

DISTRICT COUNCIL OF GRANT ENTERPRISE AGREEMENT NO 7, 2012

File No. 1096 of 2012

This Agreement shall come into force on and from 16 April 2012 and have a life extending until 31 December 2013.

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



DATED 16 APRIL 2012.

A handwritten signature in black ink, appearing to read "P. J. McMichael", is written over a horizontal line.

COMMISSION MEMBER





DISTRICT COUNCIL OF
GRANT

(ASU) ENTERPRISE AGREEMENT

No.7, 2012

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 7, 2012.

CLAUSE 2 - ARRANGEMENT

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CLAUSE 3 - DEFINITIONS

- 3.1 "Award" means the South Australian Municipal Salaried Officers Award
- 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. 7, 2012.
- 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 (preference given to at least one representative being a member of the Union).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
- The Chief Executive Officer is 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 2012 and remain in force until 31st December 2013. Review and renegotiation of this Agreement shall commence no later than 1st September 2013.

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 6 of 2010.

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 will pay all fees paid in respect of such course subject to Clause 11.8.
- 11.8
- a) Council will pay prescribed course fees up to a maximum of \$3000 per calendar year in which the subjects are undertaken (excluding HECS debts acquired prior to employment) during an employee's course of active study whilst in the employment of the Council.
 - b) Course fees above the prescribed amount in Clause 11.8 (a) are to be referred to the Chief Executive Officer for consideration
 - c) 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 The Departmental Manager will take all reasonable efforts to advise an employee on leave of any vacant position.
- 13.2 Employees will be advised of new positions, or existing positions that become vacant, to determine interest from employees prior to external advertising.
- 13.3 Where it is considered that the recruitment base for a position is not unduly restrictive, the position will be advertised internally and all applicants provided the opportunity to establish their suitability. If the position is not filled internally, an external advertisement will be placed.
- 13.4 Where the recruitment base is considered to be unduly restrictive, Council may advertise simultaneously internally and externally providing that any internal applicant who meets the selection criteria outlined in the job description shall be granted an interview.
- 13.5 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.
- 13.6 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 or redundant, 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, Departmental Manager, Employee and Employee Representative, as to whether such an increase is undue or not, or earlier if requested in writing addressed to the Chief Executive Officer by the employee.

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/Manager. Conversely a Supervisor/Manager 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.
 - 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.
- 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.

CLAUSE 23 – OVERTIME (continued)

- 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 – ANNUAL LEAVE LOADING

- 29.1 In addition to the payment for annual leave as prescribed by clause 6.1 of the *Award, all employees, except those covered under paragraph 3 shall be entitled, when proceeding on leave, to payment of annual leave loading of a sum equal to 17.5% of the four weeks equivalent to the employee's annual salary at the time of proceeding on leave.
- 29.2 Annual Leave Loading will be paid applicable to actual leave taken.
- 29.3 Employees whose annual salary is in excess of the salary payable to Level 6, Increment 2 shall receive a maximum loading, the loading calculated at the rate applicable to Level 6, increment 2.
- 29.4 Employees who are regularly rostered over seven days, including Sundays and public holidays, shall have all annual leave loading calculated at the rate of twenty (20%) instead of 17.5%.

CLAUSE 29 – ANNUAL LEAVE LOADING (continued)

- 29.5 An employee whose services terminate for any reason other than serious misconduct and who is entitled to payment in lieu of accumulated annual leave shall be paid in addition to annual leave credit for which the payment prescribed by clause 6.2.1 of the Award has not been paid.
- 29.6 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 – ACCRUED ANNUAL LEAVE

- 30.1 Employees with an annual leave balance in excess of eight weeks may apply to the Chief Executive Officer to have annual leave paid out providing that:
- a Their annual leave balance does not fall below four weeks as a direct result of the pay out; and
 - b The employee has taken a period of two weeks continuous leave in the previous twelve months
 - c Each agreement to cash out a particular amount of paid leave must be a separate agreement in writing, and
 - d Annual leave paid out will attract the relevant leave loading

CLAUSE 31 - PART-TIME/CASUAL EMPLOYEES

- 31.1 Council and Employees recognise that part-time Employees are entitled to benefits on a "Pro Rata" basis. Casual Staff are covered by this Agreement however are excluded from Clauses 34 (Performance Agreements), 36 (Corporate Wardrobe), 22 (Flexible Hours of Work).
- 31.2 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 32 - PERMANENT PART-TIME WORK/JOB-SHARING

- 32.1 An employee employed on less than a full-time basis may be engaged as a part-time employee.
- 32.2 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.
- 32.3 All existing part-time employees shall be offered additional hours whenever practicable to do so, before any new, casual or temporary employees are engaged.
- 32.4 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.
- 32.5 Opportunities will be investigated for employees to enter into Job Share arrangements.

CLAUSE 33- LONG SERVICE LEAVE

33.1 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.

33.2 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 34 - FAMILY RESPONSIBILITIES

34.1 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.

34.2 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 35 - PERFORMANCE AGREEMENTS

35.1 Staff agree to look positively at suggested changes and opportunities provided by Management for employees to obtain knowledge and training in new procedures.

35.2 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.

35.3 Council agree to provide adequate resources to establish and achieve these measures.

35.4 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 2012 – Performance Agreement appearing at Appendix 1.

35.5 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.

- 35.6 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 36 - TRAVEL TIME

- 36.1 All parties agree that, as a general principle, time travelled on authorised Council business, eg. conferences, seminars, training or meetings be shared between employees and Council time.
- 36.2 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.
- 36.3 Travel in normal working hours shall not result in a reduction in salary for staff.
- 36.4 Those in receipt of negotiated employment packages are exempt from this clause.

CLAUSE 37 - DISTRICT COUNCIL OF GRANT CORPORATE WARDROBE

- 37.1 Council recognises that the wearing of the Corporate Wardrobe at all times presents a professional image to the public.
- 37.2 Each new employee, having agreed to wear this wardrobe at all times, shall receive an allocation of up to \$500 (excluding gst) plus an additional compounding amount in line with the Consumer Price Index (*calculated as the change in the previous four quarters from September to September; Adelaide index*) for each year of the agreement towards the cost of the approved District Council of Grant Corporate Wardrobe.
- 37.3 Employees, who agree to wear this wardrobe at all times, shall receive an allocation up to \$500 (excluding gst) per annum towards the maintenance of the District Council of Grant Corporate Wardrobe. This amount will be increased each year of the Agreement by an additional compounding amount in line with the Consumer Price Index (*calculated as the change in the previous four quarters from September to September; Adelaide index*) This allowance cannot be claimed in conjunction with Clause 37.2.
- 37.4 Part-time staff shall receive a pro rata corporate wardrobe allowance at a minimum of \$182 per annum excluding gst. This amount will increase each year of the Agreement by an additional compounding amount in line with the Consumer Price Index (*calculated as the change in the previous four quarters from September to September; Adelaide index*).
- 37.5 In addition to the Corporate Wardrobe Allowance, each employee will receive an additional \$25 per year towards placement of the District Council of Grant logo on uniforms purchased locally where separate logo printing costs are incurred as agreed by Council.
- 37.6 Fixed Term Contract employees may negotiate with the Chief Executive Officer if they wish to seek assistance towards the cost of their District Council Corporate Wardrobe.
- 37.7 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 District Council of Grant Corporate Wardrobe.

CLAUSE 38 - JOURNEY INSURANCE

38.1 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 39 - FIRST AID ALLOWANCES

39.1 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 40 – SUPERANNUATION

40.1 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.
- “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 41 - WAGE RATES

41.1 Upon the signing of this Agreement the Council will pay an increase of 4% (back dated from 1 January 2012) plus a 0.3% wage increase from Level 3 Year 1 on an increasing sliding scale as per Schedule of rates in Appendix 2 to all employees under the Award and on a pro rata basis, a further 4% increase plus a 0.3% wage increase from Level 3 Year 1 on an increasing sliding scale as per Schedule of rates in Appendix 2 will be paid from 1st January 2013. 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 2012 - Performance Agreement), will be paid as at 31st December 2012 and 31st December 2013.

CLAUSE 42 - AWARD VARIATIONS

42.1 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.

42.2 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 43 - 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

PERFORMANCE AGREEMENT 2012

(as per Clause 35 of the EB Agreement)



KEY STRATEGIC GOALS 2012

INDEX

Departmental Performance Goals

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OBJECTIVE

The principal objective of this Performance Agreement is to support the achievement of the Key Strategic Goals identified in the District Council of Grant Strategic Management Plan.

SELECTION OF PERFORMANCE GOALS

1. Key strategic goals will be identified for each Manager / Department of Council for each year of the Enterprise Bargaining Agreement.
2. Management/department goals will be negotiated between the Chief Executive Officer and Manager.
3. Managers are required to produce reasonable goal/s for completion by their Department, and a copy shall be provided to the Chief Executive Officer.
4. An Assessment Committee consisting of the Mayor of Council, the Chief Executive Officer, EB Employee Representative, and Departmental Manager and/or Department representative shall be responsible for agreement that the Key Strategic Goals are realistic and achievable.
5. Council recognises that adequate resources must be supplied to achieve the key goals.

ASSESSMENT

1. The Assessment Committee will meet in the first week of December.
2. The Assessment Committee will consist of the Mayor of Council, the Chief Executive Officer, EB Employee Representative, and Departmental Manager &/or Department representative.
3. Managers are to provide documentation to the Assessment Committee regarding the achievement or otherwise of these goals.
4. The Assessment Committee will determine the degree of achievement of the Key Strategic Goals.
5. The performance bonus payable shall be as follows:
 - 95%-100% complete \$1,000
 - 75-95% \$917
 - 50-74% \$750
 - 25-49% \$500
6. The performance bonuses will be payable on the first full pay period commencing after 31st December each year.
7. Staff can choose to have the bonus paid either as salary or as a lump sum superannuation contribution by Council.
8. Any portion of the bonus payments not paid due to non completion of the goal shall not be paid or claimed at the completion of the goal.
9. Any disputes shall be resolved in accordance with the provisions contained in the District Council of Grant Enterprise Bargaining Agreement.

8.1 AIRPORT

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.	31/12/12	
8.1.2		Maintain operational areas to license standard. SMP02-06	31/12/12	
8.1.3		Maintain non operational areas to a high standard. SMP02-06	31/12/12	
8.1.4		Conduct maintenance and improvements in accordance with budgeted plans. SMP02-06 (kerbing for walking, welcome signage etc)	31/12/12	
8.1.5		Ensure compliance with new CASR 139. SMP02-06	31/12/12	
8.1.6		Coordinate the development of a Draft Master Plan for the Mount Gambier Airport, submit draft to the Airport Management Committee and Council for consideration and endorsement.	30/09/12	
8.1.7		Coordinate the development of the Timber Interpretive Centre including electronic and hardcopy pamphlet.	31/12/12	
8.1.8		Coordinate the production of a Mount Gambier Airport website link to the District Council of Grant website.	30/09/12	

8.2 BUILDING

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.	31/12/12	
8.2.2		Organise and hold at least one seminar for builders, drafting firms, etc on new Residential Building Code and BCA changes.	31/12/12	
8.2.3		Assess options for more sustainable building and energy usage in Council buildings and submit report/s to Council on cost/benefit for implementation.	31/12/12	
8.2.4		Maintain and update Council's Building Maintenance Plan into the Aceam Asset Management Plan. Coordinate maintenance of Council's buildings 2010/11 within budget.	31/07/12	
8.2.5		Achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/12	
8.2.6		Produce a Building Management Plan for the Port MacDonnell Hall and implement within budget.	31/12/12	
8.2.7		Submit grant funding application for fire prevention under the Natural Disaster Resilience Program and implement fire prevention strategies throughout the District.	31/12/12	

8.3 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.	31/12/12	
8.3.2		Undertake Annual review of Council's 10 Year Financial Plan linked to Strategic Management Plan, Asset Management Plan and other relevant Plans of Council.	31/12/12	
8.3.3		Ensure achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/12	
8.3.4		Submit Annual Report on funding applications submitted or assisted for local sporting, recreational and cultural facilities as identified by the community.	31/12/12	
8.3.5		Ensure documentation is completed for SafeworkSA audit and implement recommendations arising from the Audit.	31/12/12	
8.3.6		Undertake Benchmarking of KPI's with other Councils and submit report to Council.	31/12/12	
8.3.7		Ensure completion of OH & S and Risk Management Audits to high standard and submit report to Council on outcomes.	31/12/12	
8.3.8		Review electronic service delivery options, make recommendations and implement initiatives to enhance delivery of Council services (Including internet access for Councillors for receipt of Council Agendas).	31/12/12	
8.3.9		Develop and maintain policies and procedures to meet occupational health, safety and welfare legislative requirements in accordance with the OHS "One System" Model in order to provide a safe and healthy	31/12/12	

		place of work and to maintain exempt employer status.		
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.	31/12/12	

8.4 PLANNING AND DEVELOPMENT

8.4.1		Finalise the completion of the BDP DPA, including Public and Government Agency consultation, and seek final approval from the Minister.	31/08/12	
8.4.2		<p>Commencement of investigations for Local Heritage places and areas :-</p> <ul style="list-style-type: none"> • Finalise a draft Project Brief for a Heritage Survey. • Undertake a selective tender process, and engage a suitable consultant to undertake the preparation of a Heritage Survey. • The Heritage Survey process should include a review of the 1984 Heritage Survey, appropriate community consultation, inspection of all State and Local Heritage places, and the establishment of an appropriate photographic record. • It should be noted that the preparation of a Statement of Intent for a Heritage DPA, and a subsequent Heritage DPA would follow the completion of the Heritage Survey (subject to Council approval). 	31/12/12	
8.4.3		<p>Country/Rural Living and Township Expansion DPA</p> <ul style="list-style-type: none"> • Finalise draft DPA and undertake Government Agency consultation, followed by public consultation, as requested by the Minister (not concurrently). • Progress the DPA through to seeking final approval from the Minister. 	31/12/12	
8.4.4		Gateway Precincts DPA		

		<ul style="list-style-type: none"> Undertake public and Government Agency consultation. Finalise DPA and seek approval from the Minister. 	31/10/12	
8.4.5		Completion of all works for free-holding of land at Cape Douglas and submit report to Council outlining the final financial outcome	30/06/12	
8.4.6		Undertake review of current Council Policies relevant to the Planning and Development area in conjunction with the Manager, Governance and Policy.	31/12/12	
8.4.7		Ongoing review of planning processes to ensure DA's processed in accordance with Council's Service Standards.	31/12/12	
8.4.8		Submit a report to Council on implementation of Council's Coastal Management Plan.	31/12/12	
8.4.9		<p>Proposed Port MacDonnell Township Expansion DPA.</p> <ul style="list-style-type: none"> Engage a consultant to undertake the preparation of the DPA. Prepare a Statement of Intent (SOI) and seek agreement from the Minister. Once the SOI is agreed to, proceed to prepare the draft DPA. 	31/12/12	
8.4.10		<p>Proposed Country/Rural Living Review and preparation of a Country/Rural Living Master Plan.</p> <ul style="list-style-type: none"> Engage a consultant to undertake the Review and preparation of the Master Plan. The process shall involve appropriate community consultation. 	31/12/12	

8.5 ENVIRONMENTAL HEALTH

8.5.1		In conjunction with other Managers, produce a ten year integrated asset management system (incorporating Council CWMS Scheme) for all Council owned/managed major assets to meet Legislative requirements, including regular reporting on impairment of assets.	31/12/12	
8.5.3		Achievement of goals and tasks within stipulated time frames as determined by the OH & S Committee	31/12/12	
8.5.4		Investigate feasibility of reuse of effluent water from existing Council CWMS.	31/12/11	
8.5.5		Submit an annual report on status of recycling and participation rates.	31/12/12	
8.5.6		Coordinate preparation of documentation, calling of tenders, awarding of contract and supervision of construction of wastewater system at Donovans and submission of report to Council on the financial status of the completion of the project.	31/12/12	
8.5.7		Produce report on illegal dumping and success or otherwise of signage and additional possible strategies to curb illegal dumping.	30/07/12	
8.5.8		Preparation of documentation for Community Waste Water Management Schemes at Nene Valley and Racecourse Bay to be relisted in the LGA Priority List	30/04/12	

8.6 SALEYARDS

8.6.1		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.	31/12/12	
8.6.2		Complete the effluent disposal system and submit report on completion to the Saleyards Committee.	30/06/12	
8.6.3		Conduct maintenance and improvements in accordance with budgeted plans	31/12/12	
8.6.4		Undertake various works to comply with OH & S requirements	31/12/12	
8.6.5		Provide assistance to Council Managers in seeking funding for the installation of new scales and drafting facilities.	30/06/12	
8.6.6		Coordinate the preparation of documentation, calling of tenders, awarding of tenders and supervision of the installation of new scales and drafting facility.	31/12/12	

8.7 WORKS

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.	31/12/12	
8.7.2		Ensure achievement of goals and tasks within stipulated time frames as determined by the OH&S Committee.	31/12/12	
8.7.3		Undertake Annual review of Council's 10 Year Roadworks Program, utilising new Aceam Asset management System, and submit to Council/Works Committee.	31/12/12	
8.7.4		Prepare report to Works Committee on 10 year Plant and Machinery Plan to complement the 10 Year Roadworks Plan	31/12/12	
8.7.5		Prepare a report on an annual basis of all Road Funding and Works Projects Applications submitted and the outcomes of such applications	31/12/12	
8.7.6		<p>Prepare and submit funding application for the wharf, upgraded boat ramp, additional car parking and associated facilities to the South Australian Boating Facilities Advisory Committee following endorsement by Council to submit the application.</p> <p>Liase with Department for Planning Transport and Infrastructure on funding for a new recreational jetty at Port MacDonnell</p>	<p>30/06/12</p> <p>31/12/12</p>	
8.7.7		Liase with Department of Planning, Transport and Infrastructure regarding their proposal for the funding of the upgrade of the Blackfellows Caves boat ramp and following endorsement by Council, implement upgrade.	31/12/12	

**DISTRICT COUNCIL OF GRANT
BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2012
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	43,049	43,927	44,804	45,682	46,559	47,436
1A inc. 2	43,741	44,619	45,496	46,373	47,251	48,128
1A inc. 3	44,433	45,310	46,188	47,065	47,943	48,820
1A inc. 4	45,817	46,694	47,571	48,449	49,326	50,204
1 inc. 1	46,669	47,547	48,424	49,301	50,179	51,056
1 inc. 2	47,246	48,124	49,001	49,879	50,756	51,633
1 inc. 3	48,053	48,930	49,808	50,685	51,562	52,440
1 inc. 4	48,243	49,120	49,998	50,875	51,753	52,630
1 inc. 5	49,783	50,660	51,538	52,415	53,293	54,170
1 inc. 6	50,647	51,524	52,402	53,279	54,156	55,034
2 inc. 1	51,465	52,342	53,219	54,097	54,974	55,852
2 inc. 2	52,330	53,207	54,084	54,962	55,839	56,717
2 inc. 3	53,195	54,072	54,949	55,827	56,704	57,582
2 inc. 4	54,060	54,937	55,814	56,692	57,569	58,447
3 inc. 1	55,082	55,962	56,842	57,722	58,602	59,482
3 inc. 2	55,950	56,829	57,709	58,589	59,469	60,349
3 inc. 3	56,817	57,697	58,577	59,457	60,337	61,217
3 inc. 4	57,685	58,564	59,444	60,324	61,204	62,084
4 inc. 1	58,719	59,602	60,484	61,367	62,249	63,132
4 inc. 2	59,589	60,472	61,354	62,237	63,119	64,002
4 inc. 3	60,401	61,283	62,165	63,048	63,930	64,813
4 inc. 4	61,271	62,153	63,035	63,918	64,800	65,683
5 inc. 1	62,318	63,203	64,088	64,973	65,858	66,743
5 inc. 2	63,190	64,075	64,960	65,845	66,730	67,615
5 inc. 3	64,063	64,948	65,833	66,718	67,603	68,488
6 inc. 1	65,703	66,591	67,478	68,366	69,254	70,141
6 inc. 2	67,161	68,049	68,936	69,824	70,711	71,599
6 inc. 3	68,620	69,507	70,395	71,282	72,170	73,057
7 inc. 1	70,277	71,167	72,057	72,947	73,837	74,727
7 inc. 2	71,739	72,629	73,519	74,409	75,299	76,189
7 inc. 3	73,201	74,091	74,981	75,871	76,761	77,651
8 inc. 1	75,169	76,061	76,954	77,846	78,739	79,632
8 inc. 2	76,928	77,820	78,713	79,605	80,498	81,390
8 inc. 3	78,688	79,580	80,473	81,365	82,258	83,150

**DISTRICT COUNCIL OF GRANT
BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2013
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	\$44,771	\$45,684	\$46,596	\$47,509	\$48,421	\$49,334
1A inc. 2	\$45,491	\$46,403	\$47,316	\$48,228	\$49,141	\$50,053
1A inc. 3	\$46,210	\$47,123	\$48,035	\$48,948	\$49,860	\$50,773
1A inc. 4	\$47,649	\$48,562	\$49,474	\$50,387	\$51,299	\$52,212
1 inc. 1	\$48,536	\$49,449	\$50,361	\$51,274	\$52,186	\$53,099
1 inc. 2	\$49,136	\$50,049	\$50,961	\$51,874	\$52,786	\$53,699
1 inc. 3	\$49,975	\$50,887	\$51,800	\$52,712	\$53,625	\$54,537
1 inc. 4	\$50,173	\$51,085	\$51,998	\$52,910	\$53,823	\$54,735
1 inc. 5	\$51,774	\$52,687	\$53,599	\$54,512	\$55,424	\$56,337
1 inc. 6	\$52,673	\$53,585	\$54,498	\$55,410	\$56,323	\$57,235
2 inc. 1	\$53,523	\$54,436	\$55,348	\$56,261	\$57,173	\$58,086
2 inc. 2	\$54,423	\$55,335	\$56,248	\$57,160	\$58,073	\$58,985
2 inc. 3	\$55,322	\$56,235	\$57,147	\$58,060	\$58,972	\$59,885
2 inc. 4	\$56,222	\$57,135	\$58,047	\$58,960	\$59,872	\$60,784
3 inc. 1	\$57,451	\$58,368	\$59,286	\$60,204	\$61,122	\$62,039
3 inc. 2	\$58,355	\$59,273	\$60,191	\$61,109	\$62,026	\$62,944
3 inc. 3	\$59,260	\$60,178	\$61,096	\$62,013	\$62,931	\$63,849
3 inc. 4	\$60,165	\$61,083	\$62,000	\$62,918	\$63,836	\$64,754
4 inc. 1	\$61,420	\$62,343	\$63,267	\$64,190	\$65,113	\$66,036
4 inc. 2	\$62,330	\$63,254	\$64,177	\$65,100	\$66,023	\$66,946
4 inc. 3	\$63,179	\$64,102	\$65,025	\$65,948	\$66,871	\$67,794
4 inc. 4	\$64,089	\$65,012	\$65,935	\$66,858	\$67,781	\$68,704
5 inc. 1	\$65,371	\$66,300	\$67,228	\$68,156	\$69,085	\$70,013
5 inc. 2	\$66,286	\$67,215	\$68,143	\$69,072	\$70,000	\$70,928
5 inc. 3	\$67,202	\$68,130	\$69,058	\$69,987	\$70,915	\$71,843
6 inc. 1	\$69,120	\$70,054	\$70,987	\$71,921	\$72,855	\$73,788
6 inc. 2	\$70,653	\$71,587	\$72,521	\$73,454	\$74,388	\$75,322
6 inc. 3	\$72,188	\$73,122	\$74,055	\$74,989	\$75,923	\$76,856
7 inc. 1	\$74,142	\$75,081	\$76,020	\$76,959	\$77,898	\$78,837
7 inc. 2	\$75,685	\$76,624	\$77,563	\$78,502	\$79,441	\$80,380
7 inc. 3	\$77,227	\$78,166	\$79,105	\$80,044	\$80,983	\$81,922
8 inc. 1	\$79,529	\$80,473	\$81,417	\$82,362	\$83,306	\$84,250
8 inc. 2	\$81,389	\$82,334	\$83,278	\$84,222	\$85,167	\$86,111
8 inc. 3	\$83,251	\$84,196	\$85,140	\$86,085	\$87,029	\$87,973

**DISTRICT COUNCIL OF GRANT
BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2012
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	66,265.54	67,160.65	68,055.76	68,950.87	69,845.98	70,741.09
1 inc. 2	67,735.58	68,630.69	69,525.81	70,420.92	71,316.03	72,211.14
1 inc. 3	69,206.78	70,101.89	70,997.00	71,892.11	72,787.22	73,682.33
2 inc. 1	70,876.67	71,774.31	72,671.95	73,569.59	74,467.23	75,364.87
2 inc. 2	72,350.87	73,248.51	74,146.15	75,043.79	75,941.44	76,839.08
2 inc. 3	73,825.07	74,722.71	75,620.36	76,518.00	77,415.64	78,313.28
3 inc. 1	75,808.18	76,708.35	77,608.53	78,508.70	79,408.87	80,309.04
3 inc. 2	77,581.98	78,482.16	79,382.33	80,282.50	81,182.67	82,082.84
3 inc. 3	79,356.94	80,257.11	81,157.28	82,057.46	82,957.63	83,857.80
4 inc. 1	81,409.77	82,312.47	83,215.18	84,117.88	85,020.58	85,923.29
4 inc. 2	83,724.39	84,627.10	85,529.80	86,432.50	87,335.21	88,237.91
5 inc. 1	86,860.53	87,765.76	88,671.00	89,576.23	90,481.46	91,386.70
5 inc. 2	89,181.64	90,086.88	90,992.11	91,897.34	92,802.58	93,707.81
6 inc. 1	92,340.49	93,248.25	94,156.02	95,063.78	95,971.55	96,879.31
6 inc. 2	94,668.09	95,575.86	96,483.62	97,391.39	98,299.15	99,206.92
7 inc. 1	97,849.65	98,759.95	99,670.24	100,580.54	101,490.84	102,401.13
7 inc. 2	101,350.79	102,261.09	103,171.38	104,081.68	104,991.98	105,902.27
8 inc. 1	106,313.75	107,226.57	108,139.40	109,052.23	109,965.06	110,877.88
8 inc. 2	110,994.91	111,907.74	112,820.57	113,733.39	114,646.22	115,559.05
9	118,343.88	119,259.23	120,174.59	121,089.95	122,005.31	122,920.67
10	130,438.90	131,356.79	132,274.68	133,192.57	134,110.46	135,028.35
11	142,598.82	143,519.24	144,439.66	145,360.08	146,280.50	147,200.92
12	154,823.64	155,746.59	156,669.54	157,592.50	158,515.45	159,438.40

**DISTRICT COUNCIL OF GRANT
BASE AGREEMENT SALARY LEVELS AS AT 1ST JANUARY 2013
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	70,307.74	71,257.45	72,207.16	73,156.87	74,106.58	75,056.30
1 inc. 2	71,867.45	72,817.17	73,766.88	74,716.59	75,666.30	76,616.02
1 inc. 3	73,428.39	74,378.10	75,327.82	76,277.53	77,227.24	78,176.95
2 inc. 1	75,412.77	76,367.86	77,322.95	78,278.04	79,233.13	80,188.23
2 inc. 2	76,981.32	77,936.42	78,891.51	79,846.60	80,801.69	81,756.78
2 inc. 3	78,549.88	79,504.97	80,460.06	81,415.15	82,370.24	83,325.33
3 inc. 1	80,887.33	81,847.81	82,808.30	83,768.78	84,729.27	85,689.75
3 inc. 2	82,779.98	83,740.46	84,700.94	85,661.43	86,621.91	87,582.40
3 inc. 3	84,673.85	85,634.34	86,594.82	87,555.30	88,515.79	89,476.27
4 inc. 1	87,108.45	88,074.35	89,040.24	90,006.13	90,972.02	91,937.92
4 inc. 2	89,585.10	90,550.99	91,516.89	92,482.78	93,448.67	94,414.56
5 inc. 1	93,201.35	94,172.66	95,143.98	96,115.30	97,086.61	98,057.93
5 inc. 2	95,691.90	96,663.22	97,634.53	98,605.85	99,577.17	100,548.48
6 inc. 1	99,358.37	100,335.12	101,311.88	102,288.63	103,265.39	104,242.14
6 inc. 2	101,862.87	102,839.62	103,816.38	104,793.13	105,769.89	106,746.64
7 inc. 1	105,579.77	106,561.98	107,544.19	108,526.40	109,508.61	110,490.82
7 inc. 2	109,357.50	110,339.71	111,321.92	112,304.13	113,286.34	114,268.55
8 inc. 1	115,031.47	116,019.15	117,006.83	117,994.51	118,982.19	119,969.87
8 inc. 2	120,096.49	121,084.17	122,071.85	123,059.53	124,047.21	125,034.89
9	128,403.11	129,396.27	130,389.43	131,382.60	132,375.76	133,368.92
10	141,917.53	142,916.19	143,914.85	144,913.52	145,912.18	146,910.84
11	155,575.32	156,579.50	157,583.67	158,587.85	159,592.03	160,596.21
12	169,377.07	170,386.77	171,396.48	172,406.19	173,415.90	174,425.61

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: $Cx \times 1.3 \times \text{HR}$

Where : Cx = 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:

$$\frac{(20 + 20 + 20 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5 + 37.5)}{10} \times 13 \times \$20.30$$

$$= \frac{322.5}{10} \times 13 \times \$20.30$$

$$= 32.25 \times 13 \times \$20.30$$

$$= \$8,510.78$$

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

$$30 \times 1.3 \times \$20.30$$

$$= \$791.70$$

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