

CLARE AND GILBERT VALLEYS COUNCIL ENTERPRISE AGREEMENT NO. 6, 2012

File No. 4443 of 2012

This Agreement shall come into force on and from 1 November 2012 and have a life extending until 5 February 2015.

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



DATED 01 NOVEMBER 2012.

COMMISSION MEMBER





CLARE & GILBERT VALLEYS COUNCIL Enterprise Agreement No. 6, 2012

CLARE AND GILBERT VALLEYS COUNCIL ENTERPRISE
AGREEMENT NO. 6, 2012

UNDERTAKING INSERTED PURSUANT TO SECTION 79(9)

THAT the Clare and Gilbert Valleys Council undertakes that in applying Clause 27 Personal/Family Leave, the minimum requirements of the *Fair Work Act, 1994* will be met.

COMMISSION MEMBER

DATED 1st November 2012



CLAUSE 1 - TITLE

This Agreement shall be known as Clare and Gilbert Valleys Council Enterprise Agreement No. 6, 2012.

CLAUSE 2 - ARRANGEMENT






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CLAUSE 3 - DEFINITIONS

For the purpose of this Agreement:

-  **"Council"** means The Clare and Gilbert Valleys Council.
-  **"Union"** means the (AWU South Australian Branch) and (Amalgamated AWU (SA) State Union.)
-  **"Employee"** means any employee of the Council who performs work covered by this Agreement and the Award.
-  **"Agreement"** means The Clare and Gilbert Valleys Council Enterprise Agreement No 6. 2012.
-  **"Joint Consultative Committee"** means the Committee established for the purpose of joint consultation between Management and Employees which meets regularly to resolve operational issues affecting employees in regards to the Agreements, to advise Senior Management on matters relating to improving the efficiency, productivity and competitiveness of our enterprise and to evaluate the achievement of the productivity outcomes.

CLAUSE 4 - APPLICATION

This Agreement shall be binding upon the Clare and Gilbert Valleys Council (the employer) and the (AWU South Australian Branch) and (Amalgamated AWU (SA) State Union) (the Union) and all employees of the Clare and Gilbert Valleys Council employed who are engaged in manual activities in connection with engineering works, construction and maintenance, depot operation, waste management, parks and gardens, cleaning, trade and similar activities carried out by Council.

CLAUSE 5 - PERIOD OF OPERATION

This Agreement will commence operation from the date of certification by the South Australian Industrial Relations Commission and will remain in force until 5 February 2015. The parties will commence negotiations of a new Agreement three (3) months prior to the expiration of this Agreement.

CLAUSE 6 - DISPUTE RESOLUTION PROCEDURE

The provision of a formalised process for the settlement of disputes arising from the operation of this Agreement between the employer and each employee is necessary to ensure all parties are treated fairly and equitably within the principles of natural justice.

During the implementation of the Dispute Resolution Procedure, work within the Council will proceed without stoppage or the imposition of any bans, work limitations or restrictions.

It is an aim of the procedure to help ensure disputes are resolved as quickly as possible so as to preserve positive working relationships. The following steps shall apply:

Stage 1

Employees should, in the first instance, with or without their workplace representative seek to resolve any disputes with their relevant Manager. Conversely, the Manager should seek to resolve any dispute directly with the employees concerned.

It is anticipated that the processes contained in Stages 1 should be completed within five (5) working days, not including public holidays.

Stage 2

If the matter is not resolved at Stage 1, the employee and their representative will discuss the issue with the Chief Executive Officer: and if necessary, an independent mediator in order to seek a resolution.

Stage 3

If the dispute is not resolved at Stage 2, the parties reserve the right to refer the matter to the South Australian Industrial Relations Commission. Both parties shall endeavour to have the hearing as early as possible.

It is anticipated that the processes contained in Stages 1 and 2 should be completed within ten (10) working days, not including public holidays, of the issue being received at Stage 1.






Nothing in this process shall prevent any employee from seeking the assistance and/or representation by their Representative at any stage.

OBJECTIVE 1 - REINFORCE OUR SHARED VALUES AND COMMITMENT TO THE RESPONSIBILITIES OF COUNCIL

CLAUSE 7 - OUR VISION AND CORPORATE OBJECTIVES

The Clare & Gilbert Valleys Council has used an inclusive and collaborative process involving our community, elected members and employees to develop a vision for the Council which ensures that we are:

Working Together to Create a Prosperous Future Our measure of success will be evidenced by

-  A prosperous regional centre
-  Improved quality of life
-  Protection of our environment
-  Spirited, cohesive and caring community
-  Democratic governance and empowerment

This vision reflects our strong commitment to achieve the objectives of Clare and Gilbert Valleys Council which are to:

1. Enhance and reinforce our regional centre status by realising opportunities which focus on Clare as the Mid North hub for trade, business, employment, transport, culture and leisure activities, and health and education services.
2. Provide, manage and use our infrastructure efficiently to ensure the economic, social, mental and physical wellbeing of the community is enhanced and maintained.
3. Be a region proud of its unique natural and created environment and highly regarded for managing and enhancing it for the enjoyment of present and future generations.
4. Contribute to the development of a cohesive and caring community where people of all backgrounds, age groups and circumstances have access to an appropriate range of community services and facilities.
5. Ensure that Council demonstrates leadership, effective and efficient service delivery, consultation and proper custody of assets in its stewardship of the district.

CLAUSE 8 - OUR PEOPLE AND OUR COMMUNITY

Council will continue to pursue its own reform agenda through workplace change, job redesign, multi-skilling and teamwork. It is Council's preference to use its own committed and skilled workforce to meet the needs of its community.

Council and all employees therefore commit to providing high quality service with a strong customer focus to all members of our community in accordance with customer service standards as provided for in Clause 9.

To this end, our people will ensure that appropriate and flexible structures, systems and practices are in place that ensure efficient, effective and responsive customer service.

CLAUSE 9 - CUSTOMER SERVICE STANDARDS

Council and its employees are committed to providing high quality service to its customers. Customers include ratepayers, members of the community, Councillors and all employees of Council.








Accordingly Council and its employees are committed to developing: establishing, implementing and evaluating customer service standards at all levels throughout each workgroup during the life of the Agreement.

The Customer Service Focus Group shall have a role in steering this initiative which includes arranging bi-annual meetings between workgroup representatives, receiving individual workgroup progress reports and providing a combined report to the Chief Executive Officer by 30 June of each year on the progress (by all workgroups) of this initiative.

CLAUSE 10 - COLLECTIVE AGREEMENT INTENTION AND OBJECTIVES

This Collective Agreement is recognition by the employer and its employees that the challenges we face are increasing and that we have agreed to work together in a constructive, cooperative and positive way to meet those challenges.

The objectives of this Collective Agreement are:

-  The removal of artificial demarcations and unreasonably restrictive working and management practices with a view to further and on-going harmonious industrial relations;
-  Improving flexibility in labour supply, without a reduction in current staff levels except in circumstances where natural attrition occurs. Any such productivity benefits identified through this process, (if any) will be shared between employees and employers. This is to be done by mutual agreement and in writing between the parties;
-  Reviewing and improving work arrangements;
-  Developing a high degree of participation, team work, trust and shared commitment to the goals and policies of The Clare and Gilbert Valleys Council and the achievement of real and sustainable improvements in productivity;
-  Adopting of practices to improve standards of Occupational Health Safety and Welfare;
-  Looking at new ways of improving work practices and reduction of wastage and lost time;
-  Continuing development and adoption of initiatives designed to enhance Council's performance;

- ✚ Introducing of measures to reduce absenteeism;
- ✚ Continually looking at new ways to improve processes and Customer satisfaction;
- ✚ Ensuring continued commitment to Equal Opportunity principles;
- ✚ Ensuring Council's continued viability and stability, with all parties striving at all times to do all that is practicable and reasonable to enhance, improve and sustain the image of the Clare and Gilbert Valleys Council:
- ✚ Employees agree to promote the corporate image by the compliance to wear Council's uniform;
- ✚ Implementing a training and skills improvement program within The Clare and Gilbert Valleys Council: all employees. Such programs will enable employees to increase their level of individual expertise and in turn improve the excellence of the Council through the provision of defined career paths and opportunities;
- ✚ Ensuring that any further flexibility arrangements identified during the life of this Agreement can be trialled through consultation and agreement of the parties. Any savings identified will be recorded: and the quantum for this shall be paid as part of the next Agreement;
- ✚ Ensuring strict adherence to this Agreement and all Statutory provisions.

OBJECTIVE 2 - MAINTAIN EFFECTIVE STRUCTURES FOR COMMUNICATION, CONSULTATION, AND MANAGING CHANGE

CLAUSE 11 - CONSULTATIVE MECHANISM

The parties agree that the effective operation of this Agreement is dependent on the continuation of the established Consultative Structures within the workplace. The principal Consultative Structure is the Joint Consultative Committee.

Joint Consultative Committee

- ✚ The Joint Consultative Committee shall consist of:
 1. Employer representatives employed and/or nominated by the Council.
 2. Employee representatives employed by the Council.
 3. If requested by the party's the State Secretary of the Union (or their nominee) and a representative as selected by Council.

- ✚ The role of the Joint Consultative Committee shall be:
 1. To reach decisions by consensus. All decisions will operate as recommendations.
 2. To hear and acknowledge reports and ideas generated by Employee and Employer representatives on a range of issues.
 3. To provide a forum for information flow between the Employer and Employees.

CLAUSE 12 - EMPLOYEE RELATIONS

- ✚ The parties recognise the need to maintain mutual trust and understanding to improve employee relations throughout the organisation.

- ✚ The parties agree the need to refocus the traditional Industrial Relations approach to one of employee relations, where consultation is viewed as essential to any change. Management and employees recognise the need for employee commitment to achieve effective improvements in productivity.

- ✚ Management is committed to ensure that there is an opportunity for employees to be involved and express their opinions before changes occur which are likely to have an impact on the workplace and their jobs.

CLAUSE 13 - INTRODUCTION TO CHANGE

Where an employer has made a firm decision to implement changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must as soon as practicable notify the employee who may be affected by the proposed changes.

Significant Effects include:

- ✚ termination of employment;
- ✚ a major changes in the composition, operation or size of the employer's workforce or in the skills required;
- ✚ the elimination or diminution of job opportunities, promotion opportunities or job tenure;
- ✚ the alteration of hours of work;
- ✚ the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.

The employer must discuss with the employees affected and the Union, among other things:

- ✚ the introduction of the changes referred to above;
- ✚ the effects the changes are likely to have on employees;
- ✚ measures to avert or mitigate the adverse effects of such changes on employees.

The employer must give prompt consideration to matters raised by the employees and their Union in relation to the changes.

The discussions must commence as early as practicable after a firm decision has been made by the employer to make the changes referred to above.

For the purposes of such discussion, the employer must provide in writing to the employees and the Union concerned:

- ✚ all relevant information about the changes including the nature of the changes proposed;
and
- ✚ the expected effects of the changes on employees and any other matters likely to affect them.

Employers are not required to disclose confidential information disclosure of which, when looked at objectively, would be against the employer's interests.

CLAUSE 14 - TERMINATION OF EMPLOYMENT

Notice of Termination by Employer

In order to terminate the employment of an employee, the employer must give the employee the following notice:





Period of Continuous Service	Period of Notice
Not more than 1 year	at least 1 week
More than 1 year but not more than 3 years	at least 2 weeks
More than 3 years but not more than 5 years	at least 3 weeks
More than 5 years	at least 4 weeks

In addition to the notice employees over forty five years of age at the time of the giving of notice with not less than 2 years continuous service are entitled to additional notice of one week.

Payment at the ordinary rate of pay in lieu of the notice prescribed above must be made if the appropriate notice period is not given. Employment may be terminated by part of the period of notice specified and part payment in lieu.

In calculating any payment in lieu of notice the employer must pay the wages an employee would have received in respect of the ordinary time the employee would have worked during the period of notice had the employee's employment not been terminated.

The period of notice in this Clause does not apply in the case of:

-  dismissal for conduct that at common law justifies instant dismissal
-  casual employees
-  employees engaged for a specific period of time; or
-  for a specific task or tasks

CLAUSE 15 - VOLUNTARY REDUNDANCIES

For the period of this agreement there will be no forced redundancies. Where a position is identified as being redundant: and the Employee wishes to access a voluntary separation package, the minimum terms of that redundancy are detailed as below:

1. Equivalent of twelve (12) weeks remuneration;
2. A redundancy payment at a rate of 3.5 weeks remuneration per year of continuous service in Local Government and 25% of one (1) week's remuneration per completed month of the remainder: to a maximum payment of two years remuneration;
3. A payment of the equivalent of 10% annual remuneration, for outplacement counselling to assist the Employee to find alternative employment. This amount may be incorporated into the Employee's redundancy pay following negotiation between the Employee and the Council;
4. Pro-rata Long Service Leave will be paid which may be accessed after seven (7) years.
5. All of the above payments will be made upon the Employee leaving the employ of the Council.

OBJECTIVE 3 - IMPLEMENT PROCESSES AND INITIATIVES WHICH WILL PROVIDE FLEXIBILITY IN SERVICE DELIVERY

CLAUSE 16 - HOURS

16.1 Rostered Day Off Arrangements

- 16.1.1 The parties recognise the need for flexible hours of work. The span of ordinary hours shall be between 6.00am to 7.00pm, Monday to Friday for construction and maintenance employees and 6.00am to 10.00pm Monday to Sunday for swimming pool attendants and any other recreational officers who are covered by the conditions of this agreement. Standard hours of work shall be as follows:
- ✚ Construction and Maintenance Employees the standard hours of work will be 8.5 hours a day, Monday to Thursday, 8 hours on the working Friday per 9 days a fortnight.
 - ✚ Swimming Pool Attendants and any other Recreational Officers who are covered by the conditions of this agreement.
 - ✚ The parties recognise that the Award classification of swimming pool attendant (Municipal Employee Grade 5) includes weekend penalty payments. The standard hours shall be worked in accordance with flexible rostered shift arrangements from Monday to Sunday, however the parties agree to utilising the flexibility provided herein having particular regard to the swimming pool operating hours and climatic weather conditions.
 - ✚ Any variations outside of the standard hours shall be by mutual agreement between employee and the Supervisor.
- 16.1.2 An employee may by mutual agreement with the employer, agree to work an RDO and bank the time up to a maximum of five (5) rostered days off to be taken later at a mutually convenient time.
- 16.1.3 The RDO bank will be cleared by the 30th of June annually or at a time mutually agreed to between employer and employee.
- 16.1.4 If the employer and the employee agree to clear the RDO Bank on the 30th of June annually, the bank will be paid out hour for hour.
- 16.1.5 Under normal conditions, the maximum bank of RDO's will not exceed a block of five (5) days at any given time. Under special circumstances, and on agreement between the employee and the employer, the five (5)-day block may be extended.

16.2 Flexible Hours of Work

16.2.2 Employees may work up to ninety (90) hours per fortnight, not exceeding ten (10) hours per day, nine days per fortnight.

16.2.1 Where employees work over 8.5 hours per day up to a maximum of 14 additional hours per fortnight, i.e., this will be banked as time off in lieu (TOIL). Where employees work in excess of ten (10) hours per day or ninety (90) hours per fortnight, the additional time worked shall be paid at the appropriate penalty rate.

16.2.2 Time off in lieu (TOIL) will be taken off at a time that is mutually agreed with the employer and the employee. The bank of TOIL time will be cleared by the 30th of June annually or may by mutual agreement be paid out at ordinary rates of pay (hour for hour).

16.2.3 The RDO bank is distinct and different from the TOIL bank of time, but the accumulated time of both may, by mutual agreement, be added into a single bank and taken as TOIL.

16.3 Annualised Allowances

16.3.1 For the purposes of this agreement, these allowances have been annualized into an employee's salary.

- 1 Burning of Grass
- 2 Confined Spaces
- 3 Dead Animals
- 4 Fertilizer Spreading
- 5 Height
- 6 Money handling
- 7 Plumbing
- 8 Rockbuster Allowance
- 9 Toilet Cleaning
- 10 Towing Allowance
- 11 Toxic Substance Allowance
- 12 Wet Work
- 13 Wood Chipping

16.3.2 It is agreed that for the purposes of this agreement, the allowances listed above will be absorbed by the wage increase agreed to under Clause 28 of this agreement

16.3.3 For the purposes of this agreement, the current travelling allowance paid to employees using their own vehicle shall continue to apply.

16.4 Saturday Work

16.4.1 It is agreed that Saturday work will not form part a regular part of the work cycle

16.4.2 It is recognised by the parties to this Agreement that under special circumstances such as a specific project or unusual work demand, a Saturday may be worked under the following terms;

1. The employee and the employer must mutually agree that Saturday work will occur.
2. Saturday work may be worked up to a maximum of one hundred (100) hours per year and paid at the ordinary rate of pay.
3. Where Saturday work exceeds one hundred (100) hours per year, the hours worked shall be added to the employee's RDO bank at the appropriate penalty rate, to be taken at a mutually agreed time.

16.5 Availability Allowance

This clause applies to any employee instructed to be available for recall to work outside of his/her normal working hours.

16.5.1 For the purposes of this clause availability duty means a situation where the employer directs an employee to hold themselves on immediate standby to attend work during prescribed times outside their normal working hours.

16.5.2 An employee instructed to carry out availability duty shall receive, in addition to the salary otherwise payable, an amount equal to ten (10) per cent of the employee's hourly rate for each hour or part thereof that the employee is required to be on standby.

16.5.3 Availability duty arrangements shall be mutually agreed by the employer and the employee and recorded in writing.

CLAUSE 17 - PROBATIONARY EMPLOYMENT

A Council may engage new employees or promote existing employees on a probationary basis of three (3) months duration for the purpose of facilitating the assessment of an employee's work performance.

The probationary period may be extended for a further period in light of an unsatisfactory work assessment at the end of the initial three (3) months employment.

Dismissal during or at the completion of the probationary period (due to unsatisfactory work performance) will not be given before the employee has been reasonably counselled by the Council.

Provided however that where an existing employee is promoted to a higher classification under the Award, the promotion for the first three (3) months will be on an acting basis to allow for an assessment of the employees suitability for the position. Provided further that where the employee has within the last twelve (12) months acted in the position for an accumulated period of three (3) months: the employee will considered to have satisfied this requirement.

CLAUSE 18 - PART-TIME EMPLOYMENT

18.1 Part-time Employment

- 18.1.1 Where a part-time employee agrees, he/she may work up to 8.5 hours a -day within the span of ordinary hours as set out in Clause 15 (Flexible hours of work) herein without attracting overtime. Additional hours worked up to full time hours shall be included in the calculations for the purposes of accruals related to sick leave and annual leave.
- 18.1.2 Work performed out of the specified span of ordinary hours is to attract the appropriate penalty rate.
- 18.1.3 The employee shall be given a minimum of twenty four (24) hours' notice of Council's need for the working of additional hours. If the additional time falls on a day when the employee is working, the minimum additional time shall be one hour: or in case of a day when the employee was not working, a minimum of three hours.
- 18.1.4 Adjustments to all entitlements, including leave, to be made proportionate to the additional hours worked over the employee's contractual hours of duty.

CLAUSE 19 - CASUAL EMPLOYMENT

19.2 Casual Employment

- 19.2.1 Due to the specific nature of Council's operations and seasonal cycles, it is agreed that the use of casual labour is needed to supplement the work of the full time workforce. As such it is agreed under the terms of this Agreement, that Council may employ Casuals for extended periods of time, but not exceeding twenty six (26) weeks.
- 19.2.2 Council is committed to its full time workforce and the maintenance of the full time positions. To this end, the Council agrees that the total number of hang term Casuals wilt not exceed 12% of the full work force at any given time.

CLAUSE 20 - FIXED TERM EMPLOYMENT

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

CLAUSE 21 - OVERTIME RATES CALL OUTS

The minimum payment for a call out shall be two (2) hours which will be paid at the appropriate overtime rate. Only if the call out exceeds two (2) hours, then the conditions provided in the "Call Outs" section below shall in those circumstances be applied.

The calculation of time for a call out shall include travelling time, to and from the job.

ORDINARY OVERTIME (Monday to Friday)

All time worked in excess of the ordinary hours of work and/or the span of hours (as established under Clause 16) is paid for at the rate of T1/2 for the first 2 hours and T2 thereafter. In computing overtime each day stands alone.

SATURDAY OVERTIME (Previously Advised)

Morning

The normal overtime rates shown above apply for Saturday morning overtime. Afternoon Saturday afternoon/night overtime is paid at the rate of double time.

Minimum Period of Payment

A minimum period of payment for a period of 2 hours applies (at the am/pm rate whichever being relevant).

SUNDAY OVERTIME (Previously Advised or Call-Outs)

All overtime worked on a Sunday is paid for at the rate of double time.

A minimum period of payment of three (3) hours applies for Sunday call-outs or overtime.

CALL-OUTS

Monday to Friday - Call outs

An employee recalled to work after the expiration of the employees working time (whether notified before or after leaving the premises) for the day and after leaving work for the day, will be paid for a minimum of four (4) hours' work at one and a half times the ordinary prescribed rate for each time so recalled. Provided that the employee if required to work for two (2) hours or more, will be paid for a minimum of four (4) hours' work calculated at one and a half times the ordinary prescribed rate for the first three (3) hours and at double the ordinary rate prescribed thereafter.

Saturdays - Call outs

An employee called out to work on a Saturday: will be paid for a minimum of three (3) hours' work calculated at one and a half times the ordinary prescribed rate for each time so called out. Provided that the employee, if required to work for two (2) hours or more, will be paid for a minimum of four (4) hours' work calculated at one and a half times the ordinary prescribed rate for the first three (3) hours and at double the ordinary prescribed rate thereafter.

Overlapping Call-Outs

Each call-out stands alone provided however that where an employee is notified of a subsequent callout prior to returning to his/her place of residence (after performing the first call-out), the total time taken will be treated as a single call-out.

CLAUSE 22 - MEAL BREAKS

The employee is entitled to an unpaid meal break of no less than thirty (30) minutes after each five (5) hours of continuous work, or as otherwise agreed by the parties.

The employee is entitled to a paid morning tea break only with the authority of the relevant Manager.

CLAUSE 23 - MULTI-SKILLING

A council may direct an employee to carry out such duties as are within the limits of the employee's skill competence and training.

OBJECTIVE 4 - ACKNOWLEDGE THE RESPONSIBLE MANAGEMENT OF LEAVE PROVISIONS

CLAUSE 24 - LONG SERVICE LEAVE

An employee may apply to take long service leave after seven (7) years of continuous service in local government.

Long Service Leave may be accessed through 'cash-out' provisions as provided for in the Long Service Leave Act and at the discretion of the Chief Executive Officer.

Where an employee's contracted weekly hours are altered then long service leave accrued from their commencement date shall be calculated and preserved.

CLAUSE 25 - ABSENCES

The employee must notify management of personal leave absences no later than one (1) hour after normal start time, so alternative arrangements can be made, if necessary.

When absent due to personal sickness or the sickness of an immediate family or household member, management may require the employee to produce a medical certificate from a registered health practitioner or a statutory declaration in support of such absence.

CLAUSE 26 - ANNUAL LEAVE

The employee (other than a casual employee) is entitled to twenty (20) paid day's annual leave for each completed year of service. The entitlement will accrue on a pro-rata monthly basis from the time the employee commences employment with Council.

Annual leave is exclusive of any proclaimed public holiday occurring during the period of leave. Any unused annual leave will be paid out on termination of employment.

The employee shall be entitled to receive a loading of 17½% for leave taken once the full accrual has occurred for each year of service. The loading is not payable on a pro rata basis.

The parties agree that annual leave entitlements which accumulate outside of the provisions of the Award have financial implications in the longer term for Council.

A program for taking annual leave and reducing annual leave balances shall be introduced by Council over the life of this Agreement with a view to proactively managing and reducing such financial liability.





CLAUSE 27 - PERSONAL/FAMILY LEAVE

Council acknowledges the relationship of work and family and the importance of the effective combination of both increasing productivity and in reducing absenteeism and staff turnover rates in Council. In order to achieve these goals, there will be no change in the current Sick Leave entitlement (nor the accrual of unused Sick Leave from year to year) for employees.

Personal leave is any leave taken for the purposes of personal illness (sick leave) or injury or providing primary care and support for an immediate family or household member who is ill (carers leave).

Employees (other than casuals) shall be entitled to ten (10) days per annum as personal leave for each completed year of service. The entitlement accrues on a pro rata monthly basis from the time the employee commences employment with Council.

For the purposes of this Agreement, the following definitions apply:

-  **"Child"** includes adopted, step, ex-nuptial and adult children;
-  **"De facto spouse"** means a person of the opposite sex who lives with the employee as your husband or wife on a genuine domestic basis, although not legally married to you;
-  **"Immediate family or household member"** means the employee's spouse, parent, grandparent, grandchild or sibling or the child, parent, grandparent, grandchild or sibling of the employee's spouse;
-  **"Spouse"** includes current and former spouses and current and former de facto spouses.

Where possible, employees will be required to give prior notice of absence for Personal Leave to enable the Council to make the required adjustments to work schedules.

CLAUSE 28 - PARENTAL LEAVE

In this Clause, unless the contrary intention appears:

"Adoption" includes the placement of a child with a person in anticipation of, or for the purposes of adoption.

"Adoption Law"- means adoption leave provided under this clause.

"Child" means a child of the employee or the employee's spouse under the age of one year, or means a child under the age of five years who is placed with an employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee who has previously lived with the employee for a continuous period of at least six months.

"Extended Adoption Leave" means adoption leave provided under this clause.

"Extended Paternity Leave" means paternity leave provided under this clause.

"Government Authority" means a person or agency prescribed as a government authority for the purposes of this definition.

"Maternity Leave" means maternity leave provided under this clause.

"Medical Certificate" means a certificate as prescribed in this clause.

"Parental Leave" means adoption leave, maternity leave, paternity leave, extended adoption leave or extended paternity leave as appropriate, and is unpaid leave.

"Paternity Leave" means paternity leave provided under this clause.

"Primary Care Giver" means a person who assumes the principal role of providing care and attention to a child.

"Relative Adoption" means the adoption of a child by a parent, a spouse of a parent or another relative, being a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

"Short Adoption Leave" means adoption leave provided under this clause.

"Special Adoption Leave" means adoption leave provided under this clause.

"Special Maternity Leave" means maternity leave provided under this clause.

"Spouse" includes a defacto spouse or a former spouse.

EMPLOYER'S RESPONSIBILITY TO INFORM

On becoming aware that:

- ✚ an employee is pregnant; or
- ✚ an employee's spouse is pregnant; or
- ✚ an employee is adopting a child;
- ✚ an employer must inform the employee of:
- ✚ the employee's entitlements under this clause.
- ✚ the employee's responsibility to provide various notices under this clause.

ELIGIBILITY FOR AND ENTITLEMENT TO PARENTAL LEAVE

Subject to the qualifications in this clause an employee is entitled to parental leave in accordance with the clause.

An employee who becomes pregnant is, on production of the required medical certificate, entitled to up to fifty two (52) weeks of maternity leave.

A male employee is, on production of the required medical certificate, entitled to one or two periods of paternity leave, the total of which must not exceed fifty two (52) weeks, as follows:

- ✚ An unbroken period of up to one week at the time of the birth of the child;
- ✚ A further unbroken period of up to fifty one (51) weeks in order to be the primary care giver of the child (to be known as extended paternity leave).

An employee is entitled to one or two periods of adoption leave, the total of which must not exceed fifty two (52) weeks, as follows:

- ✚ An unbroken period of up to three weeks at the time of the placement of the child (to be known as short adoption leave);
- ✚ A further unbroken period of up to forty nine (49) weeks in order to be the primary care giver of the child (to be known as extended adoption leave).

QUALIFICATIONS ON ENTITLEMENTS AND ELIGIBILITY

An employee engaged upon casual or seasonal work is not entitled to parental leave.

An entitlement to parental leave is subject to the employee having at least twelve (12) months of continuous service with the employer immediately preceding:

- ✚ In the case of maternity leave, the expected date of birth, or otherwise;
- ✚ the date on which the leave is due to commence.

The entitlement to parental leave is reduced:

- ✚ In the case of maternity leave, by any period of extended paternity leave taken by the employee's spouse and/or by any period of special maternity leave taken by the employee;
- ✚ In the case of extended paternity leave, by any period of maternity leave taken by the employee's spouse;
- ✚ In the case of extended adoption leave, by any period of extended adoption leave taken by the employee's spouse.

CERTIFICATION REQUIRED

An employee must, when applying for maternity leave or paternity leave, provide the employer with a medical certificate which:

- ✚ names the employee or the employee's spouse as appropriate;
- ✚ states that the employee or the employee's spouse is pregnant and states:
 1. the expected date of birth;
 2. the expected date of termination of pregnancy; or
 3. the date on which the birth took place.

At the request of the employer, an employee must, in respect of the conferral of parental leave; produce to the employer within a reasonable time a statutory declaration which states:

- ✚ the particulars of any period of parental leave sought or taken by the employees' spouse, and where appropriate;
- ✚ that the employee is seeking the leave to become the primary care-giver of a child;
- ✚ In the case of adoption leave, a statement from a Government authority giving details of the date, or presumed date, of adoption; and
- ✚ that for the period of the leave the employee will not engage in any conduct inconsistent with the employee's contract of employment.

NOTICE REQUIREMENTS

Maternity Leave:

An employee must:

- ✚ not less than ten (10) weeks before the expected date of birth of the child, give notice in writing to her employer stating the expected date of birth; and
- ✚ give not less than four weeks' notice in writing to her employer of the date of which she proposes to commence maternity leave stating the period of leave to be taken; and

✚ notify the employer of any change in the information provided pursuant to this clause within two weeks after the change takes place.

✚ An employer may, by not less than fourteen (14) days' notice in writing to the employee, require her to commence maternity leave at any time within six weeks immediately before the expected date of birth. Such a notice may be given only if the employee has not given her employer the required notice.

Paternity Leave:

✚ An employee must, not less than ten (10) weeks prior to each proposed period of paternity leave, give the employer notice in writing stating the dates on which he proposes to start and finish the period(s) of paternity leave.

✚ The employee must notify the employer of any change in the information provided pursuant to 7.4.5 within two weeks after the change takes place.

Adoption Leave:

An employee must:

✚ On receiving notice of approval for adoption purposes, notify the employer of the approval and within two months of the approval further notify the employer of the period(s) of adoption leave the employee proposes to take.

✚ In the case of a relative adoption, so notify the employer on deciding to take a child into custody pending an application for adoption.

✚ As soon as the employee is aware of the expected date of placement of a child for adoption purposes, but not later than fourteen (14) days before the expected date of placement, give notice in writing to the employer of that date, and of the date of commencement of any period of short adoption leave to be taken.

✚ At least ten (10) weeks before the proposed date of commencing any extended adoption leave, give notice in writing to the employer of the date of commencing leave and the period of leave to be taken.

Unforeseen Circumstances:

An employee is not in breach of any of these notice requirements if the employee's failure to comply is caused by unforeseen or other compelling circumstances, including;

✚ birth occurring earlier than the expected date; or

✚ the death of the mother of the child; or

✚ the death of the employee's spouse, or

✚ the requirement that the employee accept earlier or later placement of the child.

✚ so long as, where a living child is born, the notice is given not later than two weeks after the birth.

TAKING OF PARENTAL LEAVE

No employee may take parental leave concurrently with such leave taken by the employee's spouse, apart from paternity leave of up to one week at the time of the birth of the child or adoption leave of up to three (3) weeks at the time of the placement of the child.

Subject to complying with any relevant provision as to the taking of annual leave or long service leave, an employee may, instead of or in conjunction with parental leave, take any annual leave or long service leave to which the employee is entitled.

Paid sick leave or other paid absences are not available to any employee during the employee's absence on parental leave.

A period of maternity leave must be taken as one continuous period and must include, immediately following the birth of the child, a period of six (6) weeks of compulsory leave.

Maternity leave and paternity leave cannot extend beyond the child's first birthday. Adoption leave cannot extend beyond the child's fifth birthday.

Extended adoption leave cannot extend beyond the first anniversary of the initial placement of the child.

VARIATION AND CANCELLATION OF PARENTAL LEAVE

Without extending an entitlement beyond the limit set by this clause parental leave may be varied as follows:

- ✚ The leave may be lengthened once by the employee giving the employer at least fourteen (14) days' notice in writing starting the period by which the employee requires the leave to be lengthened; or
- ✚ The leave may be lengthened or shortened by agreement between the employer and the employee.

Parental leave, if applied for but not commenced, is cancelled;

- ✚ should the pregnancy terminate otherwise than by the birth of a living child; or
- ✚ should the placement of a child proposed for adoption not proceed;

as the case may be.

If, after the commencement of any parental leave:

- ✚ the pregnancy is terminated otherwise than by the birth of a living child or, in the case of adoption leave, the placement of the child ceases, and;
- ✚ the employee gives the employer notice in writing stating that the employee desires to resume work;

The employer must allow the employee to resume work within four weeks of receipt of the notice.

Parental Leave may be cancelled by agreement between the employer and employee.

SPECIAL MATERNITY LEAVE AND SICK LEAVE

If, an employee not then on maternity leave suffers illness related to her pregnancy, or;

the pregnancy of an employee not then on maternity leave terminates after twenty eight (28) weeks otherwise than by the birth of a living child;

she may take such paid sick leave as she is then entitled to and such further unpaid leave (to be known as special maternity leave) as a legally qualified medical practitioner certifies to be necessary before her return to work, provided that the aggregate of paid sick leave, special maternity leave and maternity leave shall not exceed the period to which the employee is entitled under this clause.

An employee who returns to work after the completion of a period of such leave is entitled to the position which she held immediately before commencing such leave, or in the case of an employee who was transferred to a safe job, to the position she held immediately before such transfer.

If that position no longer exists, but there are other positions available which the employee is qualified for and is capable of performing; she is entitled to a position as nearly as possible comparable in status and pay as that of her former position.

SPECIAL ADOPTION LEAVE

An employee who has received approval to adopt a child who is overseas is entitled to such unpaid leave as is reasonably required by the employee to obtain custody of the child.

An employee who is seeking to adopt a child is entitled to such unpaid leave not exceeding five days as is required by the employee to attend such interviews, workshops, court attendances or examinations as are necessary as part of the adoption procedure.

The leave under this clause is to be known as special adoption leave and does not affect any entitlement under this clause.

Special adoption leave may be taken concurrently by an employee and the employee's spouse.

Where paid leave is available to the employee, the employer may require the employee to take such leave instead of a special adoption leave.

TRANSFER TO A SAFE JOB: MATERNITY LEAVE

If, in the opinion of a legally qualified medical practitioner:

✚ illness or risks arising out of the pregnancy, or

✚ hazards connected with the work assigned to the employee;

make it inadvisable for the employee to continue her present work, the employee must, if the employer considers that it is practicable to do so, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

If the transfer to a safe job is not considered practicable, the employee is entitled, or the employer may require the employee, to take leave for such period as is certified necessary by a legally qualified practitioner.

Leave under this clause will be treated as maternity leave.

PART-TIME WORK

An employee who is pregnant or is entitled to parental leave may, by agreement with the employer reduce the employee's hours of employment to an agreed extent subject to the following conditions;

Where the employee is pregnant, and to do so is necessary or desirable because of the pregnancy; or

Where the employee is entitled to parental leave, by reducing the employee's entitlement to parental leave for the period of such agreement.

RETURN TO WORK AFTER PARENTAL LEAVE

An employee must confirm the employee's intention to return to work by notice in writing to the employer given at least four weeks before the end of the period of parental leave.

On returning to work after parental leave an employee is entitled:

- + to the position which the employee held immediately before commencing parental leave; or
- + in the case of an employee who was transferred to a safe job, to the position which she held immediately before the transfer.

If the employee's previous position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee is entitled to a position as nearly as comparable in status and pay to that of the employee's former position.

TERMINATION OF EMPLOYMENT

An employee on parental leave may terminate the employee's employment at any time during the period of leave by giving the required notice.

An employer must not terminate the employment of an employee on the ground of her pregnancy or the employee's absence on parental leave. Otherwise the rights of an employer in relation to termination of employment are not affected by this clause.

CLAUSE 29 - COMPASSIONATE LEAVE

The employee is entitled to two (2) paid days of compassionate leave per occasion in the following circumstances:

To spend time with an immediate family or household member who has a personal illness or injury which poses a serious threat to that person's life;

Or

After the death of an immediate family or household member.

If the CEO requires the employee is obliged to provide evidence of the illness, injury or death.

CLAUSE 30 - PUBLIC HOLIDAYS

The employee is granted public holidays gazetted in South Australia without deduction of pay.

If the employee is required to work on a public holiday, penalty rates will apply as per Clause 17.

OBJECTIVE 5 - CREATE A WORKPLACE CULTURE OF HEALTHY AND BALANCED LIFESTYLE

CLAUSE 31 - OCCUPATIONAL HEALTH AND SAFETY

- 31.1 All employees of the Clare and Gilbert Valleys Council shall be ensured a safe working environment at all times.
- 31.2 The employer and the Union shall give full cooperation to the achievement of high standards of Occupational Health and Safety.
- 31.3 The parties recognise safety education and safety programs shall be fundamental in achieving this objective. On all of the employer's projects there shall be strict compliance to all Acts and Regulations, Industry Codes of Practice and other relevant Occupational Health and Safety guidelines, so as to provide and maintain a safe working environment.

CLAUSE 32 - HEALTHY LIFESTYLE PROGRAM

Clare & Gilbert Valleys Council is committed to promoting the benefits of a healthy lifestyle through facilitating a 'Healthy Lifestyle' Program.

- ✚ The Program will incorporate a subsidised membership at the rate of 50% of the cost of a season membership of the Clare & Gilbert Valleys Recreation and Swimming Centres;
- ✚ Council will provide the opportunity and payment for health screen checks for all employees to examine for the presentation symptoms of skin cancer once in every calendar year by a doctor designated by the employer;
- ✚ Council will provide the opportunity and payment for flu injections, which all employees may access;
- ✚ Council will provide the opportunity and payment for cholesterol checks, which all employees may access;
- ✚ employees may access the services of an employee Assistance Program (EAP) Provider for the purposes of professional counselling. The procedure for accessing assistance through the EAP is set out in Appendix 1; and
- ✚ Council will explore opportunities to provide other healthy lifestyle initiatives which aim to improve the general health and fitness of its employees during the life of this Agreement.

The employer acknowledges that any health checks provided are on a voluntary basis and any medical records resulting from the examinations remain confidential to the employee. The employees acknowledge their responsibility to follow the advice given as a result of any of the above examinations.

The employer will ensure that the medical advice of the skin cancer check remain confidential to the employee and the employer.

CLAUSE 33 - SUN PROTECTION

- 33.1 The employer has an obligation to its employees to provide safe systems of work and provide appropriate protection to safeguard their health.
- 33.2 Employees have an obligation to use all protective equipment and clothing provided and to follow reasonable instructions.
- 33.3 The employer will review the skin cancer policy on a regular basis, which will incorporate the wearing of hats, glasses, close weaved clothing and sunscreen; in consultation with its employees in accordance with the provisions of this Agreement.
- 33.4 The employees agree to actively embrace the sun protection policy and commit to its principles and practices.

OBJECTIVE 6 - PROMOTE LEARNING AND SKILL DEVELOPMENT AND ACCESS TO TRAINING

CLAUSE 34 - PERFORMANCE DEVELOPMENT AND REVIEW PROGRAM

Employees are to be included in the Performance Development and Review Program. The objectives of the Program are as follows:

General

- ✚ Personal career development of employees and a more efficient and effective workforce.

Specific

- ✚ Communication - to improve both organisational and individual communication with two-way feedback not only on an annual, but also, and more importantly on a day-to-day basis.
- ✚ Action Plans - establish mutually agreeable and achievable action plans or objectives for the ensuing twelve (12) months.
- ✚ Training and Development - to provide information from which an annual training and development plan can be determined from the organisational, occupational and individual needs.
- ✚ Performance - to improve individual work performance by increasing efficiency and effectiveness to achieve increased productivity and to assess satisfactory standards of performance.
- ✚ Job Satisfaction - to provide a formal means by which issues can be addressed, opportunities can be identified and performance can be acknowledged.
- ✚ Review the Job and Person Specification (JPS). All employees shall be provided with their existing JPS which will be reviewed for accuracy in consultation and agreement with each employee.

CLAUSE 35 - STUDY LEAVE AND SKILL DEVELOPMENT

- 35.1 Clare & Gilbert Valleys and its employees are committed to enhancing the skills of the workforce through the provision of training and recognise that to achieve effective and efficient work practices, employees are consulted in the development of training programs.
- 35.2 Employees undertaking courses of study shall be permitted time off with pay of up to five hours per week (including travelling time) to attend lectures, complete exercises, assignments and I or examinations, and such time as is necessary for practical training in normal working hours subject to the following provisos:

1. That such courses are appropriate to the employer; and
 2. That such courses and the method of undertaking such courses are approved and authorised by the employer.
- 35.3 Where an employee is required and/or gains approval by the employer to undertake a course of study or attend a training course, the employer shall on the successful completion of each year, reimburse the employee for all fees paid.
- 35.4 To provide greater flexibility in the provision of training and development opportunities, there may be occasions (up to fifteen (15) hours I year) where structured training which cant reasonably be held during normal working hours is required outside of ordinary hours, at a time to be mutually agreed by the majority of employees affected. Time spent at such training shall be paid at the ordinary rate of pay or alternatively may be taken as time in lieu, in accordance with Clause 16.
- 35.5 Council will reimburse childcare expenses incurred as a result of any training undertaken out of normal hours, upon production of receipts by employees with family responsibilities who would be unable to attend such training without childcare arrangements.

CLAUSE 36 - TRAVEL TIME TO TRAINING COURSES OR CONFERENCES

- 36.1 All parties agree that. as a general principle, time travelled on authorised Council business, eg. conferences, seminars, training or meetings be shared between employees and Council time.
- 36.2 As training benefits the employee as well as the employer Council will pay half the travelling time to and from courses at ordinary rates or such time shall be taken as time off in lieu of overtime at ordinary rates.
- 36.3 Where there is a directive from Management or Council to attend training courses, seminars or conferences, Clause 36.1 above will not apply and all travelling time will be paid for at ordinary rates or such time shall be taken as time off in lieu of overtime at ordinary rates.


OBJECTIVE 7: ACKNOWLEDGE ACHIEVEMENT AND IMPROVEMENT IN PERFORMANCE WITH REWARDS.

CLAUSE 37 - PAY INCREASES

- 37.1 Upon signing with regard to the general intent and principles of the Collective Agreement. The employer agrees to the following wage increases:
1. 3.5% increase on the current rate to take effect from 5 February 2012.
 2. 3.5% increase on the current rate to take effect from 5 February 2013.
 3. 3.5% increase on the current rate to take effect from 5 February 2014.
- 37.2 Each payment shall be paid on the existing wage rate, incorporating the Supplementary Payments, Service Increments and Disability Allowance.
- 37.3 A schedule outlining the wage rates pertaining to the first wage increase is shown at Appendix 2.
- 37.4 The parties recognise that disability allowance is not payable to employees engaged as attendants at swimming pools.

CLAUSE 38 - SUPERANNUATION AND SALARY SACRIFICE

38.1 Superannuation

-  The Council shall pay superannuation contributions in respect of each employee into the Local Government Superannuation Scheme, that scheme being the superannuation scheme established in 1984 under the Local Government Act 1934 (as amended) and as a result of the Local Government (Superannuation Scheme) Amendment Act 2008, from 1 January 2009 governed substantially by a stand-alone trust deed between the Local Government Superannuation Board (former Trustee) and Local Super Pty Ltd (new Trustee), unless another scheme is nominated by the employee as their default fund.

The amount of employer superannuation contributions means;

- (a) For contributory members:
1. contributions which the employer is required to pay under the terms of the rules governing the Local Government Superannuation Scheme plus
 2. 3% of the employee's ordinary time earnings; and
 3. any additional superannuation contributions which the employer agrees to pay in respect of an employee.

(b) For non contributory members:

1. 3% of the employee's ordinary time earnings; plus
2. 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; and

any additional superannuation contributions which the employer agrees to pay in respect of an employee.

38.2 Salary Sacrifice

- 38.2.1 Subject to the following conditions an employee may apply to the Council to salary sacrifice any part of salary to the Superannuation Scheme referred to in Clause 38.1 hereof.
- 38.2.2 Any such arrangement shall be by mutual agreement between the employee and the Council.
- 38.2.3 The application from the employee shall be in writing and detail the amount of salary to be sacrificed together with a statement that the 'cash component is adequate for his/her ongoing living expenses'.
- 38.2.4 The application may at any time be rescinded by the employee.
- 38.2.5 The employee shall bear the responsibility and costs associated with taxation and other matters in respect to the salary sacrificing.

CLAUSE 39 - ACCIDENT AND SICKNESS INSURANCE

The employer will insure the employee under the Local Government Risk Services Accident and Sickness Insurance Policy after the successful completion of twelve (12) months employment. Full details of the Insurance Cover and any periodical amendments as they occur from time to time will be made available to the employee.

CLAUSE 40 - CLASSIFICATIONS

- 40.1 Minimum classification that will apply in the Clare and Gilbert Valleys Council is Municipal Employee Grade 5, in line with the concept of a multi-skilled workforce.

- 40.2 Where employees are engaged at the Valleys Lifestyle Centre or any of Councils swimming pools, the parties recognise that the ordinary working hours are worked over any of the seven days of the week excluding any day which is a public holiday, but will not exceed thirty eight (38) hours in any week. Accordingly, the classification of Municipal Employee Grade 5 will be applied which includes compensation for weekend work. Where the employee is not required to work at weekends the classification of Municipal Employee Grade 4 will apply.
- 40.3 The parties recognise the commitment to quality, cost effective delivery of its infrastructure services which places an additional level of accountability on the positions of site supervisors. Accordingly, the classification of Municipal Employee Level 9 & Level 10 (described hereunder) has been established and added to the Classification Range.

Municipal Employee Grade 9

An employee may be classified as a Municipal Employee Grade 9 at the discretion of the employer after having demonstrated their ability to competently perform all of the tasks listed for a Municipal Employee Grade 8 together with leadership qualities and effective interpersonal and communication skills.

A Municipal Employee Grade 9 must demonstrate the following level of skills and competencies:

1. Supervisory capabilities and a positive attitude towards the goals and objectives of their position;
2. Adhere to work schedules with the ability to reorganise activities as required to cater for unforeseen circumstances;
3. Ensure that the performance of the employee's gang meets appropriate performance objectives;
4. Identify unsatisfactory performance of employees in their work group and take the appropriate responsive action in accordance with the Council's performance management policy;
5. Conduct on the job training and ensure that all employees in their work group are properly inducted on their job requirements, work practices and performance obligations;
6. Ensure that all vehicles and equipment used in their work units are maintained in accordance with Council policy; and
7. Ensure correct recording for all labour, equipment and materials.

Municipal Employee Grade 10

An employee may be classified as a Municipal Employee Grade 10 at the discretion of the employer after having demonstrated their ability to competently perform all of the tasks listed for a Municipal Employee Grade 9 together with leadership qualities and effective interpersonal and communication skills.

CLAUSE 41 - DRIVERS LICENCE

- 41.1 Upon presentation of the licence by the employee, Council will meet the annual cost of employees' drivers licence renewals at the end of each financial year.
- 41.2 A job specification may require that any new Council employee must already hold the appropriate licences before applying for a position with the Council. Where an existing employee is required to undertake training to obtain a licence in addition to those held, Council shall pay for the costs.
- 41.3 Employees will report any changes to their licence status, and in circumstances where their licence status changes or is lost, the relevant pro-rata cost of reimbursement payment shall be recovered by Council.

CLAUSE 42 - NO FURTHER CLAIMS

The parties bound by this Agreement 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.

CLAUSE 43 - SIGNATORIES

Signed for and on behalf of the Clare and Gilbert Valleys Council by:

ROY BIGHT
Chief Executive Officer

Witness

On this day of 2012

Signed for and on behalf of the Australian Workers Union (South Australian Branch):

WAYNE HANSON
Secretary

Witness

On this day of 2012

APPENDIX 1

EMPLOYEE ASSISTANCE

- ✚ The employer recognises that issues in employees' private lives impact on work performance and that it is important that employees have access to counselling and support through an Employees Assistance Program (EAP).
- ✚ The employer will contract the services of an EAP Provider to assist employees with counselling on a wide range of issues. including marital or family problems, health, alcohol or substance related problems, financial and legal worries, interpersonal conflict or work related difficulties.
- ✚ The EAP provides access to counselling on a confidential basis which include.
 - ✚ Providing expert problem assessment
 - ✚ Presenting the employee with a treatment plan
 - ✚ Referring to more appropriate community service providers when necessary
 - ✚ Following up with the employee to determine success of the program
- ✚ When an employee chooses to access the EAP:
 - ✚ They are guaranteed of confidentiality regarding the issue(s) on which they have sought counselling assistance and that no report (either written or verbal) will be made to management unless authorized/requested by the person.
 - ✚ They may contact the EAP provider themselves and arrange their own appointment. during work time. The employee's manager may arrange an appointment, at the employee's request.
 - ✚ Advise their manager that they are accessing the EAP as they will be absent during working hours. They do not have to provide the purpose of accessing an EAP provider.
 - ✚ The employee will be responsible for any travel costs associated with accessing the EAP provider.
 - ✚ Internal records will be kept that an employee has used the EAP provider.
 - ✚ The EAP provider will advise the employee that details will remain confidential but their name may be verbally given to Council if requested to verify that the service was provided.
 - ✚ The employer shall pay for up to two professional consultations. Longer term counselling will be provided after negotiation with the employee. The EAP provider's invoice to Council will not identify the person accessing the service.
 - ✚ Any matter discussed between the provider and the staff member shall remain confidential between those two parties

**APPENDIX 2
WAGES SCHEDULE**

		C&GV EB 5		C&GV EB6					
		5-Feb-11	Hourly Rate	5-Feb-12	Hourly Rate	5-Feb-13	Hourly Rate	5-Feb-14	Hourly Rate
		3.00%		3.50%		3.50%		3.50%	
		\$	\$	\$	\$	\$	\$	\$	\$
Grade 1	Year 1	748.98	19.71	775.19	20.40	802.33	21.11	830.41	21.85
	Year 2	757.54	19.94	784.05	20.63	811.50	21.36	839.90	22.10
	Year 3	765.90	20.16	792.71	20.86	820.45	21.59	849.17	22.35
Grade 2	Year 1	775.91	20.42	803.07	21.13	831.17	21.87	860.27	22.64
	Year 2	784.46	20.64	811.92	21.37	840.33	22.11	869.74	22.89
	Year 3	792.84	20.86	820.59	21.59	849.31	22.35	879.04	23.13
Grade 3	Year 1	803.44	21.14	831.56	21.88	860.67	22.65	890.79	23.44
	Year 2	812.00	21.37	840.42	22.12	869.83	22.89	900.28	23.69
	Year 3	820.40	21.59	849.11	22.35	878.83	23.13	909.59	23.94
Grade 4	Year 1	836.69	22.02	865.97	22.79	896.28	23.59	927.65	24.41
	Year 2	845.24	22.24	874.82	23.02	905.44	23.83	937.13	24.66
	Year 3	853.63	22.46	883.51	23.25	914.43	24.06	946.43	24.91
Grade 5	Year 1	859.49	22.62	889.57	23.41	920.71	24.23	952.93	25.08
	Year 2	868.03	22.84	898.41	23.64	929.86	24.47	962.40	25.33
	Year 3	876.42	23.06	907.09	23.87	938.84	24.71	971.70	25.57
Grade 6	Year 1	878.95	23.13	909.71	23.94	941.55	24.78	974.51	25.64
	Year 2	887.50	23.36	918.56	24.17	950.71	25.02	983.99	25.89
	Year 3	895.90	23.58	927.26	24.40	959.71	25.26	993.30	26.14
Grade 7	Year 1	898.44	23.64	929.89	24.47	962.43	25.33	996.12	26.21
	Year 2	906.98	23.87	938.72	24.70	971.58	25.57	1005.58	26.46
	Year 3	915.37	24.09	947.41	24.93	980.57	25.80	1014.89	26.71
Grade 8	Year 1	916.32	24.11	948.39	24.96	981.58	25.83	1015.94	26.74
	Year2	924.87	24.34	957.24	25.19	990.74	26.07	1025.42	26.98
	Year 3	933.26	24.56	965.92	25.42	999.73	26.31	1034.72	27.23
Grade 9	Year 1	934.94	24.60	967.66	25.46	1001.53	26.36	1036.58	27.28
	Year 2	943.45	24.83	976.47	25.70	1010.65	26.60	1046.02	27.53
	Year 3	951.95	25.05	985.27	25.93	1019.75	26.84	1055.44	27.77
Grade 10	Year 1	954.02	25.11	987.41	25.98	1021.97	26.89	1057.74	27.84
	Year 2	962.69	25.33	996.38	26.22	1031.26	27.14	1067.35	28.09
	Year 3	971.38	25.56	1005.38	26.46	1040.57	27.38	1076.99	28.34