Resources Department in accordance with the relevant policy.

2.3 Occupational health, safety and welfare (OHSW)

- 2.3.1 For the purpose of this clause, supervisor means any employee who has formal responsibility for the day to day supervision of other employees and/or contractors and/or volunteers.
- 2.3.2 The parties recognise the importance of an effective OHSW program, and the need to fulfil the obligations in the *Occupational Health Safety and Welfare Act 1986* and the CWT policies and procedures, in providing a safe work environment for all employees
- 2.3.3 The CWT is committed to the provision of a safe working environment and safe systems of work for all employees, regardless of location. Machinery, equipment, plant, clothing, substances and other items provided will be maintained in a safe condition and employees provided with relevant accurate information, instruction, training and supervision in this vital area.
- 2.3.4 Employees have an obligation to use the equipment provided, subject to relevant accurate information, instruction, training and supervision.
- 2.3.5 The CWT encourages consultation and communication between management and employees on all OHSW issues. OHSW Health and Safety Representatives, the OHSW Steering Committee and Operational Sub-committees provide the forum(s) for this process.
- 2.3.6 It is recognised by all parties that improved OHSW will ultimately increase productivity throughout the organisation by reducing lost time, rehabilitation costs and skill shortages.
- 2.3.7 Employees agree to use approved personal protective equipment in the prescribed manner, this includes, but is not limited to, equipment required to prevent injuries such as eye and hearing protection and equipment designed to minimise longer-term illness and diseases including respirators, hats, sun-screen and protective clothing.
- 2.3.8 The CWT and employees recognise the need to operate effectively and efficiently during periods of inclement weather, whilst continuing to recognise the importance of both OHWS and the need to achieve the required operational outcomes.
- 2.3.9 Employees who observe unsafe work situations have a responsibility to report the matter to their supervisor immediately.
- 2.3.10 Supervisors must ensure that all employees adhere to appropriate codes of safety, wear protective clothing and use appropriate personal safety equipment.
- 2.3.11 The employer and employees will work together to maintain the required performance standard with the Local Government Association Workers Compensation Scheme and Legislative Compliance.

- 2.3.12 The CWT is committed to providing ongoing training to employees in first aid, to Senior Certificate Level. The number of employees to be trained will be reviewed and determined annually by General Managers in accordance with the needs of that work group and the Occupational Health, Safety & Welfare Act 1986.
- 2.3.13 Employees are required to participate in and assist with the development of work related training to ensure/assist the CWT achieves its OHSW goals.
- 2.3.14 The CWT employees will be required to participate in investigations following work place incidents and risk assessments.
- 2.3.15 The CWT recognises that people affected by alcohol and other drugs in the workplace pose a risk to the safety of themselves and others. The misuse of alcohol or other drugs throughout the CWT's operations is prohibited. The CWT will not allow any person onto a worksite who is believed to be under the influence of alcohol or other drugs. The sale or distribution of prescription or illegal drugs by an employee, contractor or volunteer will be referred to and dealt with by the Police.

2.4 Income protection insurance

- 2.4.1 An insurance policy will be entered into by the CWT with an insurer to be agreed, on behalf of the employees covered by this Enterprise Agreement by ENCC.
- 2.4.2 The income protection insurance premium shall be borne by the CWT to a maximum premium of 1.8% (exclusive of GST) of the employee's salary.
- 2.4.3 Should income protection insurance increase over the maximum premium of 1.8% prior to the end of the current agreement the CWT guarantees to pay the increased premium for the life of this agreement.
- 2.4.4 During the life of this agreement the CWT, in consultation with the ENCC, will review income protection insurance and investigate options to offset any future increases of the income protection insurance premium beyond 1.8%. Such options include, however are not limited to, offset against future enterprise agreement increases, the introduction of an employee contribution or alignment of the insurance benefits to the maximum premium borne by the CWT.
- 2.4.5 Where an employee accesses income protection insurance payments, such payment is not a means of salary continuance. Such payments are compensatory payments.
- 2.4.6 During a period of absence where an employee is accessing income protection insurance payments, the employee's continuity of service is preserved, however there will be no entitlement to accrue annual or personal leave.
- 2.4.7 The procedures to be followed by both the CWT and employee are outlined in the 'Non work related injury and illness policy'.

2.5 Journey accident insurance

- 2.5.1 The CWT will provide insurance coverage for employees who are involved in an accident and suffer bodily injury during:
- a) A journey to and from the employee's residence and place of work
 - b) A journey to and from the employee's residence and a place of training for work.
- 2.5.2 Employees may nominate to extend this insurance, at their cost, to provide coverage 24 hours a day 7 days a week.
- 2.5.3 Benefits are not payable for, or in relation to, any occurrence, event, injury or illness resulting from any breach of the law, illegal or criminal act committed by an employee covered under this insurance.

2.6 Healthy lifestyle incentive

- 2.6.1 Employee immunisation program
- a) The CWT will provide the following vaccinations to employees in line with current practice:
 - Adult Diphtheria
 - Hepatitis A & B
 - Influenza
 - b) The provision of these vaccinations is subject to employees signing an indemnity waiver regarding possible side effects.
- 2.6.2 Healthy lifestyle bonus
- a) The CWT will provide an annual healthy lifestyle bonus of \$100.
 - b) This will take the form of a reimbursement for weight loss programs and/or gym memberships.
 - c) Reimbursement will be made on the provision of an approved receipt in the name of the employee.
 - d) The relevant Administration Policy should be followed when applying for reimbursement
- 2.6.3 Support to quit smoking
- The CWT will continue to provide employees with support to quit smoking in accordance with the relevant Administration Policy.
- 2.6.4 Health and wellbeing programs
- The CWT will continue to provide employees the opportunity to participate voluntarily in the annual Corporate Health/LGA Workers Compensation Scheme corporate health and well being programs.

3. Communication and Dispute Resolution

3.1 Workplace relations

- 3.1.1 The parties recognise the need to maintain mutual trust and understanding to improve relations throughout the organisation.
- 3.1.2 Effective consultation and communication are essential features of workplace relations at the CWT and the parties commit to both, in order to:
 - a) Develop and improve working relationships
 - b) Enhance the efficiency of the CWT operations
 - c) Help facilitate the successful introduction of workplace change and improvement, where appropriate.
- 3.1.3 The parties to this Enterprise Agreement recognise the importance of effective communication and appropriate consultation in the workplace and fully accept their respective responsibilities in this regard.
- 3.1.4 The parties agree to communicate openly, actively and constructively in the conduct of CWT business. All communications will be as prompt and regular as possible.
- 3.1.5 The parties agree to conduct timely and regular meetings across business units in order for information to be exchanged between management and employees of the CWT.
- 3.1.6 The parties agree to make relevant documentation available freely and to circulate this promptly and regularly. Any information made available which is of a confidential manner will be treated accordingly.
- 3.1.7 The CWT is committed fully during the life of this Enterprise Agreement, to ensuring that there are opportunities for employees and their representative to be involved at the earliest possible stage when changes are likely have an impact on their workplace, their jobs and daily operations.
- 3.1.8 The CWT will actively consult and provide timely acknowledgement to all internal respondents regardless of the outcome and in such a manner as to encourage their continued interest and contribution to the decision making process.
- 3.1.9 The parties are committed to ensuring that the CWT's Employee Code of Conduct underpins all dealings involving management and employees.

3.2 Dispute settlement procedure

- 3.2.1 The procedures below are established and agreed to between the parties in order to minimise the effects of industrial disputes and are entered into as a measure and commitment to this effect without limiting the right of any party. At all stages of the procedures, the parties to the dispute shall endeavour to resolve the matter promptly and shall endeavour to have work proceed without stoppages or the imposition of bans, limitations or restrictions except where justified on the grounds of Occupational Health and Safety. No party shall be prejudiced as to the final settlement by continuance of work in accordance with this clause.

Stage 1

The employee and/or the workplace representative will contact the coordinator and attempt to settle the matter at that level, or where appropriate the coordinator shall contact the employee and/or the workplace representative.

Stage 2

If the dispute is not settled at Stage 1, the employee and the workplace representative will meet with the coordinator and his/her manager.

Stage 3

If the dispute is not settled at Stage 2, the employee, workplace representative and Union Organiser will meet with the coordinator, manager and CEO or nominated delegate.

Stage 4

If the dispute is not settled at Stage 3, either party may refer to the matter to the South Australian Industrial Commission for conciliation and/or arbitration.

- 3.2.2 Every effort will be made to ensure that the processes contained in Stages 1, 2 and 3 above will be completed within 14 working days.
- 3.2.3 The employee has the right to be accompanied by a representative of their own choice.

3.3 Notice board

- 3.3.1 The CWT shall permit a notice board to be erected at the workplace, or at each discrete part of the workplace, to facilitate communication between the employees and their Union

4. Employment Relationships

4.1 No forced redundancy

- 4.1.1 The CWT undertakes that there will be no forced redundancies for the life of this Enterprise Agreement.
- 4.1.2 The CWT recognises the commitment and loyalty of its employees and is committed to providing long term, stable and secure employment for its employees.
- 4.1.3 Where changes to the CWT structure are identified and the changes effect employee positions, the CWT will advise all affected employees and the ENCC of the likely impact on employment at the earliest possible time.
- 4.1.4 Where changes effect employee's positions, this does not mean an affected employee's employment is redundant. Redeployment shall be the means by which affected employees will be dealt with by the CWT. The CWT shall have the discretion to declare the actual employment of an employee to be redundant, following consideration by both parties, in good faith, of redeployment options.
- 4.1.5 Any employees whose employment has been declared redundant by the CWT as a result of the changes may have a right to access a voluntary separation package entitlement equivalent to:
 - a) 8 weeks payment in lieu of notice
 - b) 3 weeks payment for each year of service (to a maximum of 25 years service).

5. Rates of Pay and Related Matters

5.1 Wage increases

- 5.1.1 Upon certification of this Enterprise Agreement, the CWT agrees to pay the following increases to all employees covered by this Enterprise Agreement and the wages scheduled in Schedule 1:
 - a) A 3.6% per cent plus \$250 per annum wage increase, effective from the first full pay period commencing on or after 1 July 2012
 - b) A further 3.6% per cent plus \$250 per annum wage increase, effective from the first full pay period commencing on or after 1 July 2013

All payments shall be paid on the base rate, which incorporates the annualisation of allowances referred to in Clause 5.5 and including supplementary payment, service increments and disability allowance.

5.2 Superannuation

- 5.2.1 The subject of superannuation contributions is dealt with extensively by legislation including the Superannuation Guarantee (Administration) Act 1993 (Cth), the Superannuation Guarantee Change Act 1992 (Cth) and the Superannuation Industry (Supervision) Act 1993 (Cth). The legislation governs the superannuation rights and obligations of the parties.
- 5.2.2 From 1 January 2012 the CWT is able to provide choice of fund options to employees, the Fund will therefore mean any fund chosen by an employee which complies with the Superannuation Industry (Supervision) Act 1993 as amended from time to time. In order to meet its payment obligations the CWT nominate the default fund as the Local Government Superannuation Scheme (Local Super).
- 5.2.3 The employer will make contributions to the Fund for an employee in accordance with the legislative requirements in Clause 5.2.1.

5.3 Salary sacrifice

5.3.1 Salary sacrifice general

- a) Salary sacrifice is an arrangement between the employer and employee, where the employee agrees to receive part of a gross salary as a benefit rather than as salary.
- b) Salary sacrifice arrangements are optional and voluntary.
- c) Employees utilising salary sacrifice arrangements will be required to do so in accordance with the CWT's relevant policies and procedures.
- d) The ability for an employee to salary sacrifice part of their remuneration will apply where salary sacrifice is possible under relevant legislation.
- e) The CWT employees may salary sacrifice any item made available by the salary packaging service provider, but no assurance is given or should be implied that making items available means that arrangements are tax effective or financially advantageous to employees.
- f) The Australian Tax Office has issued relevant rulings/determinations concerning Fringe Benefits Tax (FBT) on some employee benefits.
- g) Employees should obtain independent and appropriate financial advice before entering into or proposing to change salary sacrifice arrangements.
- h) The provision of salary sacrifice is to be cost neutral to the CWT. Employees are responsible for any administrative costs, charges, FBT and other taxation liabilities incurred by the CWT.
- i) Should there be any legislative changes in the future in relation to salary packaging or sacrificing, the CWT reserves the right to make alterations to the salary sacrifice policies and procedures which currently apply.
- j) Salary sacrifice arrangements may be made for:
 - Income protection insurance as per the Income Protection policy
 - Purchased leave as per the Purchased Leave policy
 - Arrangements with the independent salary packaging specialist as per the Salary Sacrifice policy
 - Superannuation as per clause 5.3.2

5.3.2 Salary sacrifice into superannuation

- a) Subject to the following conditions an employee must apply to the CWT to salary sacrifice any part of his/her salary (including Award or Enterprise Agreement based salary/wages) to make additional contributions to the Fund:
- As salary sacrifice is a complex matter, it is the employee's responsibility to seek advice and fully understand all implications of salary sacrifice before seeking to enter into this arrangement.
 - The employee's substantive gross salary for all purposes, including but not limited to superannuation, annual leave, annual leave loading and long service leave, will be the pre-sacrificing salary.
 - Any salary sacrificing arrangement shall be by mutual agreement between each individual employee and the CWT.
 - The employee may rescind the individual agreement to salary sacrifice provided one month's notice in writing is given to the CWT.
 - The employee shall bear the responsibility and costs associated with taxation and any other matters in respect of the salary sacrifice arrangements. This means that contributions made to the Fund will be adjusted (at the employee's cost) to take account of taxation payable in relation to those contributions.
 - Salary sacrifice contributions will be treated as employer contributions and may be subject to the superannuation surcharge and are likely to be preserved.

5.4 Employee uniforms

- 5.4.1 The wearing of a corporate uniform is recognised by the CWT and employees as another process to portray an image of professionalism and an organisation that is focussed on excellent customer service.
- 5.4.2 All permanent employees will be required to wear the corporate uniform that incorporates personal protective clothing.
- 5.4.3 A corporate uniform policy suitable for the workplace is to be cooperatively developed by the parties during the life of this agreement.

5.5 Annualisation of allowances

- 5.5.1 Work related allowances prescribed by the Award have been absorbed into the wages rates prescribed in Schedule 1 of this Enterprise Agreement. This absorption applies to all pay rates and incorporates payment in recognition of drivers' licence.

5.5.2 The following expense-related allowances and reimbursements will continue to be paid at the rates prescribed below:

Allowance	Amount
First Aid allowance (nominated First Aid Officers)	\$11.60 per week
Travel allowance	\$0.75 per km
Tool allowance	\$8.10 per week
Trade licences	Reimburse
Meal allowances	\$10.00

5.6 Loss of licence

5.6.1 The current method of operation at the Depot requires all employees to have a current driver's licence and drive CWT vehicles as part of their duties. The parties to this Enterprise Agreement accept that where an employee loses his/her licence for a period:

- a) Of 12 months or less, their position will be held open, subject to alternative employment duties being available.
- b) Greater than 12 months their employment with the CWT may be terminated. With the CWT providing the employee with notice of termination in accordance with Clause 4.3 of the Award.

5.6.2 Where there is a loss of licence for 12 months or less:

- a) The Manager, City Works may, at their discretion, provide alternative duties immediately.
- b) If the Manager, City Works is unable to provide alternative duties immediately the employee will take all outstanding leave (i.e. annual leave, long service, banked RDO and time off in lieu) entitlements as soon as practicable to enable the Manager City Works to identify suitable alternative employment duties.
- c) When alternative duties are able to be provided the employee will be paid at a rate according to the level of duties he/she is required by the CWT to perform whilst operating without a driver's licence.
- d) If alternative duties are unable to be provided and all paid leave has been exhausted, in certain circumstances, as determined by the CWT, the employee may be able to take leave without pay up to a maximum of 12 months total leave.

5.7 Inclement Weather and Sun Protection

5.7.1 This clause refers to the relevant Safe Work Procedure for Inclement Weather and Sun Protection, (OHSW 08/1).

5.8 Sweeper Drivers – annualised salary

- 5.8.1 This clause applies to employees identified by their job descriptions as Sweeper Drivers. This clause does not apply to relief operators.
- 5.8.2 Hours and mode of operation
 - a) The plant may commence operation at 4.00am Monday to Saturday.
- 5.8.3 Annualised Salary
 - a) An annualised salary will be established for sweeper drivers. Such salary shall be made up of a base rate and all applicable early start allowances.

5.9 New classification criteria

- 5.9.1 The parties have agreed to a new classification structure and associated criteria for employees covered by this Agreement.
- 5.9.2 The new classification structure and criteria is appended to this Agreement as Schedule 2.
- 5.9.3 Translation to the new classification structure and criteria is outlined in Schedule 3
- 5.9.4 It is further agreed that the process will be completed by and operative from 31 March 2013.

5.10 Overpayment of wages

- 5.10.1 Where an employee is paid for work not subsequently performed or is overpaid in any other manner, the CWT is entitled to negotiate with the employee to make adjustment to the subsequent wages or salaries of the employee.
- 5.10.2 The CWT is required to notify the employee in writing of their intention to recoup overpayment and to consult with the employee as to the mutually agreeable and appropriate recovery rate.

6. Working Arrangements

6.1 Hours of work

- 6.1.1 It is recognised the normal span of hours will be 76 hours per 9 day fortnight, Monday to Friday, between 5.30am and 6.30pm.
- 6.1.2 The parties accept the critical requirements for high level service provision by the organisation necessitates the need for flexible working hours and conditions in order to meet resident service requirements.

- 6.1.3 The maximum ordinary hours may be increased to ten (10) hours per day, excluding overtime.
- 6.1.4 Where employees work in excess of 76 hours per fortnight, the additional time worked will be banked as time off in lieu (TOIL) to be used through the following options:
- a) The time off in lieu (TOIL) and RDO banked time will be combined and taken at normal time
 - b) A maximum of 76 hours of banked time, at any given time, will apply
 - c) When more than 38 hours banked time is accumulated, the employer may direct the employee to use accrued time off in lieu and RDO banked time by taking time off, provided a minimum of 5 working days notice is given. If mutually agreed upon, less notice is acceptable.
 - d) Management and employees will endeavour to clear the banked time prior to 30 June each year. Should it not be possible to clear the banked time prior to 30 June each year, a maximum of 25.5 hours may be carried over. Any time accrued over the maximum 25.5 hours at 30 June each year, will be paid out at ordinary time.
- 6.1.5 If employees work in excess of 100 hours per fortnight or 10 hours per day, they will be paid overtime at the rate of double time or banked as TOIL at the rate of double time.

6.2 Weekend work

- 6.2.1 Where overtime is worked on either a Saturday or Sunday, employees will have the choice of being paid overtime, as per the Award or banking hours at the appropriate penalty rate for future use (TOIL – time off in lieu of overtime).

6.3 Starting and finishing on the job

- 6.3.1 Starting and finishing from the Depot may not be the most effective or efficient use of human resources. Opportunities to start and finish on the job may be investigated and if suitable alternatives are identified, may be implemented by mutual agreement.

6.4 Meal Breaks

- 6.4.1 It is acknowledged that travelling to and from the CWT Depot for the purpose of taking lunch breaks can be both costly and inefficient, therefore it is agreed that lunch will be taken on location or at the nearest suitable facility, where practicable, having regard for workplace efficiency.
- 6.4.2 By agreement within the teams, employees will be allowed time to visit the nearest shop prior to the main break.
- 6.4.3 Employees may take a 15 minute paid morning tea break at a time convenient to operational needs.

- 6.4.4 Employees may take a 30 minute lunch break at 12 noon. However, where the demands of the job require, lunch may be taken no sooner than four hours and no later than six hours after the employee's starting time, by agreement with the Coordinators.

6.5 Requirement to work reasonable overtime

- 6.5.1 Subject to clause 6.5.2 the CWT may require an employee to work reasonable overtime at the overtime rates set out in the Award.
- 6.5.2 An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable have regard to:
- Any risk to employee health and safety
 - The employee's personal circumstances including any family responsibilities
 - The needs of the workplace
 - The notice (if any) given by the CWT of the overtime and by the employee of his or her intention to refuse it
 - Any other relevant matter.

7. Leave and Public Holidays

7.1 Annual leave

7.1.1 Accrual and taking of annual leave

- a) To promote a healthy lifestyle and work/life balance the manager will actively encourage employees to take their 4 week annual leave entitlement every year.
- b) An employee may elect to accrue and carry forward any amount of leave to a maximum not exceeding 304 hours (full time equivalent) from the date the employee becomes entitled to the leave. The maximum accrual may be increased in exceptional circumstances by written agreement between the employee and their manager and approved by their General Manager.
- c) An employee may take annual leave in single days up to a maximum of 10 single days in any one anniversary year.
- d) All other annual leave taken must be taken in a minimum 5 day block including other leave.
- e) The CWT commits to developing an annual leave management plan during the life of this Enterprise Agreement.

7.1.2 Cashing out of annual leave

- a) An employee is eligible to cash out, in part, his or her accrued annual leave entitlement if:
 - They have an annual leave balance in excess of 304 hours (full time equivalent) annual leave
 - They make an application in writing for cashing out of annual leave that is approved by their General Manager.
 - The employee demonstrates proactive management of their own leave entitlements in ensuring a healthy work life balance is being maintained through the taking of appropriate leave breaks.
- b) An employee is not entitled to cash out more than 76 hours (FTE). This is equivalent to up to two weeks per year for full time employees whose hours do not change over the course of a 12 month period.
- c) Employees will not be able to cash out annual leave in advance of the annual leave being credited.
- d) An employee is to receive pay in lieu of the amount of annual leave at the employee's ordinary rate of pay at the time the cashed out payment is made, plus the appropriate annual leave loading.
- e) A written record of the request and the approval must be retained in the employee's payroll file.
- f) Subject to clause 7.1.1 of this Agreement, an employee will be entitled to take the cashed out amount of annual leave as time off work without pay at a later date should the employee elect to do so.

7.1.3 Purchased leave

- a) Employees may acquire between one and four weeks paid leave each year, in return for a pro rata reduction in their annual salary (excluding allowances) before any adjustment for a salary sacrifice arrangement.
- b) Purchased leave is subject to operational requirements and relevant approval and is to be assessed in the same way as applications for Annual Leave and Long Service Leave.
- c) Purchased leave is a paid leave entitlement and will be credited to the employee's annual leave balance when the application has been approved.
- d) Employees are urged to seek independent financial advice prior to making an application for any purchased leave arrangement.
- e) Purchased leave will count as service for all purposes.
- f) When an employee ceases paid employment during the year in which the purchased leave has been approved, reconciliation will occur to account for all monies owing to the employee or the CWT.
- g) Employees must apply for purchased leave before 1 May each year.
- h) Employees must complete the purchased leave agreement and purchased leave application form and forward to their manager for approval.
- i) An employee will fund the purchased leave with salary sacrifice deductions from their salary. The repayments must be finalised between the 1 July and 30 June.

- j) An employee with an annual leave balance in excess of 304 hours (8 weeks leave FTE) will not be eligible to apply for purchased leave. Annual leave balance refers to the aggregation of an employee's entitlement and accrual. Refer to the Annual leave policy.
- k) This clause should be read in conjunction with the CWT Purchased leave policy and procedure.

7.2 Personal leave

- 7.2.1 This clause should be read in conjunction with Clauses 7.2 and 7.5 of the Award. This clause does not apply to casual employees, with the exception of clause 7.2.8, and applies on a pro-rata basis for part time employees.
- 7.2.2 Personal leave means either paid sick leave or carer's leave or a combination of both.
- 7.2.3 An employee is entitled to 91.2 hours (12 days @ 7.6 hours/day) personal leave per annum.
- 7.2.4 During the first year of service an employee's personal leave entitlement will accrue on the basis of 3.5076 hours for each completed fortnight of service.
- 7.2.5 Any personal leave not taken will accumulate from year to year.
- 7.2.6 An employee will be allowed a total of six days personal leave per annum without a medical certificate or statutory declaration measured from the anniversary date of the employee's commencement of employment.
- 7.2.7 Any personal leave taken in excess of the six days personal leave per anniversary year will require a medical certificate or statutory declaration.
- 7.2.8 Casual employees
 - a) Subject to the evidentiary and notice requirements of Clause 7.2.6 and 7.2.7 of this Enterprise Agreement casual employees are entitled to be unavailable for work, or to leave work if they need to care for members of their immediate family or household who are sick and require care and support, or require care due to an unexpected emergency or the birth of a child.
 - b) The relevant manager and the employee will agree on the period for which the employee will be entitled to be unavailable for work. In the absence of agreement, the employee is entitled to be unavailable for work for a minimum of two days per occasion. The casual employee is not entitled to any payment for the period of non attendance.
 - c) The CWT must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of the CWT to engage or not to engage a casual employee are otherwise not affected.
- 7.2.9 The manager/supervisor must be notified as per City Works procedure on "Absenteeism" for any absenteeism in the workplace.

7.3 Bereavement leave

7.3.1 Full time and part time employees

- (a) Paid leave entitlement
 - An employee is entitled to up to two days bereavement leave on the death of an immediate family member or any household member.
 - The Chief Executive Officer may grant up to five days paid bereavement leave to an employee on the death of an immediate family member or household member where they are satisfied such leave is warranted, having regard to the particular circumstances.
 - Evidence of such death will be provided by the employee to the satisfaction of the employer, if so requested.
- (b) Unpaid bereavement leave
 - An employee may take unpaid bereavement leave by agreement with the relevant manager.
 - Evidence of such death will be provided by the employee to the satisfaction of the employer, if so requested.

7.3.2 Casual employees

- (a) Casual employees are entitled to be unavailable for work, or to leave work upon the death of an immediate family member or household member.
- (b) The relevant manager and the employee will agree on the period for which the employee will be entitled to be unavailable for work. In the absence of agreement, the employee is entitled to be unavailable for work for a minimum of two days per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- (c) The CWT must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of the CWT to engage or not to engage a casual employee are otherwise not affected.

7.4 Parental leave

7.4.1 CWT support

The existing CWT policy and procedures for the support of employees on parental leave will be continued. Such support will include, but is not limited to:

- a) Continued information flow from the CWT
- b) Appropriate re-induction and skills training
- c) Discussion and consideration of childcare needs

- 7.4.2 Employees returning from parental leave may request the CWT to investigate other employment options including part-time or job share arrangements.

7.4.3 Paid parental leave

- a) This clause will be read in conjunction with Clause 7.4 of the Award, regarding employee entitlement to unpaid parental leave.
- b) **Child**, for the purposes of this clause, means a child of an employee under school age except for adoption, where child means a child who:
 - Is or will be under the age of five on the day of the placement and
 - Has not previously lived with the employee for a period of six months or more as at the day of the placement and
 - Is not a child or stepchild of the employee or the employee's spouse.
- c) **Primary care giver**, for the purposes of this clause, means a person who assumes the principal role of providing care and attention to a child.
- d) **Ordinary weekly rate of pay**, for the purposes of this clause, means the weekly rate of pay as at the relevant date exclusive of overtime, shift premiums and penalty rates.
- e) An employee, on the birth of a child, will be granted a total of six weeks parental leave at their ordinary weekly rate of pay in the case of the mother and two weeks in the case of the partner of the mother provided that:
 - The employee has a total of 12 months prior continuous service with the CWT.
 - An application is submitted in writing by the employee
 - The employee provides the CWT with a certificate from a qualified medical practitioner stating the expected date of birth of the child of the employee.
- f) Where a child is adopted by an employee, that employee will be granted parental leave at their ordinary weekly rate of pay for a period of six weeks in the case of the primary care giver and two consecutive weeks in the case of the partner of the primary care giver provided that:
 - The employee has a total of 12 months prior continuous service with the CWT.
 - An application is submitted in writing by the employee.
 - The employee provides the CWT with evidence of adoption from the appropriate state government agency.
- g) The total combined paid and unpaid parental leave for the mother and the partner of the mother and in the case of adoption leave the primary care giver and the partner of the primary care giver, will not exceed 52 calendar weeks.
- h) The paid leave must be taken within the period of parental leave taken by the employee as provided for in clause 7.4.3 (e) and (f).
- i) Prior to commencing parental leave the employee will provide written advice to their manager and payroll of the dates that the payment for paid parental leave is to be made.
- j) Any public or other statutory holiday that falls within the period of the parental leave will be counted as a day of such parental leave.

- k) An absence on paid parental leave will count as service for personal leave, annual leave and long service leave purposes.
- l) Where the pregnancy of an employee results in other than the birth of a living child after 24 weeks, the mother will be entitled to a consecutive period of two weeks paid leave.
- m) Part time employees will be entitled to the same provisions as full time employees on a pro-rata basis according to their contracted hours.
- n) Clause 7.4.3 does not apply to:
 - Casual employees
 - Induced terminations.

7.5 Unpaid compassionate leave

7.5.1 The CWT acknowledges the importance of achieving an effective balance between work and family and the impact this can have in increasing productivity and reducing absenteeism and employee turnover rates.

7.5.2 Unpaid compassionate leave may be taken as leave without pay under the following conditions:

- a) The employee produces medical evidence from a qualified medical practitioner stating that care of the family member is required and
- b) Unpaid compassionate leave is for no more than one month within any twelve month period. Approval for longer periods of leave must be negotiated with the Chief Executive Officer.

7.5.3 In the event of the death of a family member, the unpaid compassionate leave terminates.

7.6 Community services leave

7.6.1 Emergency services leave

- a) The CWT supports participation by employees in the Country Fire Service (CFS) and the State Emergency Service (SES), both of which provide valued community protection against loss of life and property.
- b) The Chief Executive Officer may approve Emergency Services Leave with full pay for employees who participate in authorised activities at a time of genuine and substantial emergency or crisis during normal working hours. Approval will not normally be extended to casual or contract employees.
- c) Attendance at incidents of a minor, non-emergency nature will not be approved as Emergency Services leave.
- d) Employees who are members of the CFS and SES should give prior advice of their membership to their manager and payroll.

- e) Where possible, employees should advise their manager/supervisor in advance by telephone if they are required to participate in CFS/SES activity which could involve an absence from work.
- f) Leave applications must be made via the CWT's payroll system and approved by an employee's manager/supervisor.

7.6.2 Defence Force Reserves training

- a) A permanent employee who is a member of the Defence Force Reserves and is required to attend compulsory training is entitled to up to four weeks leave of absence in any twelve month period, subject to clause 7.6.2(b).
- b) Each period of leave for the purposes of clause 7.6.2 must be a minimum of five consecutive days.
- c) The CWT will make-up the difference in pay between what the employee would normally have received as standard pay and the amount paid by the Defence Force for the whole period of absence.
- d) Allowances usually paid during absences will continue to be paid.
- e) Any overtime foregone as a result of attendance at Defence Force Training will not be compensated.
- f) Prior notice of the requirements to attend and certification of attendance and completion of the training is required.

7.7 Cultural leave

7.7.1 The parties to the Enterprise Agreement are committed to encouraging a greater diversity of cultures within the CWT's employee complement. They recognise that some employees may have special cultural ceremonies and days that need to be observed which may conflict with their employment responsibilities.

7.7.2 An employee may use existing leave entitlements (including long service leave, annual leave and banked flexible hours pursuant to clause 6.1.4) or apply for unpaid compassionate leave for the purposes of attending special events, ceremonies and rituals associated with their culture.

7.8 Special leave without pay

7.8.1 After 3 years continuous service with the CWT employees may request special leave without pay.

7.8.2 The leave can be taken for special circumstances including but not limited to:

- a) Overseas travel
- b) Full time study
- c) External job placements
- d) Personal matters

(For extended care of a family member refer to Award clause 7.5.3 Unpaid Carers Leave to access unpaid leave for caring purposes.)

7.8.3 Special leave without pay limits and service requirements

- a) An employee may request a total of two months special leave without pay for each year of continuous service with the CWT.
- b) The maximum amount of special leave without pay that will be granted is 12 months. This is inclusive of any paid leave to be taken in conjunction with the unpaid leave.
- c) Years of service that have been used in the calculation for special leave without pay will not to be taken into account for any subsequent applications for leave without pay.

7.8.4 Special leave without pay and other entitlements

- a) An employee must exhaust all accrued annual leave and long service leave either before or at the time of taking the special leave without pay.
- b) The special leave without pay is not to be used in conjunction with parental leave (maternity, paternity and adoption leave). Refer to clause 7.4 of this Enterprise Agreement and clause 7.4 of the Award.
- c) An employee's continuity of service is preserved while on approved absence on special leave without pay but the period of absence will not be taken into account in calculating the period of service for any purpose defined in the Award, this Enterprise Agreement and the Long Service Leave Act 1987 (SA).
- d) The CWT will not make employer superannuation contributions while an employee is absent on special leave without pay.

7.8.5 Application for special leave without pay

- a) The employee's written request for special leave without pay must be approved by the relevant General Manager on the recommendation of the manager.

7.8.6 Approval of application for special leave without pay

- a) Every application will be treated on its merit and the following must be considered when approving special leave without pay:
 - The work currently being undertaken by the employee can be undertaken by another person
 - The critical nature of the employee's current work/project
 - Whether all annual leave and long service leave has been or will be exhausted in conjunction with the special leave without pay.
 - The position can be made available to the employee on their return
 - In the case of study leave and external job placements, whether benefits to the CWT are identified.
- b) The decision will be provided to the employee in writing.
- c) An employee who has a dispute relating to a decision about special leave without pay will use the Personal Grievance Administration Policy.

7.8.7 Terms and conditions of the leave

- a) The terms and conditions of the leave and return to work will be agreed and documented by the parties prior to commencement of the leave.

7.8.8 Return to work

- a) An employee's early return to work from leave prior to the date agreed at the time of commencement of such leave will be subject to the availability of the position.
- b) An employee will be entitled to return to the position which they held immediately before proceeding on special leave without pay except where otherwise agreed in the terms and conditions of the leave.
- c) Where such position no longer exists but there are other positions available for which the employee is qualified and is capable of performing, the provisions for redeployment as set out in Clause 4.1 of this Enterprise Agreement will apply.

7.9 Long service leave

7.9.1 Long service leave will be administered in accordance with the Long Service Leave Act 1987 (SA), including the cashing out provisions.

7.9.2 An employee may apply to take long service leave after seven years in the following manner:

- a) At half pay for the full seven years leave entitlement, thus doubling the period of leave to be taken.
- b) Cashing out all or part of their accrued leave.
- c) Taking the leave as normal.

7.9.3 This clause should be read in conjunction with the CWT Long Service Leave Policy, as amended from time to time, when applying for, or cashing out, long service leave.

8. Employee Training and Development

8.1 Training and Development

8.1.1 The CWT is committed to the ongoing training and development of employees. Employees will participate in the CWT annual performance development program and undertake operational requirements that support this.

- 8.1.2 It is agreed that the majority of employee training and development will be conducted in the normal span of working hours. However, training sessions may be arranged to suit operational situations resulting in some training being provided outside normal operational hours.
- 8.1.3 After hours training may be up to a maximum of two days or 16 hours for any one employee per year. The time engaged in this training will be paid at the appropriate rate or taken as time off in lieu. These training sessions may be conducted on weekends (only one day in any one weekend), Rostered Days Off or Monday to Thursday (maximum of four hours per session up to 9pm).
- 8.1.4 Where training is conducted out of hours, the CWT will reimburse to the employee, the cost of child minding, provided an accredited provider is used.

8.2 Study assistance

- 8.2.1 The CWT believes the performance of the organisation is directly related to the skills and competency of its workforce. As such the organisation has a commitment to those employees who wish to undertake study that meets the current and future needs of the organisation. This commitment includes paid time off work and/or financial reimbursement of course and administration fees.
- 8.2.2 This clause does not apply to casual employees and applies on a pro-rata basis for part time employees.
- 8.2.3 At the time of certification of this Enterprise Agreement:
 - a) Paid leave may be granted to an employee to attend compulsory lectures, tutorials, seminars and practicals for up to a maximum of five hours per week including travelling time.
 - b) Paid leave may be granted to an employee undertaking distance learning of two hours per week per subject to a maximum of five hours per week.
 - c) Financial assistance will be provided by reimbursing employees 50%, up to a maximum of \$1,500 per annum, of the costs of compulsory course and administration fees for each academic year.
 - d) This entitlement and support will be administered in accordance with the relevant CWT Administration Policy.

8.3 Performance development program

- 8.3.1. The performance development program is used to assist employees to develop their personal and organisational skills, knowledge and abilities to enable them to achieve their individual goals and those of the organisation.
- 8.3.2. Employees recognise that they have a responsibility for their own development.
- 8.3.3. Individual performance development action plans are developed with employees as part of the CWT's performance development program.

- 8.3.4. The CWT's performance development program provides a formal framework for the consideration of employee performance. It provides an opportunity for the manager/supervisor and the employee to:
- a) Encourage and promote honest communication and feedback
 - b) Define work goals
 - c) Establish mutually agreed achievable outcomes and action plans
 - d) Establish performance indicators to measure success throughout the year
 - e) Manage an employee's development in a positive way
 - f) Acknowledge an employee's strengths and opportunities for improvement
 - g) Discuss individual career aspirations, expectations and opportunities
 - h) Identify, plan and budget for additional resources and individual training and development needs
 - i) Encourage and promote positive communication
- 8.3.5. The parties agree that during the life of this Agreement, they will support the performance development program by their active involvement.
- 8.3.6. The information contained in a performance development program is confidential and will remain in an employee's personal file, held in Human Resources.

9. Signatories

THIS ENTERPRISE AGREEMENT is made at 165 Sir Donald Bradman Drive, Hilton

DATED THIS.....DAY OF.....2012

SIGNED FOR AND ON BEHALF OF
The City of West Torrens

TERRY BUSS
CHIEF EXECUTIVE OFFICER

/ / 2012

In the presence of:
NAME

/ / 2012

SIGNED FOR AND ON BEHALF OF
Amalgamated AWU (SA) State Union.

WAYNE HANSON
BRANCH SECRETARY

/ / 2012

In the presence of:

(witness name)

(witness title)

/ / 2012

10. Schedules

10.1 Schedule 1 - Rates of pay

10.2 Schedule 2 - Classification structure and criteria

10.3 Schedule 3 - Classification translation process

10.4 Schedule 4 - Facility cleaners

Schedule 1 – Rates of pay

Permanent Rates

Grade & Year		Current Rates Effective from first full pay period commencing on or after 1 July 2011			Effective from first full pay period on or after 1 July 2012, 3.6% and a fixed amount of \$250 increase			Effective from first full pay period on or after 1 July 2013, 3.6% and a fixed amount of \$250 increase		
		Hourly	Fortnightly	Annual	Hourly	Fortnightly	Annual	Hourly	Fortnightly	Annual
G1/1	Grade 1 Year 1	\$20.91868	\$1,589.82	\$41,335.38	\$21.79831	\$1,656.67	\$43,073.45	\$22.70957	\$1,725.93	\$44,874.10
G1/2	Grade 1 Year 2	\$21.17556	\$1,609.35	\$41,842.97	\$22.06444	\$1,676.90	\$43,599.32	\$22.98528	\$1,746.88	\$45,418.89
G1/3	Grade 1 Year 3	\$21.42801	\$1,628.53	\$42,341.85	\$22.32599	\$1,696.78	\$44,116.16	\$23.25625	\$1,767.47	\$45,954.34
G2/1	Grade 2 Year 1	\$21.81890	\$1,658.23	\$43,114.07	\$22.73086	\$1,727.55	\$44,916.18	\$23.67569	\$1,799.35	\$46,783.16
G2/2	Grade 2 Year 2	\$22.07578	\$1,677.76	\$43,621.66	\$22.99699	\$1,747.77	\$45,442.04	\$23.95140	\$1,820.31	\$47,327.96
G2/3	Grade 2 Year 3	\$22.32779	\$1,696.91	\$44,119.70	\$23.25811	\$1,767.62	\$45,958.01	\$24.22192	\$1,840.87	\$47,862.49
G3/1	Grade 3 Year 1	\$22.73069	\$1,727.53	\$44,915.82	\$23.67551	\$1,799.34	\$46,782.79	\$24.65434	\$1,873.73	\$48,716.97
G3/2	Grade 3 Year 2	\$22.98768	\$1,747.07	\$45,423.70	\$23.94178	\$1,819.57	\$47,308.95	\$24.93020	\$1,894.70	\$49,262.07
G3/3	Grade 3 Year 3	\$23.23991	\$1,766.23	\$45,922.01	\$24.20304	\$1,839.43	\$47,825.20	\$25.20087	\$1,915.27	\$49,796.91
G4/1	Grade 4 Year 1	\$23.80277	\$1,809.01	\$47,034.22	\$24.78616	\$1,883.75	\$48,977.45	\$25.80498	\$1,961.18	\$50,990.64
G4/2	Grade 4 Year 2	\$24.08139	\$1,830.19	\$47,584.84	\$25.07485	\$1,905.69	\$49,547.89	\$26.10406	\$1,983.91	\$51,581.62
G4/3	Grade 4 Year 3	\$24.35839	\$1,851.23	\$48,132.09	\$25.36177	\$1,927.49	\$50,114.84	\$26.40131	\$2,006.50	\$52,168.98
G5/1	Grade 5 Year 1	\$24.53101	\$1,864.35	\$48,473.20	\$25.54061	\$1,941.09	\$50,468.24	\$26.58659	\$2,020.58	\$52,535.09
G5/2	Grade 5 Year 2	\$24.83819	\$1,887.71	\$49,080.35	\$25.85893	\$1,965.28	\$51,097.24	\$26.91637	\$2,045.64	\$53,186.74
G5/3	Grade 5 Year 3	\$25.11735	\$1,908.92	\$49,631.81	\$26.14806	\$1,987.25	\$51,668.56	\$27.21591	\$2,068.41	\$53,778.63
G6/1	Grade 6 Year 1	\$25.22215	\$1,916.89	\$49,839.07	\$26.25672	\$1,995.51	\$51,883.27	\$27.32848	\$2,076.96	\$54,001.07
G6/2	Grade 6 Year 2	\$25.50835	\$1,938.64	\$50,404.59	\$26.55322	\$2,018.04	\$52,469.16	\$27.63566	\$2,100.31	\$54,608.05
G6/3	Grade 6 Year 3	\$25.78232	\$1,959.46	\$50,945.93	\$26.83704	\$2,039.61	\$53,029.99	\$27.92969	\$2,122.66	\$55,189.07
G7/1	Grade 7 Year 1	\$25.87241	\$1,966.31	\$51,123.94	\$26.93037	\$2,046.71	\$53,214.41	\$28.02638	\$2,130.00	\$55,380.12
G7/2	Grade 7 Year 2	\$26.15633	\$1,987.88	\$51,684.97	\$27.22451	\$2,069.06	\$53,795.63	\$28.33111	\$2,153.16	\$55,982.27
G7/3	Grade 7 Year 3	\$26.42814	\$2,008.54	\$52,222.09	\$27.50612	\$2,090.46	\$54,352.09	\$28.62286	\$2,175.34	\$56,558.76
G8/1	Grade 8 Year 1	\$26.46448	\$2,011.30	\$52,293.80	\$27.54372	\$2,093.32	\$54,426.38	\$28.66181	\$2,178.30	\$56,635.73
G8/2	Grade 8 Year 2	\$26.74840	\$2,032.88	\$52,854.83	\$27.83786	\$2,115.68	\$55,007.60	\$28.96654	\$2,201.46	\$57,237.88
G8/3	Grade 8 Year 3	\$27.03513	\$2,054.67	\$53,421.48	\$28.13495	\$2,138.26	\$55,594.65	\$29.27433	\$2,224.85	\$57,846.06
G8/3++	Grade 8 Year 3++	\$29.48680	\$2,241.00	\$58,265.99	\$30.67488	\$2,331.29	\$60,613.56	\$31.90570	\$2,424.83	\$63,045.65
SWEEPER	SWEEPER	\$26.92741	\$2,046.48	\$53,208.60	\$28.02334	\$2,129.77	\$55,374.11	\$29.15870	\$2,216.06	\$57,617.58

Schedule 1 – Rates of pay

Casual Rates

Grade & Year		Current Rates Effective from first full pay period commencing on or after 1 July 2011			Effective from first full pay period on or after 1 July 2012, 3.6% and a fixed amount of \$250 increase			Effective from first full pay period on or after 1 July 2013, 3.6% and a fixed amount of \$250 increase		
		Hourly	Fortnightly	Annual	Hourly	Fortnightly	Annual	Hourly	Fortnightly	Annual
G1/1C	Grade 1 Year 1 Casual	\$26.1483	\$1,987.27	\$51,669.10	\$27.24782	\$2,070.83	\$53,841.69	\$28.38689	\$2,157.40	\$56,092.49
G1/2C	Grade 1 Year 2 Casual	\$26.4695	\$2,011.68	\$52,303.65	\$27.58051	\$2,096.12	\$54,499.08	\$28.73156	\$2,183.60	\$56,773.54
G1/3C	Grade 1 Year 3 Casual	\$26.7851	\$2,035.67	\$52,927.29	\$27.90748	\$2,120.97	\$55,145.17	\$29.07030	\$2,209.34	\$57,442.90
G2/1C	Grade 2 Year 1 Casual	\$27.2736	\$2,072.80	\$53,892.68	\$28.41363	\$2,159.44	\$56,145.32	\$29.59467	\$2,249.19	\$58,479.05
G2/2C	Grade 2 Year 2 Casual	\$27.5948	\$2,097.20	\$54,527.23	\$28.74632	\$2,184.72	\$56,802.71	\$29.93933	\$2,275.39	\$59,160.11
G2/3C	Grade 2 Year 3 Casual	\$27.9097	\$2,121.14	\$55,149.60	\$29.07262	\$2,209.52	\$57,447.48	\$30.27738	\$2,301.08	\$59,828.09
G3/1C	Grade 3 Year 1 Casual	\$28.4134	\$2,159.42	\$56,144.91	\$29.59445	\$2,249.18	\$58,478.63	\$30.81800	\$2,342.17	\$60,896.36
G3/2C	Grade 3 Year 2 Casual	\$28.7347	\$2,183.83	\$56,779.67	\$29.92725	\$2,274.47	\$59,136.24	\$31.16278	\$2,368.37	\$61,577.64
G3/3C	Grade 3 Year 3 Casual	\$29.0499	\$2,207.80	\$57,402.68	\$30.25389	\$2,299.30	\$59,781.67	\$31.50118	\$2,394.09	\$62,246.31
G4/1C	Grade 4 Year 1 Casual	\$29.7535	\$2,261.27	\$58,792.95	\$30.98280	\$2,354.69	\$61,222.00	\$32.25633	\$2,451.48	\$63,738.49
G4/2C	Grade 4 Year 2 Casual	\$30.1018	\$2,287.74	\$59,481.14	\$31.34361	\$2,382.11	\$61,934.96	\$32.63013	\$2,479.89	\$64,477.12
G4/3C	Grade 4 Year 3 Casual	\$30.4480	\$2,314.05	\$60,165.27	\$31.70229	\$2,409.37	\$62,643.72	\$33.00172	\$2,508.13	\$65,211.40
G5/1C	Grade 5 Year 1 Casual	\$30.6638	\$2,330.45	\$60,591.65	\$31.92584	\$2,426.36	\$63,085.45	\$33.23332	\$2,525.73	\$65,669.03
G5/2C	Grade 5 Year 2 Casual	\$31.0478	\$2,359.63	\$61,350.38	\$32.32363	\$2,456.60	\$63,871.49	\$33.64543	\$2,557.05	\$66,483.36
G5/3C	Grade 5 Year 3 Casual	\$31.3967	\$2,386.15	\$62,039.85	\$32.68512	\$2,484.07	\$64,585.78	\$34.01993	\$2,585.51	\$67,223.37
G6/1C	Grade 6 Year 1 Casual	\$31.5277	\$2,396.10	\$62,298.67	\$32.82082	\$2,494.38	\$64,853.92	\$34.16051	\$2,596.20	\$67,501.16
G6/2C	Grade 6 Year 2 Casual	\$31.8855	\$2,423.29	\$63,005.67	\$33.19149	\$2,522.55	\$65,586.37	\$34.54453	\$2,625.38	\$68,259.98
G6/3C	Grade 6 Year 3 Casual	\$32.2279	\$2,449.32	\$63,682.32	\$33.54625	\$2,549.51	\$66,287.38	\$34.91206	\$2,653.32	\$68,986.23
G7/1C	Grade 7 Year 1 Casual	\$32.3405	\$2,457.88	\$63,904.81	\$33.66290	\$2,558.38	\$66,517.88	\$35.03291	\$2,662.50	\$69,225.02
G7/2C	Grade 7 Year 2 Casual	\$32.6955	\$2,484.86	\$64,606.25	\$34.03066	\$2,586.33	\$67,244.57	\$35.41391	\$2,691.46	\$69,977.88
G7/3C	Grade 7 Year 3 Casual	\$33.0352	\$2,510.68	\$65,277.56	\$34.38262	\$2,613.08	\$67,940.05	\$35.77854	\$2,719.17	\$70,698.39
G8/1C	Grade 8 Year 1 Casual	\$33.0806	\$2,514.13	\$65,367.32	\$34.42968	\$2,616.66	\$68,033.04	\$35.82730	\$2,722.87	\$70,794.73
G8/2C	Grade 8 Year 2 Casual	\$33.4355	\$2,541.10	\$66,068.55	\$34.79733	\$2,644.60	\$68,759.52	\$36.20818	\$2,751.82	\$71,547.36
G8/3C	Grade 8 Year 3 Casual	\$33.7939	\$2,568.34	\$66,776.83	\$35.16868	\$2,672.82	\$69,493.30	\$36.59290	\$2,781.06	\$72,307.56
G8/3++C	Grade 8 Year 3++ Casual	\$36.8585	\$2,801.25	\$72,832.49	\$38.34361	\$2,914.11	\$75,766.96	\$39.88213	\$3,031.04	\$78,807.07
SWEEP-C	SWEEPER Casual	\$33.6593	\$2,558.11	\$66,510.74	\$35.02917	\$2,662.22	\$69,217.63	\$36.44837	\$2,770.08	\$72,021.97

Schedule 2 – Classification Structure and Criteria

Appendix 1

City of West Torrens (C.W.T) Proposed LGE Classification Structure

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7
<ul style="list-style-type: none"> • Training entry level only. • Undertake tasks rather than whole jobs under immediate supervision. • Entry for special employment /training programs. 	<ul style="list-style-type: none"> • Undertake a discrete set of duties using mainly manual labouring and/or cleaning skills under general supervision. • Work routines and standards clearly defined. • Scope to select work methods and exercise limited initiative and judgment • Apply acquired skills & knowledge under decreasing levels of supervision 	<ul style="list-style-type: none"> • Perform work to an agreed standard in a single type or area of activity. • Undertake specified tasks within an agreed work process or assist others undertaking a broader set of duties • Undertake assigned work on either an individual basis or as a member of a designated work team. • Operate a range of hand/power tools and related machinery and equipment to achieve work outcomes. • Apply increased knowledge and competence with respect to trade - related or service - related work activities. 	<ul style="list-style-type: none"> • Accept responsibility for completed work in all areas of activity normally undertaken within a local work group or work team. • Undertake assigned work on either an individual basis or as a member of a designated work team. • Provide on the job guidance and assistance to less experienced employees. • Demonstrated competence (as defined) in all local work team activities including accreditation in those plant and load shifting operations normally performed within the work team • Hold, as a minimum, a relevant Certificate 3 in either Civil/ Horticulture/Arboriculture/ Conservation and Land Management) or a higher relevant qualification. • Trade level for recognised metal trades employee (other than Reg-sanitary plumber) reporting to a senior tradesperson. 	<ul style="list-style-type: none"> • Recognised employee regularly engaged in specialist Plant Operation on an individual rostered basis. e.g - Road sweeper - Line marker <u>Or:-</u> • Accept responsibility for completed work in all areas of activity normally undertaken within a local work group or work team. • Demonstrated competence (as defined) in all local work team activities including accreditation in those plant and load shifting operations normally performed within the work team • Hold, as a minimum, a relevant Certificate 3 in either Civil/ Horticulture/Arboriculture/ Conservation and Land Management or a higher relevant qualification. • Required to work within and across work teams as needed to undertake tasks commensurate with competence and experience. • Assist in employee training and skills development. • Assist with program and/or procedural reviews. • Trade level for recognised metal trades employee with specialist experience and/or qualifications. 	<ul style="list-style-type: none"> • Employee in charge of a designated C.W.T service function. • Required to accept day -to-day responsibility for work planning/ allocation and achievement of service delivery standards. <u>Or:-</u> • Trade employee having significant levels of independence with respect to work program operations and service delivery outcomes- 	<ul style="list-style-type: none"> • Plan and implement the delivery of agreed C.W.T services to a designated work group. • Allocate resources and monitor work standards. • Accountable for safe and effective service delivery outcomes. • Accountable for employee training and development and assist in managing performance. • Exercise delegated authority as required.
Progression possible from Level 1 to Level 5						Level 6 & Level 7 by appointment

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Schedule 3 – Classification Translation Process

1. Classification Translation Process

The following translation principles will apply to the introduction of the new classification structure as outlined in Schedule 2.

2. Translation Structure

The outcome of the translation into the new classification structure is as follows:

Current Classification Level	Rate from July 2012	New Classification Level	Rate from July 2012
Grade 1 Year 1	\$43,073.45		
Grade 1 Year 2	\$43,599.32		
Grade 1 Year 3	\$44,116.16		
Grade 2 Year 1	\$44,916.18		
Grade 2 Year 2	\$45,442.04		
Grade 2 Year 3	\$45,958.01	CWT 1	\$45,958.01
Grade 3 Year 1	\$46,782.79		
Grade 3 Year 2	\$47,308.95		
Grade 3 Year 3	\$47,825.20	CWT 2	\$47,825.20
Grade 4 Year 1	\$48,977.45		
Grade 4 Year 2	\$49,547.89		
Grade 4 Year 3	\$50,114.84	CWT 3	\$50,114.84
Grade 5 Year 1	\$50,468.24		
Grade 5 Year 2	\$51,097.24		
Grade 5 Year 3	\$51,668.56	CWT 4	\$51,668.56
Grade 6 Year 1	\$51,883.27		
Grade 6 Year 2	\$52,469.16		
Grade 6 Year 3	\$53,029.99	CWT 5	\$53,029.99
Grade 7 Year 1	\$53,214.41		
Grade 7 Year 2	\$53,795.63		
Grade 7 Year 3	\$54,352.09	CWT 6	\$54,352.09
Grade 8 Year 1	\$54,426.38		
Grade 8 Year 2	\$55,007.60		
Grade 8 Year 3	\$55,594.65		
Grade 8 ++	\$60,613.56	CWT 7	\$60,613.56
Sweeper (Annualised)	\$55,374.11	Sweeper (Annualised)	\$55,374.11

3. Translation Principles

All employees will be assessed against the new classification criteria as outlined within this document. Working in conjunction with the Manager City Works the assessments will be undertaken by an external provider(s) experienced and qualified in undertaking such assessments, with a recommendation being provided to CWT.

Schedule 3 – Classification Translation Process

Upon receipt of the assessments, the process of translating new employees to the new classification criteria is as follows:

Translation is to the Same Level

Employees whose positions are assessed as being at the same (or similar) level within the new structure will have their salary translated to the new classification level. Progression to the next level will be based upon meeting the requirements of the classification criteria.

Translation is to a Higher Level

Employees whose positions are assessed to a higher classification level within the new structure will be translated to the new classification level. Progression to the next level will be based upon meeting requirements of the classification criteria.

Where Translation is to a Lower Level

Employees who occupy positions that are assessed to a lower classification level within the new structure shall retain their existing salary whilst they occupy the assessed position. When the position is vacated, the position will be reviewed and the appropriate classification level applied. Employees who are impacted by this translation will continue to receive salary increases as outlined in this Agreement.

Transition to the new classification level will not alter the employee's existing date of service.

All employees will be advised in writing of their revised or confirmed classification level upon translation into the new structure. Employees who are dissatisfied with the outcome of the translation of their classification will have the issue dealt with through the Dispute Settlement Procedure, (Clause 3.2).

Employees may elect to submit a classification review applications in the future. Such reviews will be in accordance with the Classification Determination Policy as amended from time to time.

Schedule 4 – Facility Cleaners

1. Introduction

- 1.1 This schedule defines the specific conditions which will apply to employees who are employed as Facility Cleaners.
- 1.2 This schedule will apply from the date that the Agreement is certified.
- 1.3 All other conditions not covered by this schedule will be as per the Agreement and Award.

2. Ordinary hours of work

- 2.1 The maximum ordinary hours of work for employees covered by this schedule are 76 hours per fortnight to be worked between 5.30 am to 6.30 pm.
- 2.2 The maximum ordinary hours may be increased to ten (10) hours per day, excluding overtime

3. Part time employment

- 3.1 A part time employee is one engaged to work regularly for less than an average of 38 ordinary hours per week. For the purpose of determining the regularity of employment, regard must be had to any period of four weeks.
- 3.2 All employees must receive one clear day off each week.
- 3.3 The ordinary hours of a part time employee can be altered by mutual agreement between the CWT and the employee concerned, to cover short term and long term operational requirements.

4. Rosters

- 4.1 Ordinary hours for each employee must be displayed on a roster in a place conveniently accessible to employees at least 7 days before the commencement of the day on which the roster commences, however subject to Clause 1 a roster may be altered at any time to enable the services of the CWT to be carried on in an emergency or when another employee is absent from duty.
- 4.2 A roster may be changed without penalty when there is a mutual agreement between the CWT and the employee as to any such change in these circumstances:
 - 4.2.1 The agreement is not a condition of employment
 - 4.2.2 The agreement relates only to the specific roster change
 - 4.2.3 The mutual agreement is in writing and signed by the CWT and the employee

5. Early start and late finishes (ordinary time)

- 5.1 Notwithstanding the span of hours prescribed under Clause 1 of this Schedule employees may be required to commence or finish work outside of those hours subject to the payment of the penalties shown below.
- 5.2 These penalties do not apply in respect of employees whose working arrangements have been varied by mutual agreement:

Schedule 4 – Facility Cleaners

- 5.2.1 When an employee commences between 5.00 am and 5.30 am all time worked prior to 5.30 am attracts an additional payment of 15% of the applicable rate.
- 5.2.2 When an employee commences between 4.00 am and 5.00 am all time worked prior to 5.30 am attracts an additional payment of 25% of the applicable rate.
- 5.2.3 When an employee finishes between 6.30 pm and 8.00 pm all time worked after 6.30 pm attracts an additional payment of 15% of the applicable rate.
- 5.2.4 When an employee finishes between 8.00 pm and 9.00 pm all time worked after 6.30 pm attracts an additional payment of 25% of the applicable rate
- 5.2.5 The additional loading is to be disregarded when calculating overtime, Saturday and Sunday penalty rates and personal leave payment.

6. Broken shifts

- 6.1 A "broken shift" for the purposes of this sub clause means a single shift worked by an employee that includes a break in excess of the time provided for meal breaks, where the time between the commencement and termination of the broken shift shall not exceed 8 hours.
- 6.2 Employees working a broken shift on Monday to Friday inclusive must be paid an additional 10 per cent, to be calculated on the ordinary rates prescribed for each such broken shift worked.
- 6.3 When the second part of a broken shift finishes at or after 7.30 pm the additional payment must be 15 per cent calculated at the ordinary rate.
- 6.4 No more than two periods of duty shall be worked in any one broken shift and employees will be paid for a minimum of two hours for each start.
- 6.5 These provisions do not apply when an employee requests to work hours other than those displayed on a roster.
- 6.6 The additional payments prescribed in clauses 5.2 and 5.3 do not form part of the employee's ordinary pay.

7. Weekend work in ordinary time

The following weekend penalties will apply to the employees covered by this Schedule who work part of their ordinary hours over the weekend:

- 7.1 On a Saturday morning a 25% loading for time worked prior to 12.00 pm.
- 7.2 On a Saturday afternoon a 50% loading for time worked after 12.00 pm.
- 7.3 On a Sunday a 100% for all time worked.

8. Overtime

All authorised time worked by employees in excess of ordinary hours as prescribed in Clause 1 of this Schedule must be paid for, in accordance with the following:

- 8.1 On Monday to Friday inclusive at the rate of time and a half for the 2 hours and double time thereafter.

Schedule 4 – Facility Cleaners

8.2 On Saturday before noon at the rate of time and a half for the first 3 hours and double time thereafter.

8.3 On Saturday afternoon or Sunday, at the rate of double time.

8.4 A minimum period of 2 hours applies for overtime on a Saturday and a minimum of 3 hours on a Sunday, to be paid at the appropriate rate.

9. Minimum engagement

9.1 An employee will be engaged for a minimum of 2 hours on each Monday to Friday shift.

9.2 An employee will be engaged for a minimum of 2 hours on each Saturday shift

9.3 An employee will be engaged for a minimum of 3 hours on each Sunday shift.

10. Recall to work

10.1 An employee who is recalled to work overtime after leaving the employee's place of employment must be paid for a minimum 3 hours work at the appropriate rate.