

DISTRICT COUNCIL OF GRANT (ASU) ENTERPRISE AGREEMENT NO. 6, 2010

File No. 05916 of 2010

This Agreement shall come into force on and from 11 February 2011 and have a life extending until 31 December 2011.

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



DATED 11 FEBRUARY 2011.

COMMISSION MEMBER





DISTRICT COUNCIL OF
GRANT

(ASU) ENTERPRISE AGREEMENT

No.6, 2010

Agreement between:

- District Council of Grant
324 Commercial St West, Mount Gambier

and

- Australian Services Union
5-9 Rundle Street, Kent Town

CLAUSE 1 - TITLE

This Agreement shall be known as the District Council of Grant Enterprise Agreement No 6, 2010.

CLAUSE 2 - ARRANGEMENT

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CLAUSE 3 - DEFINITIONS

- 3.1 "Award" means the South Australian Municipal Salaried Officers Award operative at the date of signing of this Agreement.
- 3.2 "Employer" means the District Council of Grant.
- 3.3 "Employee" means an employee of the Council who performs work covered by this Agreement and the Award.
- 3.4 "Agreement" means the District Council of Grant (ASU) Enterprise Bargaining Agreement No. 6, 2010.
- 3.5 "Consultation" is a process that will have regard to employees' interests in the formulation of plans that will have a direct impact upon them. It provides employees with the opportunity to have their viewpoints heard and taken into account prior to a decision being made.
- 3.6 "Determination"- the act of fixing the position.
- 3.6 "Union" means the Amalgamated ASU (SA) State Union known as the Australian Services Union, (ASU).
- 3.7 "Management" means Council, Chief Executive Officer and Departmental Managers.
- 3.8 "Council" means the elected body of the District Council of Grant.
- 3.9 "Single Bargaining Unit" means the consultative structure used for negotiating, monitoring and reviewing the operation and implementation of the Enterprise Bargaining Agreement and shall comprise:-
(a) Three Management Representatives
(b) Three ASU Workplace Representatives
The Workplace Representatives on the Committee may request the attendance of their relevant Industrial Officers, likewise the Council may request the attendance of an Officer from the Local Government Association Industrial Relations Unit, or a Consultant selected by the Council.
- 3.10 "Remuneration" for the calculation of voluntary redundancy separation payments, shall mean total income including superannuation payment and other conditions as appropriate.
- 3.11 "Organisational Change" shall include but not be limited to:-
- significant change
- amalgamation
- reorganisation or restructure
- contestability and/or competitive tendering
- contracting out of service and/or functions previously performed by Council
- technological change
- change to work practices
- reduction or abolition of functions or services previously performed by Council
- resource sharing.

CLAUSE 4 - PARTIES BOUND

This Agreement is binding on:-

- The District Council of Grant.
- Australian Services Union in respect of its members.
- Employees of the District Council of Grant employed pursuant to the Award.
- Trainees are excluded from this Agreement

CLAUSE 5 - OBJECTIVES OF THE AGREEMENT

The aim of this Agreement is to develop and support a flexible workforce and management structure committed to the continuing improvement of productivity and efficiency within the District Council of Grant.

The objectives include:-

- 5.1 Improve the quality of service provided to customers in response to their needs.
- 5.2 Encourage and develop a high level of skill, innovation and excellence amongst all employees.
- 5.3 Develop a high degree of team work, trust and shared commitment to the achievement of real and sustainable improvements in productivity and efficiency.
- 5.4 Increase the level of individual expertise of employees through the provision of training and skills improvement programs.
- 5.5 Promote measures to eliminate industrial disputation, absenteeism and lost time through injury by the design of jobs which provide a safer and more enjoyable working environment.
- 5.6 Provide employees with a quality work environment with improved job satisfaction.
- 5.7 Promote open and honest communications in all aspects of Council operations.
- 5.8 Develop an environment where all parties are involved in decision making processes.
- 5.9 Recognise the commitment of the Staff and productivity and efficiency improvements.

CLAUSE 6 - PERIOD OF OPERATION

This Agreement shall commence from 1 January 2010 and remain in force until 31st December 2011. Review and renegotiation of this Agreement shall commence no later than 1st September 2011.

CLAUSE 7 - RELATIONSHIP TO PARENT AWARD AND ENTERPRISE AGREEMENTS

- 7.1 This Agreement will be read to incorporate all the provisions of the Award provided that where there is any inconsistency between the Agreement and the Award, the Agreement shall prevail to the extent of the inconsistency.
- 7.2 This Agreement supersedes the District Council of Grant Enterprise Agreement No 5 of 2005.

CLAUSE 8 - COMMITMENT TO COLLECTIVE BARGAINING

Council is committed, during the life of this Agreement and in its renegotiation, to bargain collectively with the parties to this Agreement in respect of employees whose terms and conditions have traditionally been covered by the South Australian Municipal Salaried Officers Award. The terms and conditions of that Award and this Agreement shall apply to new employees as they do to current employees.

CLAUSE 9 - ORGANISATIONAL CHANGE

- 9.1 Natural attrition, redeployment, and voluntary redundancies shall be the only means of adjustment in those situations where positions have been discontinued due to organisational change.
- 9.2 Should any major organisational change e.g; amalgamation, resource sharing, etc. occur, all affected staff shall be offered continuing employment within the new organisation.
- 9.3 The parties recognise that change is a feature of organisational development and this may result in job redesign and work changes for employees in order to meet the changed organisational requirements.
- 9.4 Any redeployment of Council employees shall incorporate the following:
- a) Council may redeploy employees to a position in which the duties are deemed to be substantially the same as the previous role, provided that the position is commensurate with the employee's classification level, skills, ability and location. Provided however, should a suitable position be available at a different location, the employer and employee shall negotiate compensation for any additional travel involved.
 - b) If there is no position available in accordance with 9.4(a) above, and an employee is redeployed to a position carrying a lower classification, their pre-transfer salary, including employer superannuation, regular overtime and penalty payments will be maintained at the pre-transfer salary level for 12 months and subsequently at a level no more than 7.5% decrease from the pre-transfer salary for a period of four years. Within three months of such re-deployment, the employee may access a voluntary redundancy package in accordance with 10.2 below. At the conclusion of the five year period, the employee will be reclassified in accordance with the new position.
 - c) Training shall be made available to assist in redeployment or appointment to a changed position.

CLAUSE 10 - VOLUNTARY REDUNDANCY PACKAGES

- 10.1 Whilst this Agreement remains in force, no employee shall be subject to a forced redundancy. However, where a position is not available in accordance with 9.4(a) above, the employee may access a voluntary redundancy package, in accordance with Clause 10.2 or redeployment in accordance with the provisions of this Agreement.
- 10.2 Voluntary redundancy package
- a) Expressions of interest may be called by the employer from employees regarding accessing a VRP.
 - b) Provided however that such arrangements shall be kept confidential between the employee and Council and there shall be no obligation on Council to accept an expression of interest for a VRP if the persons job continues.

CLAUSE 10 - VOLUNTARY REDUNDANCY PACKAGES (VRP) (Continued)

- c) Where a registration of interest is accepted by Council, the following formula for payment shall apply:
- Eight (8) weeks notice or payment in lieu of notice
 - A payment at the rate of three (3) weeks pay for each completed year of continuous service in (SA) Local Government
 - Provided that the maximum payment under this Clause shall not exceed seventy eight (78) weeks
 - Pro rata Long Service Leave will be paid after completion of seven (7) years of service.

CLAUSE 11 - TRAINING AND DEVELOPMENT

- 11.1 Council is committed to enhancing the skills of its workforce through the provision of training both internal (on the job) and external (through attendance at training courses) and will support and encourage employees who undertake private study relevant to their employment.
- 11.2 It is recognised that participation in Training and Development programs should result in a multi-skilled workforce which has the potential to improve productivity for the Council as well as provide improved career options for employees.
- 11.3 Supervisors and Managers will receive support to annually review training plans.
- 11.4 Where an employee has been employed by the employer in a particular capacity, but is no longer required by the employer to perform those functions or duties, the Council undertakes to assist, support and reimburse the cost (in a manner to be negotiated) in retaining any qualification required under the previous terms of employment up to a level of \$500 per annum.
- 11.5 Officers undertaking courses of study shall be permitted time off with pay of up to two hours per subject per week (including travel 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:
- a) that such courses are appropriate to local government and relevant to the employee's work and career development.
 - b) that such courses and the method of undertaking such courses are approved and authorised by the Departmental Manager and the Chief Executive Officer.
 - c) Wherever possible, lectures and tutorial times should be evenly divided between study leave and employees own time.
- 11.6 Officers undertaking courses of study by correspondence shall be permitted up to two hours time off with pay, per subject, per week for the purpose of completing exercises /assignments which are essential to the course, to attend examinations and such time as is necessary for practical training in normal working hours subject to the following provisos:
- a) that such courses are appropriate to local government and relevant to the employee's work and career development.
 - b) that such courses and the method of undertaking such courses are approved and authorised by the Departmental Manager and the Chief Executive Officer.

CLAUSE 11 - TRAINING AND DEVELOPMENT (Continued)

- c) Wherever possible, lectures and tutorial times should be evenly divided between study leave and employees own time.
- 11.7 Where an officer is required by the Council to undertake a course of study or attend a training course, the Council shall on the satisfactory completion of each year, reimburse the officer for all fees paid in respect of such course.
- 11.8 a) Council will refund prescribed course fees up to a maximum of \$3000 per calendar year in which the subjects are undertaken (excluding HECS and text books) during an employees course of active study whilst in the employment of the Council.
- b) All other details regarding training and study shall be in accordance with Council's Study Support Policy.

CLAUSE 12 – MULTI SKILLING

- 12.1 All parties recognise it is the desire of Council that staff continue to familiarise themselves with the duties of other employees and to readily take on such duties whilst staff are absent on leave or for other purposes to fill in gaps.

CLAUSE 13 - SELECTION & ADVERTISING OF POSITIONS

- 13.1 Council agrees to provide existing casual, permanent part time, full time and contract employees first opportunity to apply for any position within Council that becomes vacant (whether new or existing) before the position is advertised in the public media. The advertisement is to be displayed on the staff notice board for viewing no less than three (3) work days prior to being advertised in the public media. This Clause only applies to positions carrying a salary at or below Level 4 (4th year) of the General Officers Stream.
- 13.2 In the event of an employee being on leave (including Annual Leave, Maternity Leave, Long Service Leave and Sick Leave) or a casual employee not working regular hours; it is the employee's responsibility to provide a phone number and forwarding address to their Department Manager for correspondence to be sent advising of any vacant position.
- 13.3 The Departmental Manager will take all reasonable efforts to advise an employee on leave of any vacant position subject to contact details being provided.
- 13.4 Should any position below Level 4 (year 4) be significantly changed, Clause 13.1 shall be implemented.
- 13.5 For positions above Level 4 (4th year) advertising both within and outside of Council may occur simultaneously.
- 13.6 Council may advertise simultaneously outside and inside Council where the recruitment base within the Council for the position is unduly restrictive. Provided that any internal applicant who meets the selection criteria outlined in the job description shall be granted an interview.
- 13.7 No existing employee of Council shall be considered unsuitable for employment, promotion, or performance of higher duties unless that employee, should they so request, has first been given a reasonable opportunity to establish their suitability.
- 13.8 In the selection of persons for employment, promotion or performance of higher duties, Council shall not be obliged to choose a person who is unsuitable for the position for the performance of the duties concerned.

CLAUSE 14 - STAFF APPRAISAL & DEVELOPMENT REVIEW

- 14.1 Employees and Management are committed to a positive system of review to ensure that all staff are provided with timely feedback on aspects of job performance as well as facilitating training and career opportunities for staff.
- 14.2 The practice of conducting individual Staff Appraisals shall continue on an annual basis.

CLAUSE 15 - OCCUPATIONAL HEALTH AND SAFETY

All employees of the District Council of Grant shall be ensured a safe working environment at all times. The employer and the Union shall give full cooperation to the achievement of high standards of Occupational Health and Safety.

The parties recognise safety education and safety programs shall be fundamental in achieving this objective. On all of the employer's projects there shall be strict compliance to all Acts and Regulations, Industry Codes of Practice, Council Policies and other relevant Occupational Health and Safety guidelines so as to provide and maintain a safe working environment. The parties shall work cooperatively in achieving the goals identified by the Occupational Health and Safety Committee of Council within reasonable time frames.

CLAUSE 16 - STAFF LEVELS

- 16.1 Council is committed to provide adequate staff and resources to ensure that work commitments are met without additional burden on staff.
- 16.2 In the event that Council does not wish to fill a position which has become vacant, the employer shall not be required to do so, unless there will be an undue workload placed on remaining staff.
- 16.3 Any employee who experiences an increased workload as a result of Clause 16.2 above shall be entitled to have their workload evaluated and reviewed after six (6) months by the Chief Executive Officer, Mayor, Departmental Manager, Employee and ASU Representative, as to whether such an increase is undue or not.

CLAUSE 17 – RECLASSIFICATION

- 17.1 Any written request for a reclassification shall be examined and a written determination be given by the employer within one (1) month of receipt of such application.
- 17.2 The applicant shall be provided with written confirmation of the employer's decision on their application. If the applicant is unsuccessful, an explanation of the reasons of the employer's decision shall be given.
- 17.3 Any member not satisfied with the determination may access the dispute resolution/grievance procedures.

CLAUSE 18 –CONSULTATION

- 18.1 The parties recognise the need to build relationships based on care, trust, respect and empathy throughout the District Council of Grant.
- 18.2 The parties agree also with the need to work in partnership and cooperation with each other whereby consultation is an essential ingredient to any workplace change.

- 18.3 The parties agree that participation by the employees is vital in decisions which involve work methods and arrangements. This is to ensure that employees are able to contribute their particular knowledge and understanding to improve operations and to engender a sense of commitment through the ability of employees to influence matters affecting the way work is done.
- 18.4 Consultation regarding any workplace change shall occur on an ongoing basis with all staff. Where this is not practicable, the first point of consultation shall be the ASU Workplace Representatives.
- 18.5 Where Council undertakes to investigate making changes in function, organisation, structure or resource sharing with other Councils, employees shall be notified and have the opportunity to be involved in further discussion.

CLAUSE 19 – COMMUNICATION

- 19.1 The parties agree that good management is based on effective, open, honest and positive communication between all parties.
- 19.2 The parties agree to a quarterly information forum (up to 1 hour) whereby information shall be provided by Management on such topics as:
- Wider issues for Council in the future and possible impact on work areas
 - Council/employee general performance
 - Current and future workloads

Written questions with notice from Staff will be addressed at the Forum. Forums shall occur over a morning or afternoon tea break period with all staff covered by this Agreement required to attend where practical.

This arrangement shall not preclude other meetings from being held to discuss matters or to provide information to employees.

CLAUSE 20 - DISPUTE RESOLUTION

- 20.1 The following procedure will be used in the event of a dispute arising between the employer and employee:-
- a) Employee(s) should in the first instance seek to resolve any disputes with the relevant Supervisor. Conversely a Supervisor should seek to resolve any disputes directly with the employee(s) concerned as appropriate. The Employee may involve an ASU Workplace Representative or other representative if they wish.
 - b) If matters remain unresolved then assistance should be sought from the Chief Executive Officer, who may involve an employer representative and the employee's nominated representative or ASU Workplace Representative, who may involve a Union Official.
 - c) If the dispute remains unresolved either party may refer to the Industrial Relations Commission of South Australia for conciliation in the first instance, and arbitration if required. Both parties shall endeavour to have the hearing as early as possible.

CLAUSE 20 - DISPUTE RESOLUTION (Continued)

- d) During discussions and negotiations in accordance with the procedures prescribed in this clause (except where a bona fide safety issue is involved), all parties will endeavour to ensure that work continues.

CLAUSE 21 - LOCAL AREA WORKPLACE AGREEMENTS

- 21.1 The parties agree that Local Area Workplace Agreements (LAWA) may be negotiated and implemented during the life of this Agreement. LAWA's are workgroup specific and recognise work practices and requirements that are substantially different to the workforce at large. LAWA's will be negotiated with the work area and shall be submitted as a variation to this Agreement to the South Australian Industrial Relations Commission for approval and certification.

CLAUSE 22 - FLEXIBLE HOURS OF WORK

- 22.1 The parties recognise the need to maximise the best use of labour taking into account Council resources and seasonal factors. The parties recognise the need for flexible hours of work during peak times.
- 22.2 The ordinary hours of work shall be 76 hours over a two week period to be worked between the hours of 6.30 am to 6.30 pm Monday to Friday (excluding public holidays). Negotiation between the employee and their Supervisor is required where usual working times and hours are to vary.
- 22.3 Daily tea breaks away from the workstation shall be as follows:

Morning Tea	15 minute break
Afternoon Tea	10 minute break
- 22.4 An employee may work longer than their normal daily hours (for up to a 10 hour period with the consent of the employee) at ordinary rates, provided that their total ordinary hours worked per fortnight do not exceed 76. By agreement between the employee and their supervisor, the employee may take the time off in lieu accrued in one pay period within the next pay period.
- 22.5 Work performed before 6.30 am and after 6.30 pm Monday to Friday (excluding public holidays), shall be paid at the appropriate penalty rate as per Clause 23.

Time worked in excess of 76 hours per fortnight, shall be paid at the appropriate overtime rate in accordance with Clause 23, herein.

Work performed before 6.30 am and after 6.30 pm Monday to Friday that is still within the 76 hours per fortnight shall not attract overtime rates.

This sub clause does not cover employees who are permanently rostered before 6.30 am and after 6.30 pm.
- 22.6 This Agreement does not prevent either party mutually agreeing to alternative arrangements regarding working hours, penalty and overtime payments, time off in lieu of overtime or any other associated matter. This will be a written Agreement between the parties. The employee will not be disadvantaged nor suffer any reduction in remuneration pursuant to the Award and this Agreement by the operation of this sub-clause.

CLAUSE 22 - FLEXIBLE HOURS OF WORK (Continued)

- 22.7 Nothing in this clause shall prevent the operation of sub-clause 5.1.8 of the Award regarding Officers who regularly exercise direct control over other employees with different hours of work.
- 22.8 Any arrangements other than those made under Clause 22.6 shall be in accordance with the provisions of Clause 23 of this Agreement and Award conditions relating to Overtime and Recall, Penalty Rate Provisions and so forth.

CLAUSE 23 - OVERTIME

- 23.1 The first 20 hours of overtime per financial year worked per employee shall be paid at ordinary time rates or taken as time off in lieu of overtime at ordinary time. Work outside of the normal start and finish times of employee(s) shall only be carried out under the direction of the relevant supervisor with the genuine agreement of the employee(s) involved. The employee shall not unreasonably withhold agreement.
- 23.2 Overtime worked in excess of 20 hours per year shall be paid pursuant to the Award provisions or accrue by negotiation as TOIL at the applicable penalty rate.
- 23.3 Those in receipt of negotiated employment packages are exempt from this clause.
- 23.4 The provisions of Clause 5.7.1 of the Award shall apply in relation to the payment for a minimum of 3 hours work when recalled to work.

CLAUSE 24 - TIME OFF IN LIEU OF OVERTIME

- 24.1 Time off in lieu of overtime can be accrued to a maximum of 76 hours per annum and can be carried over after 30 June with the agreement of the Chief Executive Officer. Any amounts in excess of 76 hours should be taken (not paid out) prior to the 30th June each year, at a time suitable to both the Employee and Employer.

CLAUSE 25 - ROSTERED DAYS OFF

- 25.1 Employees who are currently entitled to Rostered Days Off will retain this benefit.
- 25.2 Employees who are not currently entitled to Rostered Days Off may enter into an Agreement with the Chief Executive Officer so as to enable them to have Rostered Days Off.
- 25.3 The employer and all employees shall adopt a flexible approach to Rostered Days off with any variation being by mutual agreement between employer and relevant employee(s).
- 25.4 In the event that a Rostered Day off is not taken on the normally agreed due date, this Rostered Day off will be taken at some other mutually agreed time.

CLAUSE 26 – OPENING OF OFFICE

- 26.1 To enable the Council offices to be open between Christmas Day and New Years Day, a roster of up to half staff, by negotiation with the Chief Executive Officer, will be implemented over a two week period at this time.

CLAUSE 27 - RESOURCE SHARING

- 27.1 Council and employees express an ongoing commitment to the concept of resource sharing with other organisations and Local Government bodies in an endeavour to maximise the efficient utilisation of human, financial and material resources of the Council in all areas of service and operation.
- 27.2 In relation to Resource Sharing/secondment of officers and staff to other Councils, if variations in pay rates, hours of work or conditions exist between Council Enterprise Bargaining Agreements, these are to be negotiated with all parties prior to the commencement of these other duties.
- 27.3 No employee shall suffer any reduction in remuneration or benefits, either actual or accrued as a result of resource sharing as relates to this Agreement.

CLAUSE 28 - FIXED TERM CONTRACTS

- 28.1 It is recognised that fixed term contracts provide flexibility for Council, especially in situations of special specific projects and limited term appointments. Fixed term contracts will be available in the following cases:
- a) any positions above Level 4 Year 4 Classifications where the employee agrees to employment for a fixed term.
 - b) any new position of Level 4 Year 4 and below that are:
 - for specific projects of limited duration
 - work of a limited duration
 - positions funded from external bodies
 - replacing an employee while on extended leave.
- 28.2 Every employee offered a fixed term contract will be given the opportunity to seek advice on the contract prior to signing the agreement.
- 28.3 A written agreement setting out the terms and conditions of the contract including the nature of the duties and the Award Classification shall be signed by the employer and the employee.
- 28.4 A fixed term contract offered by Council shall also contain the following provisions:
- a) the term of the contract shall be for no less than 3 months and for no greater than 5 years duration.
 - b) the incumbent may terminate the contract by giving Council a minimum of 8 weeks notice.
 - c) for contracts with a duration of 2 years or more, the Council shall give the incumbent 3 months notice of its intention not to renew the contract and the grounds on which the decision was made.
 - d) where the Council has resolved to continue with the same position for a further fixed term, or additional funding from an external body is provided, then the incumbent shall have the right to renew the contract subject to having performed their duties satisfactorily in accordance with the expectations of their position description and Council's performance review process.

CLAUSE 29 - PRO RATA ANNUAL LEAVE LOADING ON TERMINATION

- 29.1 Pro rata Annual Leave loading shall be paid on all pro rata annual leave outstanding at the time of termination of an employee.

CLAUSE 30 - PART-TIME/CASUAL EMPLOYEES

- 30.1 Council and Employees recognise that part-time Employees are entitled to benefits on a "Pro Rata" basis.
- 30.2 Casual Staff are covered by this Agreement however are excluded from Clauses 34 (Performance Agreements), 36 (Corporate Wardrobe), 22 (Flexible Hours of Work).
- 30.3 Regular Part Time employees shall progress to the next increment of their existing classification level after the full time equivalent of twelve (12) months.

CLAUSE 31 - PERMANENT PART-TIME WORK/JOB-SHARING

- 31.1 An employee employed on less than a full-time basis may be engaged as a part-time employee.
- 31.2 The normal working hours of a part-time employee may be changed by genuine mutual agreement between the employee and the Council. This provision applies to meet the short term requirements of either party.
- 31.3 All existing part-time employees shall be offered additional hours whenever practicable to do so, before any new, casual or temporary employees are engaged.
- 31.4 Part-time employees shall have access to training and study leave in accordance with Clause 11 of this Agreement and in agreement with the Departmental Manager and will not be disadvantaged regarding career path.
- 31.5 Opportunities will be investigated for employees to enter into Job Share arrangements.

CLAUSE 32 - LONG SERVICE LEAVE

- 32.1 The provisions of the Long Service Leave Act 1987, will apply with the exception that:-

Applications for Long Service Leave must be submitted in the approved form at least 60 days prior to the taking of leave except in extenuating circumstances. The general policy that leave must be taken within the 12 months of becoming due (in accordance with the Long Service Leave Act) may be varied by Council on application by an employee.

Leave may be taken on a "pro rata" basis after seven completed years of service.

- 32.2 An employee's entitlement to Long Service Leave will be based on the employee's actual weekly hours over the entitlement period.

The formula for calculating an employee's payment for Long Service Leave appears at Appendix 3.

CLAUSE 33 - FAMILY RESPONSIBILITIES

- 33.1 The Council recognises that employees have family responsibilities which must be considered. It is recognised that there is a need to allow a more flexible approach to allow employees to strike a better balance between their family and work commitments. It is acknowledged that individuals' concerns external to the organisation can have a detrimental impact on an employee's ability to maximise their full potential at the workplace.
- 33.2 The Council aims, wherever practicable, to provide flexible working arrangements which support employees in relation to their family responsibilities and responsibilities in relation to dependants.

CLAUSE 34 - PERFORMANCE AGREEMENTS

- 34.1 Staff agree to look positively at suggested changes and opportunities provided by Management for employees to obtain knowledge and training in new procedures.
- 34.2 Staff agree that action plans for all Managers, performance appraisals, performance measures and targets are effective management processes and tools, and will continue provided that they are reasonable and the cost of organising and measuring does not outweigh the benefits of these measures.
- 34.3 Council agree to provide adequate resources to establish and achieve these measures.
- 34.4 Staff agree to the Establishment of Performance Agreements with each Department, and with each Manager under the conditions as detailed in the District Council of Grant Enterprise Agreement 2010 – Performance Agreement appearing at Appendix 1.
- 34.5 Agreement to these Performance Agreements is based on the following understanding;
- Bonus reward amounts are to be the same for all Departments and Managers and are to be negotiated on a group basis of all employees.
 - Should Departmental or Managerial Performance goals not be achieved due to a change in Council priorities or external influences, the goals are to be renegotiated by the Assessment Team and appropriate bonus paid.
 - Key Strategic Goals will be negotiated for each year for the duration of the Agreement. The performance bonus shall be payable each year.
- 34.6 Staff and Council agree to provide an environment for Continuous Improvement and Best Practice, Benchmarking and Quality Management to be introduced if appropriate. Adequate training is to be provided to facilitate this undertaking.

CLAUSE 35 - TRAVEL TIME

- 35.1 All parties agree that, as a general principle, time travelled on authorised Council business, eg. conferences, seminars, training or meetings be shared between employees and Council time.
- 35.2 If any travel is in employee's time, they will be entitled to reimbursement of 50% of the time travelled at ordinary time rates or time off in lieu of overtime at ordinary time.
- 35.3 Travel in normal working hours shall not result in a reduction in salary for staff.

CLAUSE 35 - TRAVEL TIME (continued)

- 35.4 Those in receipt of negotiated employment packages are exempt from this clause.

CLAUSE 36 - CORPORATE WARDROBE

- 36.1 Council recognises that the wearing of the Corporate Wardrobe at all times presents a professional image to the public.
- 36.2 Each new employee, having served the required probation period in accordance with the Award and having agreed to wear this wardrobe at all times, shall receive an establishment grant of up to \$500.00 (Five Hundred Dollars), upon proof of purchase, towards the initial cost of the approved Local Government Corporate Wardrobe.
- 36.3 Employees who agree to wear this wardrobe at all times, shall receive reimbursement of up to \$480 (Four Hundred and Eighty Dollars, GST excluded) for the first year of the agreement and will receive a further \$20 (GST excluded) in the second year of the agreement, on proof of purchase, towards the maintenance of the Local Government Corporate Wardrobe. This allowance cannot be claimed in conjunction with Clause 36.2.
- 36.4 Part-time Library staff shall receive pro rata wardrobe allowance with a minimum allowance of \$175 (One Hundred and Seventy Five Dollars) per annum upon proof of purchase.
- 36.5 Fixed Term Contract employees may negotiate with the Chief Executive Officer if they wish to seek assistance towards the cost of their Corporate Wardrobe.
- 36.6 Employees whose work does not allow them to wear the full uniform at all times, may negotiate with the Chief Executive Officer if they wish to seek assistance towards the cost of their Corporate Wardrobe.

CLAUSE 37 - JOURNEY INSURANCE

- 37.1 The employer shall provide insurance coverage for all employees bound by this Agreement for 24/7 journey accidents, such insurance to be arranged through Local Government Risk Services and renewed each financial year.

CLAUSE 38 - FIRST AID ALLOWANCES

- 38.1 First Aid allowances shall be paid to nominated First Aid Attendants at the Award rate for each week while they hold the position, and are at work or on training.

CLAUSE 39 – SUPERANNUATION

- 39.1 The employer will pay occupational superannuation 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.
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CLAUSE 39 – SUPERANNUATION (Continued)

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

CLAUSE 40 - WAGE RATES

40.1 Upon the signing of this Agreement the Council will pay an increase of 4% (back dated from 1 January 2010) to all full-time employees, a further 4% increase will be paid from 1st January 2011. Bonuses of up to \$1000.00 dependent upon the degree of completion of the Management Performance Plans by each Manager and Key Strategic Goals and outcomes by each respective Department of Council within the time frames agreed to and as previously determined by the Assessment Committee (In accordance with Clauses 7, 8 and 9 of the Enterprise Agreement 2010 - Performance Agreement), will be paid as at 31st December 2010 and 31st December 2011.

CLAUSE 41 - AWARD VARIATIONS

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

CLAUSE 42 - SIGNATORIES

For and on behalf of the Australian Services Union.

.....
SECRETARY

.....
DATE

For and on behalf of the District Council of Grant.

.....
Chief Executive Officer

.....
DATE

For and on behalf of the employees of the District Council of Grant.

.....
WORKPLACE REPRESENTATIVE

.....
DATE



DISTRICT COUNCIL OF GRANT

KEY STRATEGIC GOALS 2010



KEY STRATEGIC GOALS 2010

INDEX

Management Performance Goals

8.1	Airport Manager	1
8.2	Saleyards Manager	2
8.3	Director Finance and Community Services	3/4
8.4	Works Manager	5/6
8.5	Environmental Health Manager	7
8.6	Director Planning and Development	8/9
8.7	Building Manager	10

8.1 AIRPORT MANAGER

8.1.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements using Aceam Asset Management Plan, including annual reporting on asset renewal and costing.	31/12/10	.
8.1.2		Maintain operational areas to license standard. SMP02-06	31/12/10	
8.1.3		Maintain non operational areas to a high standard. SMP02-06	31/12/10	
8.1.4		Conduct maintenance and improvements in accordance with budgeted plans. SMP02-06 (including upgrade of Airport Terminal)	31/12/10	
8.1.5		Ensure compliance with new CASR 139. SMP02-06	31/12/10	
8.1.6		Coordinate placement of banners on airport poles, upgrade airport tourism signage and installation of additional TV highlighting tourism sites of District.	31/12/10	
8.1.7		Liaise with the Southern Cross University for a joint proposal to establish a Timber Interpretive Centre, develop proposal with Target Work Program, undertake work and submit report to the Airport Management Committee.	31/12/10	

8.2 SALEYARDS MANAGER

8.2.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/10	
8.2.2		Implement the effluent disposal system within budget and submit report on completion.	31/03/10	
8.2.3		Conduct maintenance and improvements in accordance with budgeted plans	31/12/10	
8.2.4		Undertake various works to comply with OH & S requirements	31/12/10	

8.3 DIRECTOR FINANCE AND COMMUNITY SERVICES

8.3.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/10	
8.3.2		Undertake review of Council's 10 Year Financial Plan linked to Strategic Management Plan, Asset Management Plan and other relevant Plans of Council.	31/12/10	
8.3.3		Ensure achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/10	
8.3.4		Report on the status of introduction of Electronic Records Management System and implement such system	31/12/10	
8.3.5		Co-ordinate training of Councillors in financial management and long term financial sustainability of Council's assets.	31/12/10	
8.3.6		Undertake Benchmarking of KPI's with other Councils and submit report to Council.	31/12/10	
8.3.7		Ensure completion of OH & S and Risk Management Audits to high standard and submit report to Council on outcomes.	31/12/10	
8.3.8		Implement Electronic Agendas for Council Meetings	31/12/10	
8.3.9		Develop and maintain a framework to meet occupational health, safety and welfare legislation requirements and the OHS "One System" Model in order to provide a safe and healthy place of work and to maintain exempt employer status.	31/12/10	
8.3.10		Develop and maintain a responsible risk management strategy to identify, monitor and proactively review financial and physical risks and undertake annual Risk Management Audits.	31/12/10	

8.4 WORKS MANAGER

8.4.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/10	
8.4.2		Ensure achievement of goals and tasks within stipulated time frames as determined by the OH&S Committee.	31/12/10	
8.4.3		Undertake review of Council's 10 Year Roadworks Program, once Aceam Asset Management Plan is in place, and submit to Council/Works Committee.	31/12/10	
8.4.4		Ensure completion of upgrade of Worrolong and Fairbanks Roads and submit report to Council on completion including final expenditure.	30/06/10	
8.4.5		Prepare a report on an annual basis of all Road Funding and Works Projects Applications submitted and the outcomes of such applications	31/12/10	
8.4.6		<ul style="list-style-type: none"> • Liaise with the Department for Transport, Energy and Infrastructure and submit report on status of establishment of wharf, recreational jetty, upgrade of boat ramp and pontoon at Port MacDonnell. • Prepare and submit funding applications for wharf facility, jetty, boat ramp and pontoon. 	31/12/10	
8.4.7		Liaise with DTEI regarding the assessment and costing of the two options for Blackfellows Caves Boatramp. Liaise with Community and submit report to Council	31/12/10	
8.4.8		Review Council's Bike Plan for the District taking into account City of Mount Gambier Bike Plan and produce new Plan.	31/12/10	

8.5 ENVIRONMENTAL HEALTH MANAGER

8.5.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/10	
8.5.2		Co-ordinate construction of Waste Transfer Stations for Carpenter Rocks and Nene Valley.	30/06/10	
8.5.3		Achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/10	
8.5.4		Undertake food hygiene inspections of premises and submit annual report to Council.	31/12/10	
8.5.5		Submit an annual report on status of recycling and participation rates.	31/12/10	
8.5.6		<ul style="list-style-type: none"> • Complete plans and design of CWMS at Donovans • In conjunction with CEO continue to meet with Donovans Committee and inform Donovans Community of status of implementation of CWMS Scheme at Donovans. • Prepare documentation, call tenders, award contract and undertake construction of wastewater system. 	31/12/10	
8.5.7		Produce report on illegal dumping and success or otherwise of signage and additional possible strategies to curb illegal dumping.	30/07/10	
8.5.8		To advocate/prepare applications to obtain funding for Community Wastewater Management Schemes at Nene Valley and Racecourse Bay	31/12/10	

8.6 DIRECTOR OF PLANNING AND DEVELOPMENT

8.6.1		<p>Preparation and approval of Statement of Intent for BDA</p> <ul style="list-style-type: none"> ▪ Preparation of Draft general DPA and BDP and approval for public display ▪ Consideration by Council and gazettal by Minister of DPA and BDP. 	<p>31/03/10 30/11/10</p>	
8.6.2		<p>Commencement of investigations for Local Heritage areas :-</p> <ul style="list-style-type: none"> • Review list of Local Heritage Places as identified in 1984 Heritage Survey • Community consultation • Inspect all State and Local Heritage places and initiate photographic record. ▪ Tenders called and Consultant selected ▪ Preparation and approval of Statement of Intent • Preparation of Draft DPA and approval for public display 	<p>31/12/10</p>	
8.6.3		<p>Country/Rural Living and Township Expansion DPA</p> <ul style="list-style-type: none"> • Approval of Statement of Intent by Minister • Preparation and approval of Statement of Intent • Consideration by Council and gazettal by Minister. 	<p>09/02/10 31/03/10 30/10/10</p>	
8.6.4		<p>Gateway Precincts DPA</p> <ul style="list-style-type: none"> ▪ Preparation and approval of Statement of Intent of joint SOI ▪ Preparation of Draft DPA and approval for public display ▪ Consideration by Council and gazettal by Minister 	<p>28/02/10 30/06/10 31/12/10</p>	

8.6.5		Completion of all works for freeholding of land at Cape Douglas and submit report to Council outlining the financial outcome	31/010/10	
8.6.6		Undertake Review of Current Council Policies relevant to the Planning and Development in conjunction with the Manager, Governance and Policy.	30/06/10	
8.6.7		Review of Planning processes to ensure DA processed in accordance with Council's Service Standards.	31/12/10	

8.6 BUILDING MANAGER

8.7.1		In conjunction with other Managers, produce a ten year integrated asset management system for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/10	Underway. Data being entered from Building Maintenance Plan. To be finalised by March 2011.
8.7.2		Organise and hold seminar for builders, drafting firms, etc on new Residential Building Code and BCA changes in April 2010.	31/04/10	Held seminar - successful.
8.7.3		Update knowledge of where to obtain information for Staff in Environmental Services <ul style="list-style-type: none"> ▪ Update knowledge of BCA for Staff in Environmental Services so as to be able to supply the public with standard information. 	31/12/10	Ongoing and undertaken (6 star rating).
8.7.4		Maintain and update Council's Building Maintenance Plan into the Aceam Asset Management Plan. Coordinate maintenance of Council's buildings as per 2009/10 and 2010/11 budget.	31/07/10	
8.7.5		Achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/10	
8.7.6		Coordinate preparation of documentation, calling of tenders, awarding of contract and supervision of construction of Port MacDonnell Maritime Museum and Community Centre.	31/12/10	
8.7.7		Update Council's Fire Prevention Plan and undertake Fire Prevention measures throughout the District.	31/12/10	

Appendix 2

DISTRICT COUNCIL OF GRANT

BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2010

GENERAL OFFICERS

LEVEL	BASE SALARY WITH NO BONUS	BASE SALARY WITH 1 BONUS	BASE SALARY WITH 2 BONUS	BASE SALARY WITH 3 BONUS	BASE SALARY WITH 4 BONUS	BASE SALARY WITH 5 BONUS
1A inc. 1	39802	40613	41424	42235	43046	43858
1A inc. 2	40441	41252	42064	42875	43686	44497
1A inc. 3	41081	41892	42703	43514	44326	45137
1A inc. 4	42360	43171	43982	44794	45605	46416
1 inc. 1	43148	43960	44771	45582	46393	47204
1 inc. 2	43682	44493	45304	46116	46927	47738
1 inc. 3	44428	45239	46050	46861	47672	48484
1 inc. 4	44603	45415	46226	47037	47848	48659
1 inc. 5	46027	46838	47650	48461	49272	50083
1 inc. 6	46826	47637	48448	49259	50071	50882
2 inc. 1	47582	48393	49204	50016	50827	51638
2 inc. 2	48382	49193	50004	50815	51626	52438
2 inc. 3	49181	49993	50804	51615	52426	53237
2 inc. 4	49981	50792	51604	52415	53226	54037
3 inc. 1	50780	51591	52402	53214	54025	54836
3 inc. 2	51580	52391	53202	54013	54824	55636
3 inc. 3	52379	53191	54002	54813	55624	56435
3 inc. 4	53179	53990	54802	55613	56424	57235
4 inc. 1	53978	54789	55600	56412	57223	58034
4 inc. 2	54778	55589	56400	57211	58022	58834
4 inc. 3	55523	56335	57146	57957	58768	59579
4 inc. 4	56323	57134	57946	58757	59568	60379
5 inc. 1	57122	57933	58744	59555	60367	61178
5 inc. 2	57922	58733	59544	60355	61166	61978
5 inc. 3	58721	59533	60344	61155	61966	62777
6 inc. 1	60054	60865	61676	62487	63298	64110
6 inc. 2	61386	62197	63008	63819	64631	65442
6 inc. 3	62719	63530	64342	65153	65964	66775
7 inc. 1	64051	64863	65674	66485	67296	68107
7 inc. 2	65384	66195	67006	67817	68628	69440
7 inc. 3	66716	67527	68338	69149	69961	70772
8 inc. 1	68315	69127	69938	70749	71560	72371
8 inc. 2	69914	70725	71536	72347	73159	73970
8 inc. 3	71513	72325	73136	73947	74758	75569

Appendix 2

DISTRICT COUNCIL OF GRANT

BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2010

SENIOR OFFICERS

LEVEL	BASE SALARY WITH NO BONUS	BASE SALARY WITH 1 BONUS	BASE SALARY WITH 2 BONUS	BASE SALARY WITH 3 BONUS	BASE SALARY WITH 4 BONUS	BASE SALARY WITH 5 BONUS
1 inc. 1	60054	60865	61676	62487	63298	64110
1 inc. 2	61386	62197	63008	63819	64631	65442
1 inc. 3	62719	63530	64342	65153	65964	66775
2 inc. 1	64051	64863	65674	66485	67296	68107
2 inc. 2	65384	66195	67006	67817	68628	69440
2 inc. 3	66716	67527	68338	69149	69961	70772
3 inc. 1	68315	69127	69938	70749	71560	72371
3 inc. 2	69914	70725	71536	72347	73159	73970
3 inc. 3	71513	72325	73136	73947	74758	75569
4 inc. 1	73158	73969	74780	75591	76402	77214
4 inc. 2	75238	76049	76860	77671	78482	79294
5 inc. 1	77838	78649	79460	80271	81082	81894
5 inc. 2	79918	80729	81540	82351	83162	83974
6 inc. 1	82518	83329	84140	84951	85762	86574
6 inc. 2	84598	85409	86220	87031	87842	88654
7 inc. 1	87198	88009	88820	89631	90442	91254
7 inc. 2	90318	91129	91940	92751	93562	94374
8 inc. 1	94478	95289	96100	96911	97722	98534
8 inc. 2	98638	99449	100260	101071	101882	102694
9	104878	105689	106500	107311	108122	108934
10	115278	116089	116900	117711	118522	119334
11	125678	126489	127300	128111	128922	129734
12	136078	136889	137700	138511	139322	140134

Appendix 2

DISTRICT COUNCIL OF GRANT

BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2011

GENERAL OFFICERS

LEVEL	BASE SALARY WITH NO BONUS	BASE SALARY WITH 1 BONUS	BASE SALARY WITH 2 BONUS	BASE SALARY WITH 3 BONUS	BASE SALARY WITH 4 BONUS	BASE SALARY WITH 5 BONUS
1A inc. 1	41394	42237	43081	43925	44768	45612
1A inc. 2	42059	42903	43746	44590	45434	46277
1A inc. 3	42724	43568	44411	45255	46099	46942
1A inc. 4	44054	44898	45742	46585	47429	48273
1 inc. 1	44874	45718	46562	47405	48249	49093
1 inc. 2	45429	46273	47116	47960	48804	49647
1 inc. 3	46205	47048	47892	48736	49579	50423
1 inc. 4	46387	47231	48075	48918	49762	50606
1 inc. 5	47868	48712	49555	50399	51243	52086
1 inc. 6	48699	49543	50386	51230	52073	52917
2 inc. 1	49485	50329	51172	52016	52860	53703
2 inc. 2	50317	51161	52004	52848	53692	54535
2 inc. 3	51149	51992	52836	53680	54523	55367
2 inc. 4	51980	52824	53668	54511	55355	56199
3 inc. 1	52811	53655	54498	55342	56186	57029
3 inc. 2	53643	54487	55330	56174	57017	57861
3 inc. 3	54475	55318	56162	57006	57849	58693
3 inc. 4	55306	56150	56994	57837	58681	59525
4 inc. 1	56137	56981	57824	58668	59512	60355
4 inc. 2	56969	57812	58656	59500	60343	61187
4 inc. 3	57744	58588	59432	60275	61119	61963
4 inc. 4	58576	59420	60263	61107	61951	62794
5 inc. 1	59407	60250	61094	61938	62781	63625
5 inc. 2	60238	61082	61926	62769	63613	64457
5 inc. 3	61070	61914	62758	63601	64445	65288
6 inc. 1	62456	63299	64143	64987	65830	66674
6 inc. 2	63841	64685	65529	66372	67216	68060
6 inc. 3	65228	66072	66915	67759	68602	69446
7 inc. 1	66613	67457	68301	69144	69988	70832
7 inc. 2	67999	68843	69686	70530	71374	72217
7 inc. 3	69384	70228	71072	71915	72759	73603
8 inc. 1	71048	71892	72735	73579	74423	75266
8 inc. 2	72710	73554	74398	75241	76085	76929
8 inc. 3	74374	75218	76061	76905	77748	78592

Appendix 2

DISTRICT COUNCIL OF GRANT

BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2011

SENIOR OFFICERS

LEVEL	BASE SALARY WITH NO BONUS	BASE SALARY WITH 1 BONUS	BASE SALARY WITH 2 BONUS	BASE SALARY WITH 3 BONUS	BASE SALARY WITH 4 BONUS	BASE SALARY WITH 5 BONUS
1 inc. 1	62456	63299	64143	64987	65830	66674
1 inc. 2	63841	64685	65529	66372	67216	68060
1 inc. 3	65228	66072	66915	67759	68602	69446
2 inc. 1	66613	67457	68301	69144	69988	70832
2 inc. 2	67999	68843	69686	70530	71374	72217
2 inc. 3	69384	70228	71072	71915	72759	73603
3 inc. 1	71048	71892	72735	73579	74423	75266
3 inc. 2	72710	73554	74398	75241	76085	76929
3 inc. 3	74374	75218	76061	76905	77748	78592
4 inc. 1	76084	76928	77771	78615	79458	80302
4 inc. 2	78247	79091	79934	80778	81622	82465
5 inc. 1	80951	81795	82638	83482	84326	85169
5 inc. 2	83114	83958	84802	85645	86489	87333
6 inc. 1	85818	86662	87506	88349	89193	90037
6 inc. 2	87981	88825	89669	90512	91356	92200
7 inc. 1	90685	91529	92373	93216	94060	94904
7 inc. 2	93930	94774	95618	96461	97305	98149
8 inc. 1	98257	99100	99944	100788	101631	102475
8 inc. 2	102583	103427	104270	105114	105958	106801
9	109073	109916	110760	111604	112447	113291
10	119889	120732	121576	122420	123263	124107
11	130705	131548	132392	133236	134079	134923
12	141521	142364	143208	144052	144895	145739

APPENDIX 3

FORMULA FOR CALCULATION OF LONG SERVICE LEAVE

1. The formula for calculating an employee's payment for Long Service Leave for the first ten years of service will therefore be as follows:

$$\frac{(C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8 + C9 + C10)}{10} \times 13 \times \text{HR}$$

Where: C1 = average of contracted hours per week in 1st service year,
C2 = average contracted hours per week in 2nd service year, and so on
13 = number of weeks long service leave after 10 years' service
HR = Hourly Rate of pay of the employee at the time of taking Long Service Leave

2. The formula for each subsequent year of service will be as follows: $C_x \times 1.3 \times \text{HR}$

Where : C_x = the average contracted hours for each subsequent year

Example :

An employee has just completed 11 years continuous service, their hourly rate is \$20.30 and their average contracted working hours were:

<i>Year 1, Year 2 and Year 3:</i>	<i>20 hours per week</i>
<i>Years 4 to Year 10 inclusive:</i>	<i>37.5 hours per week</i>
<i>Years 11:</i>	<i>30 hours per week</i>

- (a) The employee's payment for the first 10 years Long Service Leave would therefore be as follows:

$$\begin{aligned} & \frac{(20 + 20 + 20 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5)}{10} \times 13 \times \$20.30 \\ &= \frac{322.5}{10} \times 13 \times \$20.30 \\ &= 32.25 \times 13 \times \$20.30 \\ &= \$8,510.78 \end{aligned}$$

- (b) The employee's payment for Year 11 would be as follows:

$$\begin{aligned} & 30 \times 1.3 \times \$20.30 \\ &= \$791.70 \end{aligned}$$

- (c) Therefore, in this example, the employee would receive a total of \$9,302.48 (\$8,510.78 + \$791.70)