

DISTRICT COUNCIL OF CEDUNA ENTERPRISE AGREEMENT NO. 5, 2008

File No. 04915 of 2008

This Agreement shall come into force on and from 3 September 2008 and have a life extending for a period of thirty-six months therefrom.

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



DATED 04 SEPTEMBER 2008.

COMMISSION MEMBER



**DISTRICT COUNCIL OF CEDUNA
ENTERPRISE AGREEMENT NO. 5, 2008**

CLAUSE 1 TITLE

This Agreement shall be known as the District Council of Ceduna Enterprise Agreement No. 5, 2008.

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CLAUSE 3 DEFINITIONS

'Agreement' shall mean the District Council of Ceduna Enterprise Agreement No. 5 of 2008.

'ASU Award' shall mean the Municipal Officers' (SA) Award 1998.

'AWU Award' shall mean the Local Government Employees Award 1998.

'Consultation' is a process, which will have regard to employees' interests in the formulation of plans which have a direct impact on them. It provides employees with the opportunity to have their viewpoints heard and taken into account prior to a decision being made. Consultation allows for decisions to be made giving due regard to matters raised by employees.

'Employer' shall mean the District Council of Ceduna.

'Council' shall mean the District Council of Ceduna.

'Salary' shall mean total income including Superannuation payment, use of vehicle, regular overtime, and allowances.

'PES' shall mean Council's Personnel Evaluation System.

'CEO' shall mean Council's Chief Executive Officer

CLAUSE 4 DATE AND PERIOD OF OPERATION

This Agreement shall commence from the date of signing and shall remain in force for a period of 36 months, with an option to review annually.

CLAUSE 5 PARTIES BOUND

This Agreement is binding on:

- 5.1 The District of Ceduna, the Australian Municipal, Administrative, Clerical and Services Union (SA & NT Branch, know as the ASU, The Australian Workers Union (SA Branch), known as the AWU and its employees covered by the ASU & AWU Award, but excludes the Chief Executive Officer, Deputy Chief Executive Officer, General Manager Operations, Works Manager, Senior Finance Officer and the Manager Environmental Services.

CLAUSE 6 RELATIONSHIP TO PARENT AWARD AND PREVIOUS AGREEMENTS

- 6.1 This Agreement supersedes the District Council of Ceduna Enterprise Agreement No. 4, 2003 and temporary Memorandum of Understanding, the District Council of Ceduna - AWU Enterprise Bargaining Agreement No. 4 2002, and temporary Memorandum of Understanding.
- 6.2 This Agreement shall be read in conjunction with the terms of the AWU and ASU Award and applying at the time of making this Agreement, provided that where there is any intended inconsistency between this Agreement and the Award, this Agreement shall prevail to the extent of the inconsistency.
- 6.3 Council is committed, during the life of this Agreement and in its renegotiations, to bargain collectively with the parties to this Agreement in respect of employees whose terms, and conditions have traditionally been covered by the Award. The terms and conditions of that Award and this Agreement shall apply to new employees as they do to current employees.

CLAUSE 7 AIMS AND OBJECTIVES

- 7.1 To pursue the strategic vision of The District Council of Ceduna in being a progressive major regional centre providing extensive employment & economic development opportunities, outstanding community services and excellent infrastructure. This Agreement is facilitative of the strategic focus by providing to staff responsible for fulfilling that vision, the resources and encouragement to support attainment of this excellence.
- 7.2 To encourage and develop a high level of skill, innovation and excellence among staff members employed at the District Council of Ceduna through the provision of training and skills improvement programs.
- 7.3 To ensure strict adherence to the Award, this Agreement, and all other statutory provisions.
- 7.4 To enhance careers and benefits for staff members.
- 7.5 To develop an environment where all parties are involved in decision-making processes.
- 7.6 To provide for increased wages for staff members of the District Council of Ceduna.
- 7.7 To recognise commitment, productivity and efficiency improvements.

CLAUSE 8 CONSULTATION

- 8.1 Full staff meetings shall remain the consultative structure for negotiating, reviewing and monitoring the implementation of this Agreement and resolving concerns and/or disputes arising from the operation of the Enterprise Bargaining process. Through this forum the parties will aim to:
 - 8.1.1 Reach decisions through consensus;
 - 8.1.2 Consider reports and ideas generated by Council management or employees;
 - 8.1.3 Review and monitor the operation and implementation of the Enterprise Agreement;
 - 8.1.4 Consider and implement agreed suggestions for continuous improvement and resolve any disputes arising out of the operation of the Agreement.
- 8.2 Departmental meetings shall be utilised to inform all staff of Council issues and initiatives.

CLAUSE 9 EMPLOYEE RELATIONS

- 9.1 The parties:
 - 9.1.1 Recognise the need to build relationships based on care, trust, mutual respect and empathy.
 - 9.1.2 Agree the need to work in partnership and to co-operate with each other.
 - 9.1.3 Recognise that participation of all parties in decision-making processes is an essential ingredient of workplace change.
 - 9.1.4 Commit to continuous improvement and increased productivity.
- 9.2 The parties through the establishment of individual staff PES will commit themselves to a process of continuous improvement and increased productivity. Individual performance targets and performance standards will be used as a means of measuring what has been achieved and the need for further improvements.
- 9.3 In the context of local government our “outcomes” are our services to our customers and to the community, and/ or “inputs” are all the resources utilised in providing these services.
- 9.4 The parties recognise that the Council provides a wide range of services, which rely on a complex interrelationship of various corporate resources, for their production. The simple input/output definition above must therefore encompass the corporate processes that

translate inputs into outputs, and are equally important to the achievement of increased productivity.

- 9.5 A critical component of enterprise productivity is the ability of the enterprise to deliver quality service and meet objectives.
- 9.6 The PES processes outlined in this Agreement requires the collection of data to assess and monitor performance. These productivity gains and quality improvements will be recognised and form the basis for negotiations regarding aligning future salary adjustments more closely to demonstrated productivity gains whilst acknowledging the need to recognise inflation as a factor in maintaining net wages for employees.
- 9.7 The parties are committed to the deployment of a multi-skilled workforce.

CLAUSE 10 EMPLOYMENT SECURITY

- 10.1 It is recognised that improvements in productivity and work practices should not be limited by strictly maintaining the present work force and structure. Where significant improvement in the delivery of service can be identified through the changes to the organisational structure and/or outsourcing, and following full consultation, reductions in staffing numbers can occur.
- 10.2 Any determination made regarding reducing staffing numbers or changes to the organisational structure will involve full consultation as detailed in Clause 13 Change Management.
- 10.3 The means of adjustment in those situations where organisational change, structure and/or budgetary and financial restraints result in positions being no longer required will be dealt with in the following ways:
 - 10.3.1 natural attrition
 - 10.3.2 redeployment to a position of the same classification level
 - 10.3.3 redeployment to a position of lower classification level with income maintenance
 - 10.3.4 voluntary separation
 - 10.3.5 forced separation
- 10.4 It is the primary aim to re-deploy employees into a position of equal classification and status as their pre-redeployment position.
- 10.5 After examining all options, it is agreed by all of the parties that if redeployment to such a position is not feasible, an employee may be re-deployed into a position of lower classification level on the following basis:

The employer will, as a matter of priority provide training to assist the redeployee into the new position.

 - 10.5.1 The employee's pre-deployment salary shall be maintained until the salary of the new classification level equals the employee's pre-deployment classification level. All incremental advances due including those provided for under this Agreement and other general increases will be excluded.
- 10.6 Should an employee receive a separation package, such package shall comprise of:
 - 10.6.1 10 weeks notice of termination or payment in lieu of notice.
 - 10.6.2 3 weeks of total weekly salary as severance payment for each year of service with The District Council of Ceduna capped at 104 weeks, which includes the notice period.
 - 10.6.3 reimbursement for an amount representing 10% of total annual salary for the purpose of outplacement counselling services utilised.

CLAUSE 11 FIXED TERM EMPLOYMENT

- 11.1 Council may offer fixed term employment contracts on the following grounds:
 - 11.1.1 for a specific project of defined duration
 - 11.1.2 for a position which is funded from an external body
 - 11.1.3 to replace an employee who is on extended leave greater than 3 months
 - 11.1.4 where it is considered that the long term requirements for a position are uncertain, e.g. financial considerations, environmental concerns or impending legislative change.
- 11.2 A fixed term employment contract offered by the employer will contain the following provision:
 - 11.2.1 Except where Clause 10 applies, where an employee who is employed on a permanent basis with the Council successfully applies for a fixed term position, the employee will return to their substantive position at the end of the fixed term period with original employment conditions and remuneration applying, provided the period of the fixed term contract does not exceed 2 years. Where the period of the fixed term contract exceeds 2 years the parties agree that the employee's substantive position will not be held and there will be no guarantee of any employment being available with the employer at the end of the fixed term contract. The substantive position may be filled for the period of the fixed term by another fixed term contract.

CLAUSE 12 OCCUPATIONAL HEALTH & SAFETY

- 12.1 The employer and employees recognise the importance of an effective occupational health & safety program in providing a safe work environment for all employees. It is further recognised that improved occupational health & safety will ultimately increase productivity throughout the Council by reducing the number of incidents/accidents, and therefore, lost time.
- 12.2 The employer and employees will strive to continually improve OHS&W performance in accordance with the WorkCover Exempt Employee Standards and to achieve optimal Workers Compensation bonuses.
- 12.3 The necessity to fulfil the obligations outlined in the Occupational Health Safety & Welfare Act are recognised, and the employer and employees are committed to ongoing training in this vital area.
- 12.4 In any alteration to work practices, occupational health & safety will be of prime importance.
- 12.5 Council is committed to providing ongoing training to employees in First Aid to Senior Certificate Level. The number of employees to be trained is to be reviewed and determined annually by Department Managers (in consultation with relevant work groups) in accordance with the needs of that department and the Occupational Health, Safety & Welfare Act.

CLAUSE 13 CHANGE MANAGEMENT

- 13.1 The parties recognise that change is an ongoing feature of the work environment and that appropriate management of change is essential for the benefit of all parties.
- 13.2 For the purpose of this Agreement “change” is deemed to include but is not limited to any or all of the following:
- 13.2.1 Improvements to work practices
 - 13.2.2 Purchase of new equipment
 - 13.2.3 Introduction of new technology
 - 13.2.4 Change in workforce size and structure
 - 13.2.5 Resource sharing
 - 13.2.6 Amalgamation with other organisations
 - 13.2.7 Consideration of alternative service delivery
- 13.3 As soon as change is considered, the matter shall be discussed at a staff meeting. There will be full consultation with all parties who will be affected by the change.
- 13.4 As part of the consultative process, Council will discuss with the employees affected, among other things, the changes being considered, the basis for such contemplated changes, the effects such changes are likely to have on employees, measures which will be taken to eliminate or lessen any adverse effects on employees and will give due consideration to matters raised and alternatives submitted by the employees in relation to the contemplated changes.

CLAUSE 14 FLEXIBLE HOURS OF WORK

ASU Staff

- 14.1 The normal hours of duty to be worked on any ordinary day Monday to Friday shall be:
- 14.1.1 Between the hours of 6.30 am and 7.30 p.m. on 19 of the 20 ordinary working days in a period of 4 consecutive weeks.
 - 14.1.2 An unpaid meal break of 1 hour per day shall apply on each day worked and shall be taken between 11.30 am and 2.30 p.m. on each of the 19 days worked in the 4 week period. The total ordinary hours paid within any period of 4 consecutive weeks shall not exceed 152.
- 14.2 Employees are entitled to a maximum of 12 rostered days off per year (excludes part-time employees – Refer to Clause 16.1) The parties recognise the need for an appropriate level of customer service to be available and accordingly agree that, with appropriate notice (having regard to the work requirements) Council may request an employee, or an employee may apply, to defer a rostered day off. Where this occurs the rostered day off could either be taken off in the short-term at a mutually agreed time or banked (with the approval of the relevant Supervisor) to be taken off in a block of leave at a time when the work operations will not be unduly adversely affected.
- 14.3 A morning tea break of 10 minutes shall be taken. Afternoon tea shall be taken at the employee's normal work station/location, allowing for the normal continuation of work.
- 14.4 By mutual agreement between the employee and his or her Supervisor, the normal working day may be altered (without attracting penalty rates) to take account of either the employee's or the Council's short term needs, provided that:
- 14.4.1 The time worked is between the hours of 6.30 am and 7.30 p.m. Monday to Friday (excluding Public Holidays).

14.4.2 The time accrued is to be taken and the time taken is to be taken at a time mutually agreed between the employee and his or her Supervisor.

TOIL & Roster Days

Having regard to the various work requirements, by mutual agreement between the employer and relevant employee(s) TOIL accrued may be banked or accrued up to a maximum of 76 hours. No remuneration for hours in excess of 76 hours will be paid unless approved by the CEO or his delegate.

At the first pay period following 30th April each year all accrued work time will be paid out at single time, unless prior arrangements are made between Management and the employee.

In the event of an employee resigning or having their employment terminated, from Council all hours accumulated as Time Off In Lieu shall be paid out at single time (including rostered days off banked).

Flexibility Bonus

The parties recognise the need to work flexible hours in order to meet the effective operational requirements of Council and the needs of employees. Accordingly all employees will operate within the flexibility framework outlines.

Additional hours worked will be accrued and taken off, on a time for time basis at a subsequent time by mutual agreement between the Chief Executive Officer (or his/her delegate) and the employee.

- 14.5 Hours worked in excess of 10 hours per day will either accrue at normal overtime rate or be paid at the normal overtime rate (e.g. Time +1/2 for the first 3 hours and Time + 2 thereafter).
- 14.6 The standard "19 day four week period" working arrangements will continue to be applied.
- 14.7 The flexibility allowance applicable to all employees covered by this clause will absorb all allowances and special rates prescribed under the Award. Those employees covered under Clause 32 are excluded from clause 14.13
- 14.8 The base rate shall cover all hours irrespective of which day of the week (including public holidays) as long as sound reasons prevail to justify any work outside normal hours, such as programmed specific projects. Such special projects such as ANZAC Day, Oyster Fest and Australia Day all staff paid the flexibility allowance will be put on a roster mutually agreed by the staff member and their Supervisor to share such works.
- 14.9 No more than 70 hours shall be required to be worked in a 7 day period.
- 14.10 No more than 10 consecutive working days shall be required to be worked in any one period. For the purpose of this clause a working day is between 8 and ten 10 hours.
- 14.11 A minimum of 2 days off shall be taken before recommencement of work after an extended period of work.
- 14.12 All public holidays shall be time off paid at the base rate. Should a public holiday be required to be worked then the next appropriate weekday shall be taken off on full pay. There will be no programmed work during the Christmas period (25th Dec – 1st Jan) and Easter (Good Friday – Easter Monday).
- 14.13 All employees shall be entitled to a payment of 3% on top of their base rate of pay as a flexibility bonus. This will be calculated and added to the employee's fortnightly salary in the first pay period following completion of the PES interview. This payment of the flexibility, at the discretion of the Manager, may be reviewed upwards. If individual staff prove not to be flexible in their work hours the flexibility can be altered or removed at anytime by the Manager.

AWU Staff

Flexible Hours

The need for flexibility in hours of work is recognised in order to cope with seasonal factors, special projects, or other matters, which will include improved services to residents.

It is the parties' intention for Council to become more flexible and responsive to the needs of customers.

Any permanent change to hours of work will be trialled over a mutually agreed period of time and evaluated by all parties concerned before being adopted as a new service arrangement by mutual consent.

For specific jobs and projects, hours may be varied in negotiation with the relevant work teams

Hours of work to be between 6.30 am and 7.30 pm.

Employees are entitled to a maximum of 24 rostered days off per year (excludes part-time employees – Refer to Clause 16.1) The parties recognise the need for an appropriate level of customer service to be available and accordingly agree that, with appropriate notice (having regard to the work requirements) Council may request an employee, or an employee may apply, to defer a rostered day off. Where this occurs the rostered day off could either be taken off in the short-term at a mutually agreed time or banked (with the approval of the relevant Supervisor) to be taken off in a block of leave at a time when the work operations will not be unduly adversely affected.

By mutual agreement between the Supervisor and the employee the 38 hour week may be worked in any roster pattern.

Advance notice must be provided to the employee's of the need to work varied hours on project work. The amount of advance notice shall be governed by the following principals:

- | | |
|--|----------|
| • Non critical works | 1 week |
| • Critical works | 1 day |
| • Completion of works due to disruption of service's | Same Day |
| • Working alongside contractors | 2 Days |

Toil & Roster Days

Having regard to the various work requirements, by mutual agreement between the employer and relevant employee(s) TOIL accrued may be banked or accrued up to a maximum of 76 hours. No remuneration for hours in excess of 76 hours will be paid unless approved by the CEO or his delegate.

At the first pay period following 30th April each year all accrued work time will be paid out at single time, unless prior arrangements are made between Management and the employee.

In the event of an employee resigning or having their employment terminated, from Council all hours accumulated as Time Off In Lieu shall be paid out at single time (including rostered days off banked).

Flexibility Bonus

The parties recognise the need to work flexible hours in order to meet the effective operational requirements of Council and the needs of employees. Accordingly all employees will operate within the flexibility framework outlines.

Additional hours worked will be accrued and taken off, on a time for time basis at a subsequent time by mutual agreement between the Chief Executive Officer (or his/her delegate) and the employee.

EBA No 5

- i) Hours worked in excess of 10 hours per day will either accrue or be paid at the normal overtime rate eg. Time +1/2 for the first 3 hours and Time + 2 thereafter.
- ii) Hours accrued under (i) and remaining untaken at the last pay period in April subject to prior arrangement each year will be paid out at ordinary time rates.
- iii) The standard "9 day two week period" working arrangements will continue to be applied.

The flexibility allowance applicable to all employees covered by this clause will absorb all allowances and special rates prescribed under the Local Employees Award.

The exception to absorption of the special rates shall be as follows

- First Aid Attendant
- Toxic Substances
- Meal Allowance
- Drivers Licence
- Tool Allowance
- Motor Vehicle Allowance

The base rate shall cover all hours irrespective of which day of the week (including public holidays) as long as sound reasons prevail to justify any work outside normal hours, such as programmed specific projects or 'the best utilisation of Council's equipment after rain'.

Such special projects such as Anzac Day and Oyster Fest all staff paid the flexibility allowance will be put on a roster that is to be mutually agreed by the staff member and their Supervisor such that an employee (including the Compact Operator) should not have to work the same event for 2 consecutive years, unless there is a signed agreement between the individual and Council Management.

- i) An employee may work up to 10 hours per day in ordinary time ie. without attracting penalty rates.
- ii) No more than 70 hours shall be required to be worked in a 7 day period.
- iii) No more than 10 normal working days straight shall be required to be worked in any one period.
- iv) A minimum of 2 days off shall be taken before recommencement of work after an extended period of work.

All public holidays except Christmas and Easter shall be time off paid at the base rate. Should a public holiday be required to be worked then the next appropriate weekday shall be taken off on full pay. There will be no programmed work during the Christmas period (25th Dec – 1st Jan) and Easter (Good Friday – Easter Monday).

All employees shall be entitled to a payment of 3% on top of their base rate of pay as a flexibility bonus. This will be calculated and added to the employee's fortnightly salary in the first pay period following completion of the PES interview. This payment of the flexibility, at the discretion of the Manager, may be reviewed upwards. If individual staff prove not to be flexible in their work hours the flexibility can be altered or removed at anytime by the Manager.

Youth Centre Staff

Flexible Hours

The need for flexibility in hours of work is recognised in order to cope with standard opening hours of the Centre, which will include improved services to residents.

It is the parties' intention for Council to become more flexible and responsive to the needs of customers.

Any permanent change to hours of work will be trialled over a mutually agreed period of time and evaluated by all parties concerned before being adopted as a new service arrangement by mutual consent.

For specific jobs and projects, hours may be varied in negotiation with the relevant work teams

Hours of work to be between 6.30 am and 9.00 pm any day of the week for permanent part time staff, and working a maximum of 20 hours per week, unless otherwise approved by their Manager.

By mutual agreement between the Supervisor and the employee the 20 hour week may be worked in any roster pattern.

A flexibility allowance of 15% loading will be paid to each employee. This payment of the flexibility allowance will be in addition to the employee's hourly salary; and will replace any overtime/penalty loadings. Clause 15.2.1 makes reference to "hours worked in excess of the contracted weekly hours" – this does not apply to Youth Centre staff.

Staff will be paid on hours worked. If the Youth Centre is closed for any reason staff will be given alternate duties and are expected to attend the Centre for their rostered time. If staff choose not to attend for work they will not be paid.

Toil & Roster Days

Having regard to the various work requirements, by mutual agreement between the employer and relevant employee(s) TOIL accrued may be banked or accrued up to a maximum of 76 hours. No remuneration for hours in excess of 76 hours will be paid unless approved by the CEO or his delegate.

At the first pay period following 30th April each year all accrued work time will be paid out at single time, unless prior arrangements are made between Management and the employee.

In the event of an employee resigning or having their employment terminated, from Council all hours accumulated as Time Off In Lieu shall be paid out at single time (including rostered days off banked).

Flexibility Bonus

All employees shall be entitled to a payment of 3% on top of their base rate of pay as a flexibility bonus. This will be calculated and added to the employee's fortnightly salary in the first pay period following completion of the PES interview. This payment of the flexibility, at the discretion of the Manager, may be reviewed upwards. If individual staff prove not to be flexible in their work hours the flexibility can be altered or removed at anytime by the Manager.

CLAUSE 15 PART-TIME EMPLOYEES

- 15.1 Any employee employed on less than a full-time basis may be engaged as a part-time employee. The provisions of this Agreement except where otherwise stated shall be applied on a pro-rata basis to any such employee.
- 15.2 A part-time employee is entitled to the following payment where work is performed outside of the span of hours or in excess of the contracted weekly hours of work:
 - 15.2.1 Hours worked outside of a 10 hour day will accrue at normal overtime rate. (e.g. Time +1/2 for the first three hours and Time + 2 thereafter)
- 15.3 Where a Part-time employee's employment is terminated or they leave their employment voluntarily, the remaining time in lieu will be paid out at ordinary time rate.
- 15.4 Hours accrued under Clause 15.2 and remaining un-taken at the first pay period following 30th April will be paid out, unless the Chief Executive Officer agrees to other arrangements in writing.

CLAUSE 16 HIGHER DUTIES

- 16.1 Career development opportunities for employees can be further enhanced with the ability to gain on the job experience by backing up more senior positions. This can occur wherever possible for positions below the level of Senior Officer whenever a position is temporarily vacant for more than 5 working days.
- 16.2 Where a position is to be vacant for up to 13 weeks, the appointment to higher duties is at the discretion of the Chief Executive Officer or a person delegated by the Chief Executive officer. Preference should be given to employees who have indicated during their PES review a willingness/desire to perform higher duties.
- 16.3 Where a position is to be temporarily vacant in excess of 13 weeks, expressions of interest are to be invited from staff.
- 16.4 An employee directed by their employer to perform duties of a higher classification shall be paid in accordance with the following for time so worked:
- 16.4.1 The minimum wage rate for the higher paid classification if the employee substantially performs the duties thereof; or
- 16.4.2 A wage rate proportionate with the value of duties that the employee is directed to perform.
- 16.4.3 The wage rate is to be arrived at through consultation between the employee, the incumbent in the position and their Manager prior to the higher duties position being assumed, by direct association between the position descriptions.
- 16.5 Provided that the employee directed to perform such duties will perform them on the first occasion for a period of 5 working days or more and on any other occasion as arranged with their Manager, subsequent to having performed those duties for the aforesaid period the employee will become entitled to higher duties pay as per 16.4 above.
- 16.6 This clause applies to the performance of duties supplementing those of an employee or employees in a higher paid classification. It also applies to duties performed in relieving such a person whilst they are on sick leave, annual leave, toil or other leave.
- 16.7 Any dispute as to whether an employee is substantially performing the duties of a higher classification, or whether the wage rate is commensurate with the value of duties performed outside or exceeding those of the classification to which an employee has been appointed, shall be dealt with by following the Council's 'Grievance//Dispute Resolution Procedure' Clause 26.

CLAUSE 17 PARENTAL LEAVE

- 17.1 An employee is entitled to take parental leave as set out in the Award. An extension to this leave may be granted on approval from the Chief Executive Officer.

CLAUSE 18 SICK LEAVE/ PERSONAL LEAVE

In recognition of the needs of employees with family responsibilities employees shall be able to access their personal sick leave for attending to personal or family responsibilities. For the purpose of this Agreement Carer's leave will apply in the following circumstances:

18.1 Paid Carer's Leave

An employee (other than a casual employee) with immediate responsibilities in relation to either members of the employee's immediate family or household who need the employee's care and support is entitled to carer's leave to provide care and support for such persons when they are ill.

18.1.1 'Immediate Family' includes:

- spouse (including a de facto spouse) of the employee. A de facto spouse, in relation to a person, means a person of the opposite sex or same sex to the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; and
- child or an adult (including an adopted child, a stepchild or an ex nuptial child), parent, grandparent, grandchild of sibling of the employee or spouse of the employee.

The entitlement to use carer's leave is subject to the employee being responsible for the care of the person concerned.

The employee must, if required by the employer, establish by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another.

In normal circumstances an employee must not take carer's leave where another person has taken leave to care for the same person.

The employee must, where practicable, give the employer notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's relationship to the employee, the reasons for taking such leave and the estimated length of absence. It is not practicable for the employee to give prior notice of absence, the employee must notify the employer by telephone of such absence at the first opportunity on the day of the absence.

The amount of carer's leave taken is to be deducted from:

- any accrued leave which is available under the flexible hours arrangement, or
- the amount of the employee's sick leave credit; or
- the bereavement leave entitlement until exhausted.

18.1.2 The Parties agree that medical certificates or other reasonable evidence will be required in respect of any leave taken under this clause. However, it may be a specific requirement that a sickness certificate or other relevant evidence will be required for any leave taken that is greater than one day and for single day absences taken to coincide with a weekend or public holiday. Provided, however, that management reserves the right to require a medical certificate or other satisfactory proof for single day absences of sick leave if considered necessary.

18.1.3 Where possible employees will be required to give prior notice of absence for Personal/Family Leave to enable the relevant Supervisor or Manager to make necessary adjustments to work schedules.

18.1.4 Both parties commit themselves to the reduction of sick leave and therefore productivity and efficiency improvements. Our strategy in addressing this is to provide some form of financial incentive, which encourages regular work attendance, the accumulating of sick leave credits and commitment to the work unit.

18.2 Unpaid Carer's Leave

An employee may elect, with the consent of the employer, to take unpaid leave for the purpose of providing care to an immediate family or household member who is ill. Employees who make application may be granted up to 12 months leave without pay to care for an immediate family member subject to the following conditions:

18.2.1 The leave request must meet the conditions of clause 18.1.2.

- 18.2.2 The employee shall have 12 months continuous service at the time of taking the leave.
- 18.2.3 Employees may work on a casual basis for the employer while on carer's leave. The rate of pay will be based on the classification of the position to which the employee is so engaged. Casual loading will not apply to any payment made within this clause.
- 18.2.4 The parties agree that an employee on unpaid carers leave will not work for another organisation unless approval is given in writing by the Chief Executive Officer.
- 18.2.5 Except where Clause 10 applies the employee is entitled to return to the same position held previous to the unpaid carer's leave taken. During unpaid carer's leave an employee must be provided with the same information and opportunities as they would have been afforded in their original position (e.g. notifications of positions available, regular newsletters).

CLAUSE 19 ANNUAL LEAVE LOADING

Leave loading will be paid at the higher rate where an employee is acted on higher duties at the time of taking Annual Leave.

CLAUSE 20 DEFENCE RESERVE LEAVE

Council recognises the importance of Defence Reserve Service and the need to provide appropriate benefits to Reserve members who are employees of the Council. Benefits are provided in two forms. Via paid leave for periods of peacetime training and via unpaid leave during periods of full-time service as provided in the Defence Legislation Amendment (Enhancement of the Reserves and Modernisation) Act 2001.

20.1 Leave Entitlement during periods of peacetime training.

- 20.1.1 Employees who are Reserve members shall be granted additional leave for the purposes of participating in training camps, or equivalent continuous duty.
- 20.1.2 In their first year as members of the Australian Defence Force shall be entitled to an additional six (6) weeks paid leave.
- 20.1.3 In subsequent years, leave not exceeding two weeks in any one-year will be granted.
- 20.1.4 This leave will be in addition to annual leave entitlements.
- 20.1.5 During the period of approved "training" leave, Council will make up the difference in pay between what the employee would have normally received as standard pay and the amount paid by the Defence Force for the whole period of absence.
- 20.1.6 The period of absence will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements.
- 20.1.7 Council will pay superannuation on the Reservist employee's normal weekly salary.
- 20.1.8 Prior notice of the requirements to attend, and certification of attendance and completion of the training will be required.

20.2 Leave Entitlement During Periods of Full-time service (call outs).

- 20.2.1 The Employer Support Payment (ESP) assists employers to offset the costs and consequences of releasing Reserve members for full-time service, (call-outs). In the event of a call out, a reservist employee normally would be granted special leave without pay for the whole period of their absence with Council claiming the Employer Support Payment as provided for in the Defence Reserve Service (Protection) Act (Commonwealth) 2001.

-
- 20.2.2 Council undertakes to re-employ the reservist employee after Defence service, and not to compel reservist employees to use annual leave or long service leave for Defence Service, and
- 20.2.3 To treat the period of Defence service as continuous service for the purposes of calculating annual leave, long service leave, sick leave or other entitlements.

CLAUSE 21 ABSORPTION OF ALLOWANCES

The parties agree that all allowances and special rates referred to in the relevant Awards will be absorbed into the base rates in lieu of the wage adjustment as defined in Clause 32 of this Agreement.

The exception to absorption of special rates shall be as follows:

- First Aid Attendant
- Toxic Substances
- Meal Allowance
- Drivers Licence
- Motor Vehicle Allowance

Driver's Licence

Upon presentation of the licence by the employee, for employees which require a drivers licence as a condition of their employment, Council will reimburse the yearly cost of employees' driver's licence at the current yearly rate on the first pay period on or after the 1 July in the new financial year.

Where an employee is required to undertake training to obtain a licence in addition to that held, Council will pay for all associated costs.

It is essential that all employees maintain and retain their driver's licence to ensure full time employment with Council.

In the event of any employee losing their licence whilst under the effects of drugs or alcohol, the Council may at its discretion, maintain the employment of the particular person.

Council will consider retaining any employee who has lost their drivers licence, providing that; an agreement is reached with the Council, the employee and the Union regarding the employee undertaking to work additional hours, with no remuneration, for a length of time each week, equivalent to the percentage of productive time lost by the Council, due to the employee not having a drivers licence.

However, if further loss of licence is imposed upon an employee of the Council, the Council may either maintain the employment of the affected employee through the Grievance/Disputes Resolution Procedure, or terminate his/her employment.

CLAUSE 22 TRAINING AND STUDY LEAVE

22.1 Employees undertaking course of study shall be permitted time off with pay of up to 5 hours per week (including travelling time) to attend lectures and/or examinations and such time as is necessary for practical training in normal working hours subject to the following provisos:

22.1.1 that such courses are appropriate to Local Government;

22.1.2 that such courses and the method of undertaking such courses are approved and authorised by the employer.

EBA No 5

- 22.2 Following consultation between Senior Management and interested employees, reasonable opportunity will be given to employees to attend appropriate courses conducted by relevant training organisations.
- Provided, however, that such reasonable opportunity to attend shall be subject to any organisational constraints, which may arise.
- 22.3 Employees undertaking courses of study by correspondence shall be permitted time off with pay of 2 hours per week per subject for the purpose of completing exercises/assignments which are essential to the course and such time as is necessary for practical training and examinations.
- 22.4 Where an employee is approved by Council to undertake a course of study or attend a training course, Council shall on satisfactory completion of each year, semester or module, (as applicable and as agreed in a letter giving approval) reimburse the employee for all fees paid in respect of such course.
- 22.5 If the training course is held outside of Ceduna, a Council vehicle will be made available for travel where possible, or if not, the cost of travel, e.g. by bus, plane, etc, shall be met by Council as outlined in Council Policy 5.15 – Travel Allowances & Reimbursements. If the employee is obligated to take their own vehicle, then they will be reimbursed in accordance with the relevant Award.
- 22.6 On production of receipts, reimburse the costs of textbooks to a ceiling of \$120 per annum. Or by mutual agreement Council may purchase all textbooks for use by the employee though out the course but the textbooks will remain the property of Council. The employee may purchase the textbooks for their personal use at a later date.
- 22.7 Where an employee considers that leave approval, available pursuant to 22.2 and 23.2 above, has been unreasonably withheld by Council, the employee may raise the matter with the Union to enable discussions with the Council to take place regarding the withholding of approval.
- 22.8 Trade Union Training Leave to a maximum of 5 days per annum is permitted.
- 22.9 Both parties are committed to training and development of staff to enhance their skills, knowledge, career options, performance, productivity and effectiveness.
It is recognised that in some instances the maintenance of proper customer service restricts the options of employees taking full advantage of training.
- 22.10 As a means of providing greater flexibility in the provision of training and development opportunities, and subject to agreement by individual employees, time spent at approved structured training programs conducted on a Saturday or other agreed times outside of ordinary hours will be paid at ordinary time. Alternatively, where requested by the employee or the Council this time may be taken as time in lieu.
- 22.11 An employment bond will be the subject of a prior agreement between the Council and any employee who is granted study leave over a long period, e.g. degree, diploma, etc. study. The terms of the Agreement will be consistent for employees and be developed by Council prior to the granting of any leave under this sub-clause.
- 22.12 Where Council funds a study or training course in excess of \$ 1800 per annum, (including the amount paid for wages when on study leave), the employee shall be liable to repay the cost in excess of \$1800 if he/she resigns from employment of Council within 12 months of completion of the relevant study or training course. The amount referred to herein does not include the cost of travelling and accommodation expenses associated with the study or course.
- 22.13 Where there is mutual agreement between the employee and the employer, travelling time to conferences/training courses etc. may be taken in the employees own time. This Agreement must be reached prior to the employee travelling to the conference/training course.

- 22.14 Nothing in this clause shall prevent the employee from claiming Motor Car Allowance and/or travelling Expenses under the relevant Award or Council policy.
- 22.15 Individual personal circumstances surrounding an employee's leaving may be adjudged by the Chief Executive Officer to alter clause 22.10.
- 22.16 An annual review with all employees will be conducted to ascertain current and future training needs and an agreed training and development program will be formulated. This shall form part a part of the staff appraisal process.
- 22.17 Appropriate training will be provided as required when changes to work practices are introduced.

CLAUSE 23 PERSONNEL EVALUATION SYSTEM

The parties agree to the importance of the performance review process using the PES system in reviewing past performance, setting key result areas and future performance objectives and the achievement of the future performance objectives. The parties must agree to the content of the annual PES, and this will require individual employees to sign off on the PES system. The parties agree that the PES review be conducted annually with half yearly informal review/consultation to occur between Manager and employee.

CLAUSE 24 RECLASSIFICATION

Any request for a reclassification shall be examined and determined by the employer within one month of receipt of such application. Date of reclassification shall take effect from the date the employee commenced the changed duties.

Any member not satisfied with the determination may access the grievance/dispute resolution procedure outlined at Clause 26.

CLAUSE 25 UNIFORMS

ASU Employees

All ASU employees will receive a Uniform Subsidy of \$350 per year to purchase new work uniforms, payable in the first pay period after the 1st of July each year.

This uniform subsidy is additional to the initial payment made to purchase uniforms on the commencement of employment with the Council as per Council Policy 4.06 – Corporate Uniform – Employees.

AWU Employees

The employer will provide annually to each employee protective clothing, having regard to the employer's duty of care and obligations under the OHSW Act and Regulations, as follows:

- 5 shirts and 3 pairs of pants

Youth Centre Employees

The employer will provide annually to each employee suitable clothing to the value of \$350.

CLAUSE 26 GRIEVANCE/DISPUTE RESOLUTION

26.1 In the event of a dispute between the Council and an employee or employees concerning any aspect of work, the following procedure shall apply:

26.1.1 It is the aim of both parties to ensure that grievances are resolved as quickly as possible in order to preserve positive working relationships.

26.1.2 Employee(s) will, in the first instance, seek to resolve any dispute with the relevant Supervisor. If the employee wishes, he or she may involve the workplace

representative or industrial employee in attempting to resolve the dispute. Conversely, Supervisors should seek to resolve any dispute with the employees concerned.

26.1.3 If the matter is not resolved at that stage, the employee (and the workplace representative if desired) may refer the matter to the Chief Executive Officer.

26.1.4 The above process should be completed within seven (7) days of the issue first being raised.

26.2 Any disputes arising under this Agreement shall be dealt with through the following steps:

26.2.1 Either party shall raise the matter with the other through formal written communication and attempt to resolve the issue by negotiation.

26.2.2 If this does not succeed then the matter may be referred to the Australian Industrial Relations Commission for it to exercise its conciliation powers.

26.2.3 If conciliation does not resolve the matter then the parties will place it before the Commission for Arbitration.

26.3 Employees recognise elected members of Council are responsible for the development of Council policy and employees are required to implement that policy. Council administration is the responsibility of the Chief Executive Officer and any approaches by elected members to staff regarding their work responsibilities must be directed through the Chief Executive Officer. If an elected member has a grievance against an employee, that grievance is to be forwarded in writing to the Chief Executive Officer.

Any dispute arising in relation to the operation of the Enterprise Agreement will be dealt with in accordance with the dispute settling procedures contained under the Agreement.

CLAUSE 27 CHRISTMAS BREAK-UP

AWU Staff

27.1 Every employee working a standard of 152 hours per month shall be allowed one half day off per year in addition to statutory Public Holidays, Annual Leave and Long Service Leave entitlements for the Operations Staff Christmas Break-up (date to be decided by Managers). Council will pay for the Break-Up event.

ASU Staff

27.2 The Council Administration Centre will remain open to the public on this day for normal business; and Council will contribute \$500 per annum in lieu to the Social Club for a Christmas Break-up event to be held at an alternate time.

Youth Centre Staff

27.3 The Youth Centre will remain open to the public on this day for normal business; and Council will contribute \$200 per annum in lieu to the Social Club for a Christmas Break-up event to be held at an alternate time.

CLAUSE 28 ACCIDENT/ILLNESS INCOME PROTECTION

The parties recognise the mutual benefit for Council and employees in participating in an Income Protection Plan. Accordingly, Council shall insure employees against illness or accident in accordance with the Local Government Income Protection Scheme.

CLAUSE 29 SALARY SACRIFICE ARRANGEMENT

The parties agree that salary packaging and sacrifice arrangements may be negotiated independently with the Chief Executive Officer.

29.1. Salary Sacrifice:

Subject to the following conditions an employee may apply to the Council to Sacrifice up to 30% of any part of their salary (including Award or Enterprise Agreement based salary) to the Local Government Superannuation Scheme;

- 29.1.1 It involves no additional cost to the Council;
- 29.1.2 It will not involve any taxation liability whatsoever, including Fringe Benefits Tax (FBT), incurred by the Council as a result of the employee entering into Salary Sacrifice;
- 29.1.3 The employee to acknowledge that he/she has sole responsibility for seeking independent and personal financial advice with respect to his or her acceptance of Salary Sacrifice and the Salary Sacrifice arrangement, and that this is not a matter for the Council at all.
- 29.1.4 The application shall be in writing and shall detail the percentage of salary to be salary sacrificed together with a statement the “cash” component is adequate for his/her on-going living expenses.
- 29.1.5 The individual agreement to salary sacrifice may be altered by the employee provided 14 days notice prior to the payroll period to be affected is given to the Finance Officer.
- 29.1.6 Salary Sacrifice contributions will be treated as employer contributions and may be subject to the superannuation surcharge and are likely to be preserved.
- 29.1.7 The employees substantive salary for all purposes (such as, but not limited to, Award and Enterprise Agreement entitlements including superannuation, leave and annual leave loading, penalties etc.) shall be the pre-sacrificed salary.

The provisions of this clause will be administered in accordance with Council Policy 4.13 – Salary Packaging and Sacrifice Arrangements.

CLAUSE 30 SUPERANNUATION

The parties agree that the employer will pay employer superannuation contributions in respect of each employee into the Local Government Superannuation Scheme.

For the purpose of this clause:

“Local Government Superannuation Scheme” means the Superannuation scheme established and maintained under the Local Government Act 1999 SA and which is now operating under the name of Local Super SA-NT.

- 30.1 “Superannuation Contributions” means:
 - 30.1.1 Contributions which the employer is required to pay under the terms of the rules governing the Local Government Superannuation Scheme;
 - 30.1.2 Contributions which the employer must pay to a Superannuation fund respect of the employee in order to avoid the imposition of a Superannuation guarantee charge under the Superannuation Guarantee (Administration) Act 1992;
- 30.2 Council will pay to the Superannuation Scheme an amount (in respect to each employer) no less than the amount specified in the Superannuation Guarantee Act;
- 30.3 Council will pay to the Superannuation Scheme any additional Superannuation contributions which the employer agrees to pay in respect of any employee.

CLAUSE 31 CALL-OUTS & AVAILABILITY

Employees that are expected to regularly attend to faults and customer concerns outside of normal working hours, over the entire year the following will apply:

- 31.1 A suitable vehicle equipped with the appropriate tools will be available for the employee to take home so that additional out of hours time is not used in attaining a vehicle or tools.
- 31.2 An availability allowance will be paid at the following rates according to the area of responsibility and expected frequency of out of hours duties.
- 31.3 All call outs are to be logged by the employee and forwarded to their supervisor.
- 31.4 For the purpose of calculating the frequency of the out of hours responses average, a yearly review of the log will be undertaken by the Supervisor and in consultation with the employee their annual benefit or payment shall be determined and forwarded to the payroll officer. This is to be undertaken at the PES interview.

31.5 Availability Allowance Rates

Where an employee is the primary contact for an essential service of Council and that service requires:

- a) an immediate response to faults and failures
- b) one pre-arranged attendance to perform inspection of a facility on a regular basis, outside of working hours

then the employee shall be entitled to a benefit or payment percentage of their normal annual salary calculated as follows:

31.5.1 the frequency of the out of hours responses average 97 or more times per annum - 9% of employee's normal annual salary.

31.5.2 the frequency of the out of hours responses average between 48 - 96 times per annum - 5% of employee's normal annual salary.

31.5.3 the frequency of the out of hours responses average up to 47 times per annum - 2% of employee's normal annual salary.

31.5.4 Intermediate levels may be negotiated between employee and Manager for call-out between these levels eg. 3%, 4%, 6% - 8%.

31.6 Call Outs

Call-outs will be paid in this instance only where:

31.6.1 the fault must be attended to in the out of hours period; and

31.6.2 the time required to rectify the fault exceeds 1 hours;

31.6.3 the time to perform the first pre arranged inspection outside of normal working hours exceeds 1 hour.

Additional pre-arranged inspections outside of normal working hours shall be paid at time and one half for each hour or part thereof.

Whilst it is expected that the primary contact for the attendance to out-of-hours faults will be the person being paid the availability allowance, there are a number of Council officers that share this responsibility and can be called on to attend to out-of-hours faults.

There is no expectation that the employee being paid the availability allowance, will maintain a state of readiness, in case they receive a out-of-hours call.

31.7 Airport Refuelling

This clause shall be read in conjunction with the relevant Award.

Any employee who agrees to undertake the role of Airport Refueller for the District Council of Ceduna will do so subject to the following terms and conditions:

- 31.7.1 They will be paid at a rate of \$24.00 per hour for duties carried out or commenced between the hours of 7.00am and 5.30pm Monday to Friday.
- 31.7.2 They will be paid at a rate of \$33.00 per hour for duties carried out outside of the above hours.
- 31.7.3 They will be paid an on call allowance of \$15.00 per day on weekdays and of \$30.00 per day on weekends and public holidays for all days where they are the available Airport Refueller.
- 31.7.4 They will be supplied with a Council vehicle for use when undertaking all airport refuelling and related duties.
- 31.7.5 The employee will sign an agreement with Council accepting the said terms and conditions which will be kept in the employee's payroll file for future reference.

CLAUSE 32 SALARY INCREASES

32.1 The parties agree that the terms in Clause 9 of this Agreement will be taken into account when addressing criteria for productivity payments.

32.2 Employees covered by this Agreement unless otherwise specified are entitled to the following salary increases:

Phase 1 As per New ASU & AWU Pay Scales adopted as Attachment 1 paid from the date of Council signing the agreement.

Phase 2 4% payable on the first full pay period twelve months after payment of Phase 1.

Phase 3 4% payable on the first full pay period twelve months after payment of Phase 2.

32.3 Progression through the levels

At the conclusion of each twelve month period or at the PES interview (which ever occurs sooner) following appointment to a classification, an officer shall be eligible for incremental progression within each salary level subject to the following:

32.3.1 Where the employer adopts and implements a formal, structured performance appraisal scheme (PES) progression from the first salary increment to the top salary increment within a classification level shall be by annual incremental advancement subject to the officer having given "satisfactory service" for the prior twelve months employment. Satisfactory service will be deemed to have been met if the employee receives a final PES score of at least 3.

32.3.2 The appraisal scheme for the purpose of determining "satisfactory service" for progression should contain the following features:

- The scheme is underpinned by principles which ensure equality and procedural fairness to employees
- Foundation in a current and accurate job description
- Individual training plans where through the application of the appraisal scheme the need for additional training becomes apparent
- Interim appraisal will take place in sufficient time (at least 6 months prior) to allow improved performance to qualify for an annual increment.
- Any dispute over the appraisal and/or progression shall be dealt with in accordance with the Grievance/Dispute Resolution Procedure.

32.3.3 If the employer does not maintain the PES system or some form of formal, structured staff appraisal scheme, increments will occur automatically on an annual basis.

32.4 Performance Bonus

The parties agree that the terms in Clause 9 of this Agreement will be taken into account when addressing criteria for Performance Bonus payments.

It is not Council's intention to automatically pay the Performance Bonus. Payments will only be considered where it is clearly identified that a significant measurable increase in performance has been achieved during the past twelve months.

A sliding scale using the final PES score of the employee, following the PES interview annually, will be used to calculate the performance bonus payable as follows:

- 3.5 – 4 = \$1000
- 4 – 4.5 = \$1500
- 4.5 – 5 = \$2000

Individual Managers have the discretion to award higher performance bonus than those stated. Performance bonuses achieved will be paid as a lump sum on the first pay period following the final PES interview.

CLAUSE 33 REVIEW OF AGREEMENT

33.1 During the term of this Agreement there shall be a process of review undertaken at staff meetings as provided for in Clause 8 of this Agreement.

33.2 The parties commit to commence negotiations on a further agreement no less than twelve months prior to the expiration of this Agreement.

CLAUSE 34 NO FURTHER CLAIMS

The Union undertakes that during the period of operation of the Agreement there shall be no further salary or wage increase sought, or granted, except for those provided under the terms of this Agreement.

CLAUSE 35

SIGNATORIES

Signed for and on behalf of the District Council of Ceduna by:

.....
Tony Irvine
CHIEF EXECUTIVE OFFICER

.....
Witness

On thisday of2008

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

.....
Branch Secretary

.....
Witness

On thisday of.....2008

Signed for and on behalf of the Australian Services Union (SA & NT Division)

.....

.....
Witness

On thisday of.....2008

Signed by all persons party to this Agreement

On thisday of.....2008

Sonia Ayers

Kirk Betts

Colin Brown

David Bruggerman

Breony Carbines

Ian Chenoweth-Jones

Natalie Cole

Jeffrey Coleman

Peter Collins

Michael Cooper

Mark Duffield

Jordy Grills

Wayne Haseldine

Benjamin Hoffrichter

Ebany Holmes

Gavin Irvine

Mark Kavanagh

Lynette Keanelly

Alec King

Adam Koch

Kirsty Lewis

Ellyse Mangan

Kym Marks

Michael McArthur

Kathryn Meier

Robert Nielsen

Katie O'Shaughnessy

Peter Oestmann

Suzanne Pav

Karissa Phin

Penelope Pilgrim

Charlotte Saunders

Alexandra Sleep

Michael Sullivan

Lawrence Sumner

Karl Swadek

Theo Theodosiou

Trevor Woolford

Karinne Woollatt

Heidi Yates

APPENDIX 1 - PAY SCALES

Level 1

Step 1	\$33,000
Step 2	\$33,800
Step 3	\$34,600

Level 2

Step 1	\$35,600
Step 2	\$36,600
Step 3	\$37,600

Level 3

Step 1	\$38,700
Step 2	\$39,800
Step 3	\$40,900

Level 4

Step 1	\$42,150
Step 2	\$43,400
Step 3	\$44,650

Level 5

Step 1	\$46,000
Step 2	\$47,300
Step 3	\$48,600

Level 6

Step 1	\$50,100
Step 2	\$51,500
Step 3	\$52,900

Level 7

Step 1	\$54,650
Step 2	\$56,150
Step 3	\$57,650

Apprentices Year 4	88% of Level 4 Step 1
Apprentices Year 3	75% of Level 4 Step 1
Apprentices Year 2	55% of Level 4 Step 1
Apprentices Year 1	42% of Level 4 Step 1

AWU Staff:

Definitions:

LEADING WORKERS

LEVEL 4 - "Leading Worker"

Has the responsibility to lead a work group which would normally comprise no more than fifteen (15) workers, whose classifications could range between Level 1 and Level 3.

The work group may be smaller, where the work group is involved in the performance of more complex construction/maintenance duties, particularly in the case where tradespersons and/or heavy plant is involved. The work group would normally be working with powered tools and equipment. This work level may also include the training of employees, the keeping of relevant records, and interpretation of work from plans.

Level 5 - "Supervisors"

Has the responsibility to lead a large work group which may involve more than fifteen (15) workers, whose classifications could range between Level 1 and Level 4.

The work group may be smaller, where the work is involved in the performance of more complex construction/maintenance duties particularly in the case where tradespersons and/or heavy plant is involved. The work group would normally be working with powered tools and equipment. This work level may also include the training of employees, the keeping of relevant records, and the interpretation/execution of work from plans.

This grading shall be applied to a worker who has responsibilities similar to those detailed under Level 4 criteria, but is considered by the Council to be operating at a constantly high level of efficiency and effectiveness.

EBA No 5

Level 1

Indicative Tasks

	Maintenance	P&G	Youth	Admin
• general labouring	*	*	*	
• use of hand tools	*	*	*	
• washing / cleaning vehicles	*	*		
• litter clearing	*	*	*	
• concrete mixing by hand	*	*		
• sweeping	*	*	*	
• grubbing or chipping weeds	*	*	*	
• hand weeding	*	*	*	
• hand pruning (under direct supervision)		*		
• watering	*	*		
• raking	*	*	*	
• general tasks about a public camping ground/caravan park	*	*		
• tip employee (in charge of garbage tip)	*	*		
• truck loader	*	*		
• driver (class car)	*	*		

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA CHARACTERISTIC

Indicative tasks:-

• Youth worker (non supervisory)	*		
• Housekeeping duties	*		*
• Telephone answering			*
• Basic computer skills			*
• Customer Service (non cash handling)			*

Activities/Functions

- Perform a range of clearly defined routine activities of a support nature.

Complexity of Task/Level of Autonomy

- Practical application of basic skills and techniques.
- Work outcomes are closely monitored, clearly defined and readily attainable.
- Works under close direction with instruction and assistance being readily available.
- Works under direct supervision.

Initiative and Judgement

- Freedom to act is limited by standards and procedures; however experienced officers may have sufficient freedom to exercise judgement and initiative, in the performance of work.

Problem Solving

- Solutions to problems found in established procedures.

Provision of Advice/Support Assistance/Time Management & Organisation Skills

- Responsible for the timeliness of own work.

General Responsibilities

Where Prime Responsibility Lies in a Technical Field

Experienced officers may have technical oversight of minor works activities and could include:-

- completion of field project according to instructions and established procedures
- trainee technical officers apply established practices and procedures in the conduct of a range of technical activities with no scope for interpretation.

Where the Prime Responsibility is in the Works Area

- Arrange a minor works activity within established methods as part of the training process.

Where Prime Responsibility is in Clerical/Secretarial/Administrative

Provide secretarial and administrative support and could include:-

- straight forward operation of keyboard equipment
- basic word processing data input
- basic numeracy, written and verbal communication skills, relevant to the work area
- provision of routine information
- general reception and telephonist duties
- general stenographic duties.

Requirements of the Job

- A developing knowledge of the section/department function and operation
- Basic knowledge of clerical/administrative practices and procedures relevant to the work area
- A developing knowledge of work practices and policies of the relevant work area
- Basic numeracy, keyboard, written and verbal communication skills relevant to the work area
- No formal qualifications required at this level
- At this level, employers are expected to offer substantial on-the-job training
- It is desirable that officers are studying for an appropriate certificate or undertaking either internal or external training

OR

EBA No 5

- Positions initially at this level will involve officers in extensive on-the-job training including familiarisation with the goals and objectives of the work section
 - Officers will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.
- Progression

EBA No 5

Level 2

Indicative Tasks

	Const & Maintenance	P&G	Youth	Admin
• tradespersons assistant	*	*		
• greaser (mechanical equipment)	*			
• pipe layer	*	*		
• pipe locater operator	*	*		
• metal, rubble and/or gravel spreading	*	*		
• picking stones and other general labouring work re road/footpath construction and maintenance	*	*		
• scarifying and/or reforming roads or footpaths				
• scoring				
• green keeping (golf course)		*		
• nursery attendant (weeding, mixing soils, watering and staking)		*		
• gardener (labouring duties such as site preparation, garden plots preparation, weeding, sowing etc)		*		
• grounds employee (watering, rolling, care of surrounds and assisting other grounds employees)		*		
• tree attendant (prunes/lops trees, trims, sprays plants and transplants trees, chainsaw/pruning saws, general tree maintenance)			*	
• push mower operation		*		
• driver Light Truck	*	*		
• lower classified tasks if required	*	*	*	*

Notes:

Employees classified at this level may be required to operate motorised or electric hand tools/equipment, without the need for supervision by a more senior employee. Employees should be trained/instructed in the proper and safe usage of such tools and equipment, which may include electric whipper snippers and brush cutters, combustion powered small plant (such as concrete mixers) and electric powered hand tools.

Other motorised equipment may be operated under the supervision of appropriately trained senior employee. Where an employee performs such work without the supervision, the mixed functions provisions shall apply. Provided however, that where the performance of such work becomes a normal and constant feature of the employees' substantive position, then the employee will be required to be re-classified to the appropriate level. For the purposes of this clause 'normal and constant feature' shall mean the performance of such unsupervised work for an accumulated period of at least 400 hours in a calendar year..

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA CHARACTERISTIC

Indicative tasks:-

- | | | |
|--|---|---|
| • Document control, filing etc | | * |
| • Cash receipting/ handling | | * |
| • Customer Service:- Public relations – Customer queries etc | * | * |
| • Financial Assistance (e.g. Invoice preparation & data entry) | | * |
| • Computer skills intermediate | * | * |

Activities/Functions

- Perform a range of clearly defined routine activities of a support nature.

Complexity of Task/Level of Autonomy

- Practical application of basic skills and techniques.
- Work outcomes are closely monitored, clearly defined and readily attainable.
- Works under close direction with instruction and assistance being readily available.
- Works under direct supervision.

Initiative and Judgement

- Freedom to act is limited by standards and procedures; however experienced officers may have sufficient freedom to exercise judgement and initiative, in the performance of work.

Problem Solving

- Solutions to problems found in established procedures.

Provision of Advice/Support Assistance/Time Management & Organisation Skills

- Responsible for the timeliness of own work.

General Responsibilities

Officers at this level have responsibilities which will/may include:-

- supervision of other staff is not a feature at this level; however experienced officers may have a technical oversight of a minor works activity.

Where Prime Responsibility Lies in a Technical Field

Experienced officers may have technical oversight of minor works activities and could include:-

- completion of field project according to instructions and established procedures
- trainee technical officers apply established practices and procedures in the conduct of a range of technical activities with no scope for interpretation.

Where the Prime Responsibility is in the Works Area

- Arrange a minor works activity within established methods as part of the training process.

Where Prime Responsibility is in Clerical/Secretarial/Administrative

Provide secretarial and administrative support and could include:-

- straight forward operation of keyboard equipment
- basic word processing data input
- basic numeracy, written and verbal communication skills, relevant to the work area
- provision of routine information
- general reception and telephonist duties
- general stenographic duties.

Requirements of the Job

- A developing knowledge of the section/department function and operation
- Basic knowledge of clerical/administrative practices and procedures relevant to the work area
- A developing knowledge of work practices and policies of the relevant work area
- Basic numeracy, keyboard, written and verbal communication skills relevant to the work area
- No formal qualifications required at this level
- At this level, employers are expected to offer substantial on-the-job training
- It is desirable that officers are studying for an appropriate certificate or undertaking either internal or external training

OR

- Positions initially at this level will involve officers in extensive on-the-job training including familiarisation with the goals and objectives of the work section
- Officers will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.

Progression

EBA No 5

Level 3

Indicative Tasks

	Const & Maintenance	P&G	Youth	Admin
• brush-hand		*		
• cemetery attendant	*	*		
• cleaner	*	*	*	
• chain person	*	*		
• concrete floating	*	*		
• garbage carter's assistant	*	*		
• handy person	*	*	*	
• kerb/slab making and laying				
• tar and bitumen work	*			
• tool sharpening	*	*		*
• chainsaw operation	*	*		
• gardening duties such as: pruning, use of herbicides, fungicides etc, planting and transplanting of trees, shrubs, flowers etc, landscaping, rockeries, construction of paths, pergolas etc associated with landscaping.	*	*		
• grounds employee (care, alignment and maintenance of bowling greens and/or turf wickets)		*		
• driver class MR	*	*		
• store person	*	*	*	*
• senior chain person	*	*		
• powder monkey				
• swimming pool attendant				
• brick and other paver laying (including setting up and levels)	*	*		
• concrete finisher	*	*		
• trench/shaft worker (greater than 6' in depth)	*	*		
• transfer station attendant	*	*		
• Water & Effluent systems construction & maintenance	*	*		

Driving

- community bus driver
- driver class HC
- boat licence

Plant/Machine

EBA No 5

• back-hoe loader	*	*
• excavator & shove loader	*	
• tracked loader	*	
• patrol grader	*	
• garbage compactor	*	
• street sweeper/ footpath scrubber	*	*
• wheeled loader	*	*
• static roller	*	*
• vibrating roller	*	*
• wheeled tractor	*	*
• bobcat	*	*
• bulldozer	*	*
• pneumatic multi-tyred roller	*	*
• operation of ride-on and self propelled plant such as: Chain trenchers, motor mowers and rotary hoes.	*	*
• operation of a variety of hand-held motorised tools such as: quick-cut saw, vibrating plates, rollers (hand guided), wackers, concrete mixing machine, jackhammer (pneumatic or electric), chainsaw, posthole auger, whipper-snipper, brush-cutter, rotary hoe, grass edging machine.	*	*
• lower classified tasks as required		

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA
CHARACTERISTIC

Indicative tasks:-

- Document control, records management *
- Cash Handling including to balance *
- Customer Service /Public relations – Customer responses etc * *
- Youth centre worker team leader *
- Computer skills advanced * *
- Financial Assistance (creditor/ debtor processing, payroll, bank reconciliation, minor purchasing) * *
- Compliance document control (e.g. OHSW, Records Management, Risk Management etc.) * *

Activities/Functions

- Perform a range of clearly defined routine activities or functions where routines, methods, standards and procedures are clearly defined.

Complexity of Task Level of Autonomy

- Application of acquired skills, knowledge and an under-standing of work procedures relevant to the work area. Officers at this level could assist in establishing procedures for a minor function or works project.
- Work outcomes are monitored, clearly defined.
- Works under regular direction with assistance being readily available.
- Works under regular supervision.
- Graduates receive instruction
- Community Services Graduates initially appointed to the top of this level work under direct supervision.

Initiative and Judgement

- Limited scope to exercise initiative and judgement within clearly established procedures and practices.

Problem Solving

- Solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents and/or guidelines.

Provision of Advice/Support/Assistance

- May assist lower classified officers concerning established practices and procedures.

Time Management & Organisational Skills

- Managing time, planning and organising own work.

General Responsibilities

Officers at this level have responsibilities which will/may include:-

- performing tasks of a sensitive nature including the provision of more than routine information
- understanding of clear but complex rules
- oversight and/or guidance of the work of a limited number of lower classified officers
- provision of assistance to lower classified officers concerning established procedures.

Where Prime Responsibility Lies in a Technical Field

Conduct of a range of technical activities in the fields of construction, engineering, survey and horticulture and could include:-

- application of established practices and procedures
- responsibility for a minor project.

Where the Prime Responsibility is in the Works Area

Responsible for operational supervision of minor works programs/single works function, or project (first level of supervision for minor works programs/projects) and could include:-

- supervision, planning and co-ordinating of the activities of officers and day-to-day operations.

Where Prime Responsibility is in Clerical /Secretarial/Administrative

Provide secretarial and/or administrative support and could include:-

- operating a computer, word processor and/or other business software and peripheral equipment
- utilising basic computing concepts and initiating corrective action at an elementary level
- utilising the functions of systems and be proficient in their use
- performing tasks of a sensitive nature
- provision of more than routine information
- operate a desktop publisher at a routine/basic level
- utilise basic skills in oral and written communication with clients and other members of the public
- receive and account for monies and assist clients/ratepayers.

Where Prime Responsibility is in Environmental Services

- Inspectorial duties involving the enforcement of general by- laws/regulations assist senior officers with special projects.
- Assist with elementary building, health or animal and plant control inspections under the regular direction of a senior qualified officer.
(Trainee level)

Where the Prime Responsibility is in Community Services

- Operate a community service program at an elementary level.

Requirements of the Job

- Basic skills in oral and written communication with clients and other members of the public
- Knowledge of established work practices and procedures relevant to the work area
- Knowledge of policies and regulations relating to the work area
- Understanding of clear but complex rules
- Understanding of basic computing concepts
- Application of techniques relevant to the work area
- Developing knowledge of statutory requirements relevant to the work area
- No formal qualifications required

OR

- Entry point for three year degree/associate diploma/appropriate certificate without experience

OR

- Will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required

OR

- Appropriate on-the-job training and relevant experience.

Progression

- Appointment level for officers who have completed an appropriate certificate and are required to undertake work related to that certificate
- The 3rd increment of this level is the appointment level for any graduate with a relevant three year degree who utilises that qualification to undertake associated professional work.
- Graduates will advance to the 1st increment of level 4 after twelve month's satisfactory service.

Level 4

Indicative Tasks

- trade level for bricklayer, painter, motor mechanic, plasterer, carpenter/joiner, plumber (other than registered sanitary), horticulture, electrician, welder (1st class)
- irrigation mechanic
- senior store person
- cemetery curator
- motor mechanic
- leader worker (defined)
- lower classified tasks as required

Driving

- driver licence – road train & B Double combinations
- coxswain certificate for boat

Plant/Machine

- large excavator and shovel-loader
- construction grader operator
- standard scraper

Airport Inspection & reporting.

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA
CHARACTERISTIC

Activities/Functions

Perform a range of activities/ functions of a less clearly defined and routine nature, and could include:-

- operating within a specialised area
- operating as a member of a professional team.

Complexity of Task Level of Autonomy

- Application of procedures, methods and guidelines which are well established.
- May set outcome/ objectives for specific projects.
- Works under general direction with assistance available from senior officers
- Works under general supervision.
- Graduates initially appointed at this level work under direct supervision and may be given instruction on the technical or broader aspects of work.

Initiative and Judgement

- Scope for exercising initiative and judgement in the application of established work procedures. Officers may receive instruction on broader aspects of work.

Problem Solving

- Solution to problems of limited complexity. Solutions to problems found by reference to procedures, methods and instructions.

Provision of Advice/Support/Assistance

- Contribute to interpretation of matters for which there are no clearly established practices and procedures (although such activity would not be the sole responsibility of the officer) and provide assistance to senior officers.

Time Management & Organisational Skills Managing and planning own work and that of subordinate staff and could include:-

- plan and co-ordinate activities in the work area.
- responsibility for various activities in a specialised area of the works program.
- a function within the work area.

General Responsibilities

Officers at this level have responsibilities which will/may include:-

- establishing goals, objectives and outcomes for their own particular work program
- undertaking some complex operational work
- supervision
- dealing with formal disciplinary issues within the work area
- utilising a basic knowledge of the principles of human resource management
- assisting subordinate staff with on-the-job training.

Where Prime Responsibility Lies in a Technical Field

Perform moderately complex functions in various fields including construction, engineering surveying and horticulture and could include:-

- reviewing work done by subordinate officers.

Where the Prime Responsibility is in the Works Area

Exercise responsibility for works and determine objectives for the functions under control, and could include:-

- a number of minor works within the total works program
- supervision of more than one component of the works program
- planning and co-ordination of minor works.

Where the Prime Responsibility is in a “Professional” Field

- Officers may undertake some minor phase of a broad or more complex assignment under direct supervision.

Where Prime Responsibility is in Clerical /Secretarial/Administrative

Provide secretarial and/or administrative support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work and could include:-

- Systems Administrator in small/ medium sized council whose responsibility includes the security/ integrity of the system
- operation of the computer to enable modification and/or correction of computer software systems/packages and/or the identification of operational problems
- application of computing programming knowledge and skills in systems development, maintenance and implementation under direction of a senior officer
- provide a service utilising the full functions of a desk top publisher

Where Prime Responsibility is in Environmental Services

- Regularly undertake "general" inspections to enforce compliance with various Acts, (excluding those relating to building/ health) regulations, by-laws and policies including the presentation of materials for prosecution of offences.
- Undertake minor development assessment duties and could include:-
 - administer the requirements of the planning Act
 - checking applications for compliance.
- Provide advice on requirements for compliance with the relevant Acts, codes, regulations, standards, by-laws and council policies.
- undertake basic health or building inspections.

Where the Prime Responsibility is in Community Services

Plan and co-ordinate elementary community based projects/ programs, and could include:-

- performing moderately complex functions
- social planning, demographic analysis, survey design and analysis
- duties of a specialised nature
- a single program at a more complex level.
- Administer requirements of Country Fires Act and the implementation of District Fire Prevention strategies.

Requirements of the Job

- Thorough knowledge of work activities performed within the work area
- Sound knowledge of procedural/operational methods of the work area
- May utilise professional or specialised knowledge

- Ability to apply computing concepts
 - Working knowledge of statutory requirements relevant to the work area
 - Entry level for four year degree in the relevant discipline
- OR
- Entry level for three year degree plus graduate diploma in the relevant discipline
- OR
- Associate diploma with experience
- OR
- Three year degree plus 1 year professional experience in the relevant discipline
- OR
- Appropriate certificate with relevant experience
- OR
- Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

Progression

- Three year degree holders shall progress to this level after completion of twelve months service at the top of level 3
- Appointment level for any graduate with a relevant four year degree who is required to undertake associated professional work.
- Graduates shall advance to the 3rd increment after twelve months service on the 1st increment of the range
- Officers with a certificate relevant to the work area shall be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake responsibilities under this level.

Level 5

Indicative Tasks

- trade level for registered sanitary plumber, sign writer
- senior motor mechanic
- cemetery supervisor
- Supervisor (defined)
- lower classified tasks as required

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA
CHARACTERISTIC

LEVEL 5

Activities/Functions

Perform a wide range of activities, associated with program activities or service delivery and may perform activities of a complex nature which could include:-

- responsibility for a range of functions within a work area
- a substantial component of supervision.

Complexity of Task Level of Autonomy

- Application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.
- Required to set specific performance outcomes and further develop work methods where general work procedure is not defined.
- Work under general direction with assistance usually available.

Initiative and Judgement

- Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints, including critical knowledge/
- skills where procedures are not clearly defined.

Problem Solving

- Solution to moderately complex problems generally found in precedents, guidelines or instructions.

Provision of Advice/Support/Assistance

- Provide specialist expertise/ advice in relevant discipline.
- Contribute knowledge in establishing procedures in the appropriate work related field.

Time Management & Organisational Skills

- Require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position.

General Responsibilities

Officers at this level have responsibilities which will/may include:-

- duties of a specialised nature requiring the development of expertise over time or previous knowledge
- providing a reference, research and/or technical information service including the facility to understand and develop technologically based systems
- a substantial component of supervision or provide specialist expertise
- supervision of various functions within a work area or projects
- supervision of contractors.

Where Prime Responsibility Lies in a Technical Field

Variety of activities in the field of technical operation/projects which impact on the sections and/or department's programs and could include:-

- utilisation of initiative and judgement in the selection and application of established principles, techniques and methods.

Where the Prime Responsibility is in the Works Area

Assist senior officers with the establishment of work programs of a complex nature and could include:-

- supervision of various functions in a work area/projects/part of total works program
- responsibility for work groups or lead a team within a discipline related project or works program
- responsibility for completion of assignments/standard and quality of work/ compliance with regulations, codes and specifications
- responsibility for part of works program budget.

Where the Prime Responsibility is in a "Professional" Field

Responsibilities could include:-

- lead a team within a discipline related project
- liaison with other professionals at a technical level
- discussing techniques, procedures and/or results with clients on straightforward matters.

Where Prime Responsibility is in Clerical /Secretarial/Administrative

Provide administrative support of a complex nature to senior officers and contribute to the interpretation and administration of matters for which there are no clearly established procedures and could include:-

- identification of specific or desired performance outcomes
- application of computer programming knowledge and skills in systems development, maintenance and implementation
- undertake computer operations requiring technical expertise and experience.

Where Prime Responsibility is in Environmental Services

Responsibility for a range of planning functions using knowledge of statutory and legal requirements, including:-

- compliance with various Acts, regulations, codes, standards and procedures, including plans, permits, applications, etc.

- site inspection
- advise on general planning procedures/ requirements and development/land division applications etc.

Responsibility for compliance with various relevant Acts, regulations, codes, standards and procedures, including:-

- building or health applications including liaison with clients
- plans, permits, applications, etc.
- site inspection.

Where the Prime Responsibility is in Community Services

Assist senior officers with the planning and co-ordination of a community program of a complex nature.

Requirements of the Job

- Knowledge of statutory requirements relevant to work area
- Knowledge of section procedures, policies and activities
- Sound discipline knowledge gained through previous experience, training or education
- Knowledge of the role of departments within council and/or service functions
- Specialists require an understanding of the underlying principles in the relevant disciplines
- Relevant four year degree with two years relevant experience or three year degree with three years of relevant experience

OR

- Associate diploma with relevant experience

OR

- Lesser formal qualifications with substantial years of relevant experience

OR

- Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

Progression

- Graduates will progress to the 1st increment of this level once two years service at level 4 are completed and will progress to the 3rd increment following an additional year of service.

LEVEL 6

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA
CHARACTERISTIC

Activities/Functions

- Responsible for a range of functions within the section and/or department.

Complexity of Task Level of Autonomy

- Application of a high level of knowledge and skills and adheres to established work practices, however, officers may be required to exercise initiative and judgement where practices are not clearly defined.
- Required to set specific performance outcomes and further develop work methods.
- Work under general direction and exercise a degree of autonomy and professional judgement within prescribed areas with assistance available when required.

Initiative and Judgement

- Exercise initiative and judgement where procedures not clearly defined.

Problem Solving

- Solution to problems generally found in documented techniques, precedents and guidelines.

Provision of Advice/Support/Assistance

- Provide expert advice to lower classified officers. Specialists may be required to provide multi disciplinary advice.

Time Management & Organisational Skills

- Plan and organise their own work and that of subordinate staff.

General Responsibilities

Officers at this level have responsibilities which will/ may include:-

- involvement in establishing section/department programs and procedures
- responsibility for a moderately complex project
- a minor phase of a broader or more complex professional assignment
- specialist officer in discipline where decisions made rest with the officer with no reference to a senior officer
- control of projects and/or programs
- assisting in the preparation/prepare department or section budgets
- supervision of section or in the case of small council, a department
- supervision of contractors
- setting priorities and monitor workflows in areas of responsibility

- establish the most appropriate operational methods for section/ department
- setting outcomes for subordinate officers
- work may span more than one discipline.

Where Prime Responsibility Lies in a Technical Field

Responsibilities could include:-

- lead teams on moderately complex technical projects
- exercise significant initiative and judgement in the selection and application of established principles, techniques
- provide reports to management and recommendations on technical suitability of equipment/procedure/ processes/results
- analysis/design for the development and maintenance of projects.

Where the Prime Responsibility is in the Works Area

Responsible for moderately complex works programs, projects and/or functions and be required to establish outcomes to achieve department/council goals and could include:-

- operational responsibility for works programs
- exercising judgement and initiative where procedures not clearly defined
- establishing works programs in small councils.

Where the Prime Responsibility is in a “Professional” Field

Exercise professional responsibilities which could include:-

- supervision of the function
- tasks of a specialised detailed nature
- provide reports on progress of activities and provide recommendations
- carry out planning studies for particular projects including aspects of design
- utilise a high level of interpersonal skills in dealing with the public/ other organisations
- exercise professional judgement within prescribed areas.

Where Prime Responsibility is in Clerical /Secretarial/Administrative

Responsibilities could include:-

- Exercise responsibility for a specialised area of council
- provision of advice and assistance when non-standard procedures and processes are required
- understanding of all areas of computer operation
- undertake programming in specialist areas
- exercise responsibility for a specialised area of councils computing operation
- undertake publicity assignments of limited scope and complexity within the framework of council's publicity and promotions program involving the co-ordination of facets of the total program, media liaison, design and editing, layout of publications/displays.

Where Prime Responsibility is in Environmental Services

- Undertake duties in the disciplines of building and health.

Where the Prime Responsibility is in Community Services

- Plan, develop and operate a community service program of a moderately complex nature.

Requirements of the Job

- Knowledge of departmental programs, policies and activities
- Sound discipline knowledge gained through experience
- Knowledge of the role of council's structure and service
- Relevant degree with relevant experience

OR

- Associate diploma with substantial experience

OR

- Qualifications in more than one discipline

OR

- Less formal qualifications with specialised skills sufficient to perform at this level

OR

- Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

Progression

- Graduates will progress to the 1st increment of this level on the completion of two years service at level 5 and will progress to the 3rd increment after a further year of service.

LEVEL 7

ASU GENERAL OFFICERS CLASSIFICATION CRITERIA
CHARACTERISTIC

Activities/Functions

Exercise managerial responsibility for various functions within the department and/or council and could include:-

- specialised functions
- operation as a specialist
- operation as a member of a specialised professional team.
- working independently.

Complexity of Task Level of Autonomy

- Application of high levels of knowledge and skills and establishes procedures which impact on activities undertaken/outcomes achieved by council and/or activities undertaken by sections of the community.
- Set outcomes for the work area/section/ function.
- Work under limited direction with guidance not always readily available within the organisation.

Initiative and Judgement

- Responsibility for decision making and the provision of expert advice to other areas of council, including significant delegated authority and negotiating matters on behalf of the work area.

Problem Solving

- Solution to complex problems involves the selection of methods and techniques based on sound judgement.

Provision of Advice/Support/Assistance

- Provide expert/specialist advice, support and assistance relevant to a significant work area or section/ department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development and monitoring.

Time Management & Organisational Skills

- Wide range of conditions to achieve results in line with divisional/corporate goals which will include planning, direction, control and evaluation of operations.

General Responsibilities

Officers at this level have responsibilities which will/may include:-

- responsibility for a significant work area
- development of work practices and procedures for various projects
- development and implementation of significant operational procedures
- reviewing operations to determine effectiveness
- develop appropriate methodology and apply proven techniques in providing specialised services
- prepare budget submissions for senior officers and/or council
- management/supervision of staff is normally a feature at this level and establishing and monitoring work outcomes
- decisions and actions taken at this level may have a significant effect on programs/projects/ work areas being managed
- good understanding of the long term goals of council
- manage a works program or work area of council
- undertake the control and co-ordination of a section, department and/or significant work area.

Positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.

Where Prime Responsibility Lies in a Technical Field

Responsible for the control and co-ordination of projects in accordance with corporate goals.

Refer to general responsibilities.

Where the Prime Responsibility is in the Works Area

- Develop and implement significant works programs.

Where the Prime Responsibility is in a “Professional” Field

Refer to general responsibilities

Where Prime Responsibility is in Clerical /Secretarial/Administrative

Refer to general responsibilities

Requirements of the Job

- Comprehensive knowledge of council policies and procedures
- Application of a high level of discipline knowledge
- Qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience

OR

- Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard

OR

- A combination of experience, expertise and competence sufficient to perform the duties required at this level.

Progression

- Graduates employed with and required to perform duties relevant to their tertiary qualification shall progress to this level once they have completed three years satisfactory service at level 6 and undertake work related to the responsibilities under this level.