

DISTRICT COUNCIL OF MOUNT BARKER INSIDE STAFF ENTERPRISE AGREEMENT, NUMBER 6, 2012

File No. 2408 of 2012

**This Agreement shall come into force on
and from 26 June 2012 and have a life
extending until 31 December 2014.**

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



DATED 26 JUNE 2012.

COMMISSION MEMBER





The District Council of
Mount Barker

District Council of Mount Barker

Inside Staff

Enterprise Agreement No 6, 2012

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PART 1 - THE AGREEMENT

1.1 TITLE

This Agreement shall be referred to as 'The District Council of Mount Barker Inside Staff Enterprise Agreement, Number 6, 2012'

1.2 PARTIES BOUND

This Agreement shall be binding on: -

- The District Council of Mount Barker
- Amalgamated ASU (SA) State Union
- The employees employed by the District Council of Mount Barker pursuant to the South Australian Municipal Salaried Officers Award, as amended, with the exception of:
 - Chief Executive Officer; and
 - General Managers.

1.3 DATE AND PERIOD OF OPERATION

This Agreement will come into operation from the date of approval by the South Australian Industrial Relations Commission. For salary rate purposes only, Council will backdate the first year salary rate changes to the first full pay period occurring on or after 1 January 2012.

The nominal expiry date of this Agreement will be 31 December 2014. The terms and conditions of this Agreement shall continue to be applied beyond the nominal expiry date until the parties enter into a new agreement to cover the terms and conditions of employment for employees covered by this Agreement.

The Parties agree to commence negotiations for a new agreement six (6) months prior to the nominal expiry date of this Agreement.

1.4 RELATIONSHIP TO CURRENT AWARD

This Agreement shall be read in conjunction with the Award provided that where there is any inconsistency between this Agreement and the Award, this Agreement shall prevail to the extent of that inconsistency. Provided that where this Agreement is silent, the Award shall prevail.

This Agreement shall supersede all previous Certified and Referral Agreements.

1.5 NO EXTRA CLAIMS

The Parties undertake that for the life of this Agreement there shall be no further claims.

This Agreement shall not preclude a state wage case, for economic adjustment purposes, from being accessed by those covered by this agreement. Such Wage Case decisions must clearly determine that any such increases are in addition to Enterprise Bargaining increases.

1.6 DEFINITIONS

For the purpose of this Agreement: -

Act	means the Fair Work Act 1994 (SA)
Agreement	means the District Council of Mount Barker Inside Staff Agreement No 6, 2012
Award	means the South Australian Municipal Salaried Officers Award
Consultation	means the sharing of information and the exchange of views in the formulation of plans which have a direct impact upon employees. It provides employees with the genuine opportunity to contribute effectively to decisions and have their viewpoints heard and taken into account.
Continuous Improvement	means the ongoing identification and implementation of improved work and management practices to improve the efficiency and effectiveness of the service provided to enable to delivery of value and quality to our stakeholders
Continuous Service	mean service is deemed to be continuous under an unbroken contract of employment and includes a period of leave, or a period of absence authorised by the employer. The Award and Local Government Act (as amended) provides certain periods of service to be regarded as continuous
Council	means the District Council of Mount Barker
Employee	means any person employed directly by the Council who performs work covered by this Agreement
Employee Representative	means an employee member who nominates and is elected to represent staff on relevant committees
Labour Hire Employees	means workers who are employees of a third party organisation hired out on a casual or contract basis to work at the District Council of Mount Barker (Council). Council is charged an hourly, daily or weekly fee for this worker and the third party organisation covers all employment costs.
Normal Full-time Working Hours	shall mean 7.6 hours per day
Ordinary Time	will mean the hourly rate of pay applicable to the employee's classification and incremental step exclusive of any penalty rates or loadings.
Registered Nurse	means an employee who is registered by the Nurses Board of South Australia as a Registered General Nurse and who holds a current practicing certificate.



Required	for the purposes of allowances and hours of work 'Required' shall mean where the employee is instructed by their Manager and/or General Manager to undertake additional hours of work
Significant Change	means major changes in the composition, operation, size of the workforce or in the skills required, alteration of the hours of work, the need for retraining or transfer of employees to other work or location and the restructuring of jobs. Provided that where the Award or this Agreement makes provision for alteration of any of the matters referred to herein that matter shall be deemed not to have significant effect
Total Weekly Salary	Means regular weekly salary plus penalty rates where it is a regular feature of the employee's work
Union	means the Amalgamated ASU (SA) State Union

PART 2 - PRINCIPLES

2.1 OBJECTIVE OF THE AGREEMENT

It is the objective of this Agreement to implement work practices so as to provide for more flexible working arrangements, which will improve the efficiency and productivity of Council, enhance skills and job satisfaction of all employees, and assist positively in ensuring that this Council becomes a more efficient enterprise.

It is the view of all the parties that the objective of this agreement is to facilitate:

- Workplace productivity and cost effectiveness
- Flexible working arrangements
- Enhanced services to Council's stakeholders including residents and visitors.
- Implementation of Council's Strategic Plan and Corporate Plan.
- The development and maintenance of a productive and harmonious working relationship.
- A high level of skill, innovation, excellence and to enhance careers and benefits among employees through the provision of training and skills improvement programs.
- An environment where all parties are involved in decision-making processes.
- The recognition and commitment of employees past productivity and efficiency improvements.

Both Council and employees are committed to co-operating positively, to implement work practices that are flexible and meet the requirements of Council and employees.

2.2 CONTINUOUS IMPROVEMENT

The parties agree that participation by employees is essential in decisions which involve work methods and related practices. This is to ensure that employees are able to contribute their particular knowledge and understanding to improve workplace operations and to engender a sense of commitment through the ability to influence matters which affect the way work is performed.

Continuous improvement is a key to ensuring Council provides appropriate quality cost effective services to the community. As part of meeting the changing needs of the community, both parties are committed to a process of ongoing improvement and to ensuring that all areas of the Council are operating at a high level of efficiency, cost effectiveness and customer satisfaction.

Employees are committed to continue their efforts in striving to achieve continuous improvement in the workplace. In that regard employees are encouraged to monitor and review work practices and the like to identify enhancements of areas that may potentially improve performance.

2.3 BEST PRACTICE

The parties agree to work with a high degree of commitment towards "Best Practice", which is the best way of doing things. It is a process of constant change and adaptation in order to strive for the highest standards of productivity, efficiency and customer service. Best Practice is not fixed. At any particular point in time, it is the method of operation undertaken to achieve exemplary levels of performance. Best Practice is not restricted to an examination of costs alone, but also includes quality and timeliness of delivery.

The parties recognise that given that no agreed benchmarks and/or key performance indicators were in place, it is difficult to quantify past improvements.

This Agreement recognises the Council's commitment to achieve (over time) environmental sustainability throughout the entire organisation and the role and involvement all employees will play in contributing to the Council's goal in this respect.

The parties continue their commitment to becoming a Best Practice Council. This has and will continue to be reflected in a positive shift in culture, multi-skilling and improved flexible management. In order to become a Best Practice Council, there is also a commitment to continuous improvement through training and learning, with a highly skilled and flexible workforce and recognition of the value of all employees within Council.

2.4 PRODUCTIVITY IMPROVEMENTS

The parties recognise that team work is a key factor for achieving future productivity improvements and more particularly, as a means of increasing employee job satisfaction and work productivity. It is recognised that the primary role of key performance indicators will be to assist employees in the attainment of corporate goals in the best interests of customers, employees and for Council, in improving the quality of its services.

During the life of this Agreement, key performance indicators will be further developed (and refined) collaboratively by management and employees.



The parties are committed to ensuring that all areas of Council operate at a superior level of efficiency and cost effectiveness. Key performance indicators shall include a range of measures ensuring that success is not limited to cost saving measures alone and may include (but not limited to) the following:

- Customer service, satisfaction and/or value (internal and external)
- Wastage and rework
- Service delivery costs
- Workforce participation in productivity improvements
- Equipment down time
- Occupational Health, Safety and Welfare improvements
- Use of external service providers / contractors.

2.5 ENTERPRISE BARGAINING COMMITTEE

The Enterprise Bargaining Committee (EBC) has a crucial role to play in monitoring the implementation and progress of this Agreement

The Enterprise Bargaining Committee for this Agreement shall consist of:

- Employer representatives employed by the Council.
- A minimum of 3 employee representatives employed by the Council
- A union workplace representative
- An union official.

The EBC will develop a terms of reference and meet on a quarterly basis (or as required) during the life of this Agreement. The EBC will at all times strive to resolve any issues raised by consensus. Staff with any concerns may approach any member of the EBC (or their line manager) to ensure issues are raised and addressed.

The EBC will take into account the views of all employees irrespective of union membership.

EBC meetings will be documented and the outcomes communicated to all staff. The EBC will also monitor the progress of the productivity objectives contained in this agreement and will have a role in helping to develop the organisation. The EBC may make recommendations to management in regard to any matters within the established terms of reference.

The EBC is not intended to replace normal line management decision making or responsibility for discussing and resolving issues, rather to provide an additional means to monitor the progress of the Agreement.

The quorum for any meeting will be 4 members, one of which must be a management representative and one staff member representative.

2.6 WORKPLACE REPRESENTATIVES

The Employer acknowledges and accepts the rights of employees to belong to a union and to be represented by their Union Workplace Representative(s), Deputy Union Workplace representative, union official or other representation.

The union workplace representative and deputy will be treated with the same respect as any employee, meet with management and staff to discuss union matters and issues affecting the workplace and receive the training, support and access to resources to effectively fulfill their role.

PART 3 – ORGANISATIONAL CHANGE

3.1 DEVELOPING OUR WORKPLACE CULTURE

Council understands that effective leadership and teamwork are crucial to achieving Council's goals, maximising community benefit and employee satisfaction. The parties will work towards building our workplace culture that shows mutual concern for getting the job done (task) and for satisfying the needs of the individual or group (people). Basic characteristics of a positive culture include:

- A tendency toward consensus decision making
- The ability to generate creative solutions
- A high level of enjoyment and satisfaction
- A commitment to increasing organisational effectiveness.

3.2 CHANGE MANAGEMENT

The parties recognise that organisational change is essential to meeting the needs and expectations of the community

Management shall, through the EBC, consider employee initiated change with regards to developing and enhancing Council's desired workplace culture and/or improved workplace environment and productivity.

Council is committed to honest and open consultation with employees and their representatives. Any proposed significant change(s) will be subject to consultation with directly affected employees.

Changes should be planned and take into account all resource implications, particularly those which are related to employees. No matter how small the organisational change, the likely consequence of such change should be considered and possible scenarios, including the financial and human costs of each, considered. Council will deal fairly and objectively with the individuals affected by change and minimise disruption, distress and costs to both employees and the organisation itself.

Employees and/or their nominated representatives, directly affected by management's plans will be consulted regarding these plans and their implementation.

Consultation will include both verbal and written communication. Council shall provide in writing to the employees, the Union and their representatives on request all

relevant information concerning the proposed change, including the expected effects on employees. The input of employees and that of their representatives through consultation will be genuinely considered before finalizing plans and implementation.

3.3 EMPLOYEE SECURITY

The Council is committed to the concept of permanent employees, however the importance of a flexible workforce enabling Council to respond to changing community demand and legislative requirements is also acknowledged. It is therefore recognised that Council's workforce will need to comprise a mixture of full-time, part-time and casual employees, employees on fixed term contracts and labour hire employees (eg: temporary agency). This mix will provide the flexibility necessary to enable Council to provide security of tenure to permanent employees.

Where an employee is on a contract subject to external funding, and further funding has been secured and accepted by Council, the existing incumbent will be given the first right of refusal for a new contract in accordance with the new funding arrangement.


Council is committed to providing career development for its existing employees. Vacancies for new or existing positions will usually be advertised internally in the first instance, however, in some situations vacancies will be advertised internally and externally concurrently, eg where the identified skill mix is not readily available internally.

3.4 NO FORCED REDUNDANCIES

For the period of this Agreement there will be no forced redundancies. Natural attrition, redeployment and voluntary redundancies will be used where organisational requirements determine that positions are no longer required.

3.5 REDEPLOYMENT

- a) Where the employer, following full consultation with employees, and the union to which the employee belongs or other representative, deems the employee's position is no longer required, every endeavour will be made to redeploy the person to the same classification level or to a level immediately below the current level.
- b) Where a Redeployee is placed in a position at a lower classified level: -
 - i. Council will provide for the maintenance of salary, as at the date of redeployment, at their existing level (maintained salary).
 - ii. The employee's new substantive classification will be the highest annual increment of the level one-level below their existing level. (eg. Maintained salary is Level 6 Step 2. New substantive classification will be Level 5 Step 3).
 - iii. The redeployed employee will not be entitled to any annual increase in salary, or increase as negotiated under the Enterprise Bargaining Agreement, until such time as the salary relevant to the lower substantive classification is equal to, or above, the maintained salary.
 - iv. The Council will seek opportunities to retrain and redevelop the employee to enable them to establish themselves at their previous classification level.




The Council will provide training, if required, to assist the redeployed employee into the new position.

- c) Where a redeployee has declined reasonable offers of redeployment to suitable alternative positions in accordance with this agreement a transfer may be affected without the agreement of the employee provided the employee has access to the dispute settlement procedures as outlined in the Enterprise Agreement. Any such transfer will not take place without consultation with the employee's representative.
- d) Should Management be unable to re-deploy or transfer the unattached employee then the CEO may consider offering a Voluntary Separation Package in accordance with this agreement.

3.6 VOLUNTARY SEPARATION PACKAGE

Where an employee is offered by the CEO a Voluntary Separation Package (VSP) the terms of the redundancy will be:

- a) eight weeks (8) notice of termination or payment of eight weeks total weekly salary in lieu thereof, to be decided by mutual agreement.
- b) A redundancy payment at the rate of three (3) weeks total weekly salary as severance payment for each year of continuous service with the District Council of Mount Barker, to a maximum payment of 104 weeks. The maximum payment will include the above eight (8) weeks payment in lieu of notice.
- c) 10% outplacement, based on gross annual wages as shown on the group certificate at 30 June of the preceding financial year. This amount will be made available for a period of 12 months from the date of termination (or until permanent part time or full time employment is secured within the 12-month period) for the purposes of outplacement assistance. The amount is available on a reimbursement basis on production of GST tax invoices.
- d) Long Service Leave as accrued for all completed years worked.
- e) The employee resigning from all positions in which he/she is employed by Council or the employee be terminated from all positions in which he/she is employed by Council.
- f) The employee having notified their manager of each and every injury or disability which they could reasonably be aware of and believes were, or could possibly have been sustained by them during the period of their employment with Council.
- g) The employee not suffering any work related injury between the date of the offer of the separation package and the time at which the employee commences their journey home on the final day of employment.
- h) The employee not having any outstanding claim for income maintenance pursuant to the Worker's Rehabilitation and Compensation Act 1986.
- i) The Council has the right to amend the amount payable to the employee due to a financial or clerical error in calculating the package. However, if the amount payable to the employee is less than that previously advised the



employee will have the right to decline acceptance of the VSP.

- j) Where an employee who has accepted an offer of a VSP dies before the date of resignation or before payment of the separation package, payment of the employee's separation package will be made in the same manner as other outstanding payments (eg Long Service Leave) to the employee's Estate.
- k) The employee understands that he/she will not be eligible for re-employment with Council for a period of two (2) years from the date of resignation.
- l) Each VSP requires the specific approval of the Chief Executive Officer, notification to the appropriate Union and advice to, and discussion with, the staff of the relevant Department of associated work changes.
- m) Any dispute arising under the provisions of this Clause will be dealt with in accordance with the Dispute Avoidance/Resolution Procedures as set out herein.

PART 4 – WORK ARRANGEMENTS

4.1 HOURS OF WORK

Normal full-time working hours shall be 7.6 hours per day plus 0.4 hours per day to enable the accruing of a Rostered Day Off (RDO), exclusive of a minimum 30 minute unpaid lunch break.

Full-time employees, upon working the additional 0.4 hours per day or 4 hours in a 2 week period, shall be entitled to one (1) RDO on full pay each four (4) week period with the exception of those employees who elect to access flexible work arrangements through working 76 hours per fortnight (eg 9 day fortnight).

For the purposes of public holiday and sick leave only, a total of 8 hours per day will be calculated to reflect the hours which the employee would have worked. This will allow the continuity of the accruing hours for the purposes of enabling a RDO.

An employee's normal hours of work for the purposes of taking Annual Leave shall be 7.6 hours per day. RDO's will not be accrued whilst on Annual Leave.

The ordinary hours of work for a full-time employee shall be no more than 8 hours per day (other than employees who work a 9 day fortnight) and an average of 38 hours per week to be worked between the span of 7.30am and 8.30pm Monday to Friday inclusive. An unpaid meal break of a minimum of 30 minutes is to be taken on each day worked. Normal hours worked shall be as agreed between the employee and his/her manager. Such normal hours may be varied by mutual agreement.

Any change to the current opening hours for the Library must be mutually agreed between the library employees and their General Manager.

Employees in consultation with their respective manager may elect to vary their own starting and finishing times within the stipulated ordinary span of hours to suit their personal needs with the primary factor in any decision being productivity and responsiveness in the delivery of services.

By mutual agreement between the employee and the respective manager the number of ordinary hours worked by an employee in one day may be altered provided

however that an employee can work no more than ten (10) hours in one day between the hours of 7.30am and 8.30pm Monday to Friday without attracting penalty rates.

4.2 PENALTY RATES

Hours worked outside the ordinary span of hours shall be by mutual agreement between the employee and employer.

This time shall be paid at the appropriate penalty rate or be taken as time off in lieu multiplied by the appropriate penalty rate to be taken at a time mutually agreed between the employee and their respective manager.

Employees who as part of their normal hours of duty perform work on Monday to Friday outside of the span of hours set out in Clause 4.1 shall receive a loading of 15% in addition to their ordinary time rate of pay for all time worked outside of those hours.

Employees who as part of their normal hours of duty perform work on Saturdays shall receive a loading of 50% in addition to their ordinary time rate of pay.

Employees who as part of their normal hours of duty perform work on Sundays shall receive a loading of 100% in addition to their ordinary time rate of pay.

4.3 ROSTERED DAY OFF

As outlined in Clause 4.1 – Hours of Work, an employee may work an plus 0.4 hours per day to enable the accruing of a Rostered Day Off (RDO). RDO's shall be scheduled by mutual agreement between the employee and the respective manager.

Notwithstanding any other provisions of this clause, an employee shall not be entitled to more than 12 paid RDO's in any 12 months of consecutive employment.

Employees may choose to bank their RDO's up to a maximum of three (3) days and choose to either take that time off as individual days or in blocks of days at a time mutually agreed between the employee and their respective manager.

Where an employee works a 76 hour fortnight (eg 9 day fortnight, condensed hours), the employee will not be entitled to an RDO.

4.4 TIME OFF IN LIEU

In supporting a flexible workplace, employees may elect to work additional hours subject to mutual agreement with their manager. These hours will be in addition to those accrued for RDO's and are over their normal contracted hours of work. Additional hours accrued will be at normal time, unless indicated in Clause 4.1 – Hours of Work.

To ensure a work-life balance is maintained, no more than 76 hours TOIL may be accrued.

4.5 OVERTIME

Employees may be required to work reasonable overtime. In these circumstances, the hours worked will attract overtime rates in accordance with the Award.

Through agreement between the employer and employee, the hours may be taken as paid or as TOIL at the overtime rate.

4.6 RECALL TO WORK

An employee who is recalled to work shall be entitled to a minimum of 3 hours pay as outlined in Clause 5.7 “Call Out” of the Award.

Availability allowance will not apply.

4.7 WORK BREAKS

Tea, coffee etc. to be consumed at the employee’s workstation, unless there is direct public contact. However, it is recognised that regular breaks from workstations are appropriate having regard to OHS&W issues. These breaks should be of minimal duration.

4.8 STAFFING ARRANGEMENTS

Having regard to employee security and safety, appropriate staffing levels should be agreed by the General Manager, or his/her delegate, and the appropriate staff. A minimum of three staff are to be rostered on duty at all times during normal opening hours for both the Mount Barker Community Library and the Local Government Centre.

At least one of the employees on duty will be classified at Level 3 or higher.

4.9 PART TIME EMPLOYMENT

Where a part-time employee agrees, the employee may work up to 38 hours per week within the span of ordinary hours and shall be paid by mutual agreement between the employee and employer, at ordinary time rates or taken as time off in lieu of payment. All work performed in excess of 38 hours per week is to be paid at the appropriate overtime rate. Work performed outside of the span of ordinary hours is to attract the appropriate penalty rate.

Adjustment to all entitlements is to be made proportionate to the additional hours worked over the employee’s contractual hours of duty.

All hours worked will count for the purposes of accruing annual leave, sick leave and long service leave.

Part-time employees who work adhoc additional hours are eligible for accruing TOIL or to be paid for the hours worked by mutual agreement.

Where part-time employees work full-time hours on an agreed arrangement, then an amended employment contract shall be prepared.

Part-time and casual employees, upon completing **1976** hours, shall receive the full value of the increase to the next increment within their classification level. All hours worked shall be counted towards the calculation of hours.

Opportunities will be investigated for employees to enter into Job Share arrangements. Any job share shall be the subject of a written agreement between the Council and the respective employees.

All existing part-time employees shall be offered the opportunity to work additional hours, where practicable as determined by management, prior to new employees, whether permanent, casual or temporary, being employed.

Superannuation contributions shall be made by the employer on all hours worked.

PART 5 – TYPES OF LEAVE

5.1 TRUSTED PERSONAL LEAVE PROVISIONS

(formerly known as Sick Leave)

Council acknowledges the relationship of work and family and the importance of providing flexibility to the employee, to increase productivity and reduce absenteeism.

Employees are entitled to be paid personal leave for:

- any genuine purpose relating to his/her sickness
- any genuine purpose relating to ill-health of family or domestic caring responsibilities
- any genuine urgent situations where planning in advance to take another form of leave was not foreseeable.

Employees may take the number of days required (subject to accrued entitlements held by the employee) to recover from illness or provide care and support to ill family members. Leave will be granted on the basis of trust and the employee's genuine assessment of the need to take the leave, therefore a medical certificate to prove illness is not required.

Council reserves the right to request an employee who is absent due to personal illness for 3 consecutive days or more to provide a medical certificate indicating the date on which an employee is fit to resume duty.

Personal leave cannot be used as a supplement to any other leave type for personal activities where an employee would normally use another leave type (eg time in lieu) or where the activity can be undertaken outside of normal working hours.

Employees must contact their supervisor as early as possible on the work day they are taking personal leave or as soon as practicable in the given circumstances.

In circumstances where it is found that an employee has broken trust, inappropriately used these provisions, or where Council has a valid reason, the employee may be required to provide a medical certificate for ongoing absences where:

- an employee fails to contact their supervisor to advise they need to take personal leave within the required timeframes (as above) on more than two occasions
- where an employee has been counseled about their behaviour and continues to engage in inappropriate behaviour
- Council has a valid reason (eg pattern of absences from work, same day off after each day off).

In these instances, the issues will be discussed with the employee before a final decision is made. At this point no medical certificate or other form of evidence will be required retrospectively, but may be requested in advance for future absences.

In the absence of appropriate documentation being provided, personal leave may not be paid and the absence from work will be seen as unauthorised.

Where evidence for an absence is required, the employee may provide either a medical certificate (including, as best as possible, the date on which an employee is fit to resume duty), a Statutory Declaration or another form of advice that can reasonably substantiate the reason for the absence to Council's satisfaction.

This Clause will be read in conjunction with Clauses 6.6 Sick Leave and 6.8 Family Leave of the Award.

5.2 ADDITIONAL PERSONAL LEAVE

In extreme compassionate circumstances (ie health) where an employee has exhausted all leave entitlements up to an additional 10 days paid leave per annum may be granted provided the CEO, in consultation with the Manager People and Culture, is satisfied that such personal leave is genuine. All requests to access the additional days must be put in writing.

The additional personal leave will not be able to be accrued.

5.3 LONG SERVICE LEAVE

The District Council of Mount Barker acknowledges that long service leave liability is significant. To address this, Council seeks to develop a procedure which outlines the management of excess leave, including options available to staff to reduce Council's liability. This procedure will be developed within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and monitored by the Enterprise Bargaining Consultative Committee.

Should there be any change to the Long Service Leave Act 1987 or its successor which results in provisions that are less advantageous to employees, the provisions provided for in the South Australian Long Service Leave Act 1987 shall continue to apply for the life of this agreement.

5.4 PURCHASED LEAVE

Employees have the option, subject to approval of the General Manager, to purchase up to four (4) weeks additional leave per year.

An employee's annual salary will be reduced by the value of the amount of leave purchased. The additional purchased leave will not be able to be accrued and must be taken each year.

If the employee is unable to take the additional leave his/her salary will be adjusted at the completion of the 12 month period to take account of the fact that time worked during the year was not included in the salary. Leave will be credited at the base salary applicable at time of application.

To assist in purchased leave, Council will review the current policy within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and the operation of the policy being monitored by the Enterprise Bargaining Consultative Committee.

5.5 PARENTAL LEAVE

This clause shall be read in conjunction with Clause 6.5 of the Award.

5.5.1 *Paid Parental/Adoption Leave*

An employee (excluding casual employees) shall be granted parental/adoption leave on full pay (contracted hours) for a consecutive period of twelve (12) weeks absence in the case of the primary care giver, and two weeks absence in the case of the partner of the primary care giver, provided that:

- a) In the first instance the employee shall have a total of two years continuous service with The District Council of Mount Barker immediately prior to qualifying for the paid parental/adoption leave.
- b) The employee applies in writing to the relevant General Manager for paid parental/adoption leave, including a certificate from a qualified medical practitioner stating the expected date of birth of the child (or a statutory declaration of scheduled adoption leave date).
- c) In the case of parental/adoption leave for the primary care giver, the period of 12 weeks leave will be paid in normal fortnightly payments, in accordance with contracted hours, from the commencement of the parental/adoption leave component of the employee's leave.
- d) Any public or other statutory holiday, which may fall within the period of 12 weeks paid maternity leave, shall be counted as a day of such parental/adoption leave.
- e) Absence from work during paid parental/adoption leave shall count as service for sick leave, annual leave and long service leave purposes.
- f) Where the pregnancy of an employee terminates earlier than 20 weeks prior to the expected date of delivery, the employee's entitlement to any leave under this Clause shall cease.
- g) In addition employees who comply with the provisions as detailed in this clause can also access up to 30 days of accrued sick leave for the purposes of parental leave.
- h) In extenuating circumstances (eg overseas adoption) the employee's General Manager will consider applications for adoption leave in full or part to



employees who have a shared care-giver responsibility.

5.5.2 *Paid Parental Leave Act 2010 (PPL Act)*

The parties acknowledge that, from 1 January 2011, employees may be eligible for payment equivalent to 18 weeks pay at the Federal Minimum Wage in the event of the birth or adoption of a child.

The parties agree that, if an employee meets the eligibility criteria under the PPL Act, the employee will receive payment from the Federal Government for a period of 18 weeks as prescribed by the PPL Act as well as the 12 weeks of paid parental leave and up to 30 days of accrued sick leave under this clause (subject to meeting the Council's eligibility criteria).

The employee may make a written election as to whether he/she wishes to receive the Council and Federal Government entitlements simultaneously (both at the same time) or consecutively (one after the other).

5.5.3 *Employer Superannuation Contributions*

Employees who under the provisions of this clause have qualified for and take paid parental/adoption leave as outlined in this Agreement shall have their superannuation payments continued to be paid by Council for the period of such leave.

5.5.4 *Paid Parental Leave*

The entitlement contained in Clause 5.5.1 - Paid Parental/Adoption Leave is not affected by the Federal Government's Paid Parental Leave Scheme.

PART 6 – DEVELOPING OUR WORKFORCE

6.1 PEOPLE AND CULTURE PROCEDURES

The Council's People and Culture procedures are reference documents, which are to be observed by all employees.

All new People and Culture procedures shall be drafted by the People and Culture team and endorsed in principle by Corporate Governance Group as a "working document" for consultation. The final version of the procedure shall be completed after six (6) months and take on board the feedback provided by all parties.

The Enterprise Bargaining Committee may assist in monitoring the application of the procedures.

All procedures shall be communicated to all employees through a number of mediums, including intranet, workshops, department meetings, etc.

The procedures are reviewed every four (4) years, in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Manager People and Culture, and taking this Agreement into account.

6.2 APPOINTMENT AND PROMOTION

Council will recruit and promote staff who clearly demonstrate a commitment to the organisation's goals and the characteristics described in this Agreement.

Council will ensure that the process for recruitment and selection is fair and equitable and based on good human resource management practices.

Council has the discretion to advertise internally and externally simultaneously.

Any internal applicant who meets the essential criteria shall receive an interview, and if unsuccessful shall receive feedback regarding their application and/or interview and, if requested, shall be provided with assistance and advice in developing their skills and/or application techniques to enhance future career opportunities.

Council will develop a procedure within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and monitored by the Enterprise Bargaining Consultative Committee.

6.3 SUCCESSION PLANNING

The parties agree that good succession planning will provide employees with career pathways while reducing the cost of recruitment for Council. Management agree to develop a succession plan during the life of this Agreement and will identify potential staff to back-fill senior positions should they become vacant. Employees identified as part of a succession plan will be notified that they are part of the succession planning.

6.4 MULTI-SKILLING/HIGHER DUTIES

All parties recognise it is the desire of Council that employees continue to familiarise themselves with duties of other employees and to readily take on such duties whilst employees are absent on leave or for other purposes to fill in gaps, provided that the duties are within the skill and competence of the employee and in accordance with Occupational Health, Safety and Welfare provisions.

Providing employees with the opportunity to gain experience through performing other duties at a higher level or at the same level is seen as a method of developing employees to their full potential.

Council shall endeavour to ensure that employees are provided with the opportunity to perform other duties whilst other employees are on annual leave etc. before any external resources are utilised.

The provisions of the Award regarding Higher Duties shall only apply for formally appointed higher duty/duties responsibilities. Employees required to perform higher duties shall be formally appointed.

Multi-skilling of employees can enhance career aspects and improve job satisfaction. Flexibility in the allocation of employees to functions can improve delivery of Council services to the community.

In consultation with employee/s and provided that work can be safely undertaken, an employee/s may be required to perform work outside of their normal job description having regard to their skills, competency and capacity to perform the work. This may involve duties within the employee's classification level or at a lower classification (with no financial detriment).

Job rotation may be applied having regard to the employee's Award classification.

In the career interests of any employee and subject to agreement between the employee and their General Manager, an employee may voluntarily undertake some tasks or functions beyond their classification in order to gain additional skills/experience without the need to pay higher duties. Such occasions are to be short-term and the employee would not be replacing another employee who is absent on leave, nor would the employee undertake responsibility for the totality of another position. The employees agree that the application of this Clause is not grounds for a reclassification.

6.5 PROFESSIONAL DEVELOPMENT

Where it is identified as benefit to Council and directly related to employee's work role, employees engaged in a recognised profession, may be eligible for a rebate of fees associated with being a member of a professional body.

6.6 CLASSIFICATION REVIEW

Any request for a classification review shall be examined and determined by the employer within three months of receipt of such application. Date of reclassification shall take effect from the date the employee commenced the duties.

The applicant shall be provided with written notification of the decisions on their application and written notification of the reasons for the decisions.

Any employee not satisfied with the determination may access Part 10 - Dispute Settlement Procedures.

6.7 CLASSIFICATION OF NURSES

Council's immunisation service is staffed by registered nurses currently paid at a rate under the General Officers Stream of the Award.

The nurses shall be classified in accordance with Schedule 2 – Classification Criteria – Immunisation Nurses and remunerated in accordance with the Salary Schedule – Immunisation Nurses attached in Schedule 1.

PART 7 – DEVELOPING OUR EMPLOYEES

7.1 LEARNING AND DEVELOPMENT

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, conferences and seminars and will support and encourage employees who undertake work related private study.

It is recognised that participation in learning and development programs should result in a multi-skilled workforce with the potential to give immediate benefits to Council in improved productivity, efficiency and quality of customer service and should provide improved career options for employees.

A corporate training plan will be developed on an annual basis and will be congruent with the strategic and organisational needs of Council.

Council will ensure that all employees across all levels of the organisation have a fair and equitable opportunity to attend training programs and will maintain a register of relevant details (such as gender, age, classification level and so forth) to ensure that this occurs.

Council will develop a procedure within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and monitored by the Enterprise Bargaining Consultative Committee.

7.2 FLEXIBILITY - TRAINING

The Parties recognise the need for comprehensive training programs so as to improve the efficient operation of Council and the maintenance of proper customer service. Therefore, as a means of enabling greater flexibility in the provision of training and development opportunities, selected training programs may be conducted on Saturdays between the hours of 9.00 am and 5.00 pm or on weekday evenings Monday to Thursday between the hours of 5.00 pm and 8.30pm subject to mutual agreement.

A minimum period of 1 month's notice will be provided prior to any training program being conducted during these times. Where possible, flexible options (ie. more than one opportunity to attend a program) will be provided. No employee will be required to attend any more than an aggregate of 15 hours of this type of training in any one financial year. Payment will be at ordinary time and Council will meet expenses incurred to provide care for dependents.

PART 8 – OTHER ARRANGEMENTS

8.1 SUPERANNUATION


From 1 January 2012, Local Super will remain the default fund where employees do not advise a superannuation fund for receipt of contributions.

Choice of fund will apply from 1 January 2012 with all new employees to be provided with a standard choice form to enable them to select a fund in accordance with relevant legislation. For any employee that does not provide a choice form within an appropriate period, as determined by the employer, all contributions will be paid to Local Super.

“Local Super” means the superannuation scheme established under the Local Government Act 1934 (SA) that continued in existence under Part 2 of Schedule 1 of the Local Government Act 1999 (SA) (**1999 Act**), and continues in existence under a trust deed dated 25 November 2008 (**Trust Deed**) pursuant to amendments to the 1999 Act that took effect on 1 January 2009 and as amended from time to time.

The amount of the employer superannuation contribution will be:

- a) For each employee who is making “Salarylink Contributions” to Local Super:
 - i. 3% of the employee's salary; and
 - ii. any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Local Super from time to time to finance the Salarylink benefit for the employee; and

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

“Salarylink Contributions” has the meaning given to that term under the Trust Deed.

- b) For each other employee:
 - i. contributions which the employer must pay to a superannuation fund in respect of the employee in order to avoid becoming liable for a shortfall in respect of the employee under the Superannuation Guarantee (Administration) Act 1992 (Cth); and
 - ii. any additional superannuation contributions which the employer agrees to pay in respect of the employee.

8.2 SALARY SACRIFICE

The District Council of Mount Barker acknowledges that staff may wish to salary sacrifice any part of his/her salary to make additional contributions to Superannuation or for any other allowable purpose.

As salary sacrifice is a complex matter, it is the employee’s responsibility to seek financial advice and fully understand all implications of salary sacrifice before seeking to enter into this arrangement.

Costs associated with an employee’s salary sacrifice arrangement made through a third party provider will be borne by the employee.

The full-time and part-time employee’s gross salary for all purposes, including but not limited to annual leave and long service leave, shall be the pre-sacrificing salary.

To assist in managing salary sacrifice, Council will develop a procedure within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and monitored by the Enterprise Bargaining Consultative Committee.

8.3 ALLOWANCES

The following allowances have been taken into account in establishing the salaries and Schedules for this Agreement: -

- Reimbursement of Drivers License
- Health Surveyors Allowance
- Availability Allowance

8.4 MEAL ALLOWANCE

An employee requested to work by their manager for at least one additional hour immediately prior to their normal start time or work for at least one additional hour immediately after their normal finish time is entitled to a meal allowance in lieu of being provided with a meal.

A meal allowance will be paid for work commenced prior to 7.30am or completed after 8.30pm.

Employees who regularly work past 8.30pm or commence work prior to 7.30am may, in consultation with their General Manager, establish averaged fortnightly meal allowances averaged over 12 months provided correct and proper records are maintained.

8.5 CORPORATE WARDROBE

The District Council of Mount Barker acknowledges that staff wearing of corporate uniform provides a professional image and brand of Council. Currently Council does not have a defined corporate image and seeks to develop a procedure which outlines the purpose and intent of the Corporate Wardrobe, including reimbursement to staff. This procedure will be developed within 3 months of the certification of this Agreement, based upon the information provided by and in consultation with the employee representatives and monitored by the Enterprise Bargaining Consultative Committee.

Employees who hold positions identified in the Corporate Wardrobe Procedure as being eligible for a uniform allowance shall receive:

- An initial allowance of \$750 per financial year upon completion of their probationary period and confirmation of employment
- A subsequent allowance of \$465 per financial year.

Remaining staff who elect to purchase the corporate uniform shall receive an allowance of \$255 per financial year upon completion of their probationary period and confirmation of employment.

Part-time employees shall receive the allowance proportioned to the hours contracted to work

Where there is an unspent uniform allowance amount remaining at the end of the financial year, it will be forfeited.

Corporate Wardrobe allowances do not equate to cash payment. Any outstanding liability pursuant to the purchase of a corporate wardrobe and the above value of the allowance shall be paid in full by the employee by 30 June annually, or deducted from any monies due if the employee leaves the service of Council.

8.6 INCOME PROTECTION

It is recognised that long term sickness or injuries can happen to anyone and can have a devastating affect on the individual's personal and financial affairs. In support of employees and their families Council will facilitate access to income protection insurance through the Local Government Risk Services or other agreed provider as agreed between the parties. The cost of income protection insurance will be borne by the employer.

8.7 ANNUAL LEAVE LOADING

Annual Leave Loading is incorporated in the salaries as shown in Schedule A – Salaries

PART 9 – SALARY ADJUSTMENTS

9.1 FIRST PAYMENT

A salary increase of 4% effective from the commencement of the first full pay period on or after 1 January 2012.

9.2 SECOND PAYMENT

A salary increase of 4% effective from the commencement of the first full pay period on or after 1 January 2013.

9.3 THIRD PAYMENT

A salary increase 4%, effective from the commencement of the first full pay period on or after 1 January 2014.

Salaries shall be paid by Electronic Funds Transfer (EFT) into the employee's nominated bank account.

PART 10 – DISPUTE RESOLUTION PROCEDURE

The purpose of the Dispute Resolution Procedure is to provide all parties to this Agreement a structured process to discuss and resolve all matters of grievance and dispute regarding any aspect of the employment and/or matter arising from this Agreement. Parties agree to use all stages in the Dispute Resolution Procedure to ensure that all issues receive prompt attention and are resolved, if possible, by conciliation at the organisational level.

During the implementation of the Dispute Resolution Procedure, work within the Council and at all Council work locations will proceed without stoppage or the imposition of any bans, work limitations or restrictions whatsoever, except in the case of genuine occupational health and safety issues as defined in the Occupational Health, Safety & Welfare Act 1986 (SA) and no party shall be prejudiced as to the final settlement by the continuance of work in accordance with this Clause.

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

In the event of a dispute arising between the Council and an employee or employees concerning any aspect of work, the following procedure shall be observed:-

- **Stage 1**

Employee(s) will, in the first instance, seek to resolve any dispute with the relevant supervisor. If the employee wishes, he or she may involve a representative of their choice in attempting to resolve the dispute. Conversely, supervisors should seek to resolve any dispute with the employee(s) concerned.

- **Stage 2**

If the matter is not resolved at stage 1, the employee may wish to discuss the matter at issue with the appropriate next higher level of supervisor.

- **Stage 3**

Should the matter remain unresolved, the employee(s) and/or their representative may refer the matter to the Chief Executive Officer and/or the Manager People and Culture.

The above stages should be completed within fourteen (14) days of the issue first being raised.

- **Stage 4**

Should the matter remain unresolved, either party or their representative(s) will have the right to apply to the Commission for conciliation and if the matter remains unresolved arbitration, subject to the Commission having jurisdiction to deal with the matter. The parties agree that any arbitrated decision by the Commission will be binding on all parties to the dispute, subject to the parties' rights of appeal under the relevant legislation.

At each stage of this procedure, a record should be made of the time and date of discussions and relevant outcomes. Such record should be signed off as accurate by the employee(s) and relevant supervisor;

Any disputes arising from the operation of this Agreement shall be dealt with through the following steps –

- The employee may raise the issue with a member of the Enterprise Bargaining Committee who shall convene and attempt to resolve the matter.
- If the matter is not resolved, then it may be referred to the South Australian Industrial Relations Commission for conciliation and/or arbitration.
- Nothing contained in this clause shall prevent the employee, employee's representative or the Union from raising matters directly with management.

None of the above precludes an employee from contacting the workplace representative, union official, other external/legal parties or the officer responsible for People and Culture at any time.

At any of the above stages parties may agree to mediation or an alternative process in lieu of the prescribed steps in this Clause



PART 11 - SIGNATORIES

For and on behalf of the District Council of Mount Barker

.....
Andrew Stuart
Chief Executive

.....
Witness

.....
Date

For and on behalf of the Amalgamated ASU (SA) State Union:

.....
Katrine Hildyard
Branch Secretary

.....
Witness

.....
Date

SCHEDULE 1 – SALARY RATES

General Officers

			CURRENT	increase 1-Jan-12 4%	increase 1-Jan-13 4%	increase 1-Jan-14 4%
GENERAL OFFICERS	LEVEL 1A	STEP 1	35394.60	36810.39	38282.80	39814.12
		STEP 2	36590.83	38054.46	39576.64	41159.70
		STEP 3	37790.69	39302.31	40874.40	42509.38
		STEP 4	40187.98	41795.50	43467.32	45206.01
GENERAL OFFICERS	LEVEL 1	STEP 1	41666.59	43333.25	45066.58	46869.25
		STEP 2	42665.26	44371.87	46146.75	47992.62
		STEP 3	44063.88	45826.44	47659.50	49565.88
		STEP 4	45563.10	47385.62	49281.05	51252.29
		STEP 5	47061.10	48943.55	50901.29	52937.34
		STEP 6	48560.32	50502.73	52522.84	54623.76
GENERAL OFFICERS	LEVEL 2	STEP 1	50077.72	52080.83	54164.06	56330.62
		STEP 2	51576.93	53640.01	55785.61	58017.04
		STEP 3	53073.73	55196.68	57404.54	59700.73
		STEP 4	54572.94	56755.86	59026.10	61387.14
GENERAL OFFICERS	LEVEL 3	STEP 1	56072.16	58315.05	60647.65	63073.55
		STEP 2	57571.38	59874.23	62269.20	64759.97
		STEP 3	59070.59	61433.42	63890.75	66446.38
		STEP 4	60568.60	62991.34	65511.00	68131.44
GENERAL OFFICERS	LEVEL 4	STEP 1	62066.60	64549.27	67131.24	69816.49
		STEP 2	63563.40	66105.93	68750.17	71500.18
		STEP 3	65065.04	67667.64	70374.34	73189.32
		STEP 4	66560.62	69223.04	71991.96	74871.64
GENERAL OFFICERS	LEVEL 5	STEP 1	68058.62	70780.97	73612.21	76556.69
		STEP 2	69757.82	72548.13	75450.05	78468.06
		STEP 3	71065.54	73908.16	76864.49	79939.07
GENERAL OFFICERS	LEVEL 6	STEP 1	73237.40	76166.90	79213.58	82382.12
		STEP 2	75412.91	78429.42	81566.60	84829.26
		STEP 3	77561.74	80664.21	83890.78	87246.41
GENERAL OFFICERS	LEVEL 7	STEP 1	79706.94	82895.22	86211.03	89659.47
		STEP 2	81852.14	85126.23	88531.28	92072.53
		STEP 3	83998.56	87358.50	90852.84	94486.95
GENERAL OFFICERS	LEVEL 8	STEP 1	86575.22	90038.23	93639.76	97385.35
		STEP 2	89149.46	92715.44	96424.06	100281.02
		STEP 3	91726.13	95395.17	99210.98	103179.42

Senior Officers

			CURRENT	increase 1-Jan-12 4%	increase 1-Jan-13 4%	increase 1-Jan-14 4%
SENIOR OFFICERS	LEVEL 1	STEP 1	73237.40	76166.90	79213.58	82382.12
		STEP 2	75412.91	78429.42	81566.60	84829.26
		STEP 3	77561.74	80664.21	83890.78	87246.41
SENIOR OFFICERS	LEVEL 2	STEP 1	79706.94	82895.22	86211.03	89659.47
		STEP 2	81852.14	85126.23	88531.28	92072.53
		STEP 3	83998.56	87358.50	90852.84	94486.95
SENIOR OFFICERS	LEVEL 3	STEP 1	86575.22	90038.23	93639.76	97385.35
		STEP 2	89149.46	92715.44	96424.06	100281.02
		STEP 3	91726.13	95395.17	99210.98	103179.42
SENIOR OFFICERS	LEVEL 4	STEP 1	94374.30	98149.27	102075.24	106158.25
		STEP 2	97725.42	101634.44	105699.81	109927.81
SENIOR OFFICERS	LEVEL 5	STEP 1	101911.59	105988.06	110227.58	114636.68
		STEP 2	105262.71	109473.22	113852.15	118406.23
SENIOR OFFICERS	LEVEL 6	STEP 1	109448.88	113826.84	118379.91	123115.11
		STEP 2	112800.00	117312.00	122004.48	126884.66
SENIOR OFFICERS	LEVEL 7	STEP 1	116987.39	121666.88	126533.56	131594.90
		STEP 2	122014.67	126895.26	131971.07	137249.91
SENIOR OFFICERS	LEVEL 8	STEP 1	128714.48	133863.06	139217.59	144786.29
		STEP 2	135414.30	140830.87	146464.11	152322.67
SENIOR OFFICERS	LEVEL 9		145465.23	151283.84	157335.19	163628.60
SENIOR OFFICERS	LEVEL 10		162217.19	168705.88	175454.11	182472.28
SENIOR OFFICERS	LEVEL 11		180532.60	187753.91	195264.06	203074.62
SENIOR OFFICERS	LEVEL 12		197284.56	205175.94	213382.98	221918.30

Registered Nurses

			CURRENT	increase 1-Jan-12 4%	increase 1-Jan-13 4%	increase 1-Jan-14 4%
REGISTERED NURSE	LEVEL 1	STEP 1	50077.72	52080.83	54164.06	56330.62
		STEP 2	51576.93	53640.01	55785.61	58017.04
		STEP 3	53073.73	55196.68	57404.54	59700.73
		STEP 4	54572.94	56755.86	59026.10	61387.14
REGISTERED NURSE	LEVEL 2	STEP 1	56072.16	58315.05	60647.65	63073.55
		STEP 2	57571.38	59874.23	62269.20	64759.97
		STEP 3	59070.59	61433.42	63890.75	66446.38
		STEP 4	60568.6	62991.34	65511.00	68131.44
REGISTERED NURSE	LEVEL 3	STEP 1	62066.6	64549.27	67131.24	69816.49
		STEP 2	63563.4	66105.93	68750.17	71500.18
		STEP 3	65065.04	67667.64	70374.34	73189.32
		STEP 4	66560.62	69223.04	71991.96	74871.64
REGISTERED NURSE	LEVEL 4	STEP 1	68058.62	70780.97	73612.21	76556.69
		STEP 2	69757.82	72548.13	75450.05	78468.06
		STEP 3	71065.54	73908.16	76864.49	79939.07

SCHEDULE 2 - CLASSIFICATION CRITERIA IMMUNISATION NURSES STREAM

‘Registered Nurse Level 1’ means a registered nurse who according to the employee's level of competence; and under the general guidance of, or with general access to a more competent registered nurse who provides work related support and direction; is required to perform general nursing duties which include, but are not confined to:

- delivering immunisation services to the clients of the District Council of Mount Barker's immunisation service
- accepting accountability for the employee's own standards of nursing care and service delivery;
- participating in policy development related to immunisation services.

‘Registered Nurse Level 2’ means a registered nurse who holds any other relevant qualification required for working in the employee's particular role and is required, in addition to the duties of a Registered Nurse Level 1, to perform duties which will substantially include, but are not confined to:

- providing support, direction, orientation and education to Registered Nurses Level 1 and immunisation administration staff;
- providing education, counseling and group work services orientated towards the promotion of health status improvement of clients of the immunisation service;
- participating in quality assurance programs and policy/ procedure development within the immunisation service.

‘Registered Nurse Level 3’ means a registered nurse who holds any other relevant qualification required for working in the employee's particular role.

An employee appointed at this level will be known as the Immunisation Coordinator and is required, in addition to the duties of a Registered Nurse Level 2 to perform duties which will substantially include but are not confined to:

- being responsible for the coordination of human and material resources for the immunisation service;
- staff selection and education, allocation and rostering of staff, occupational health, participating in policy/procedure development and implementation;
- acting as a consultant on request in the employee's own area of proficiency for the purpose of facilitating the provision of a quality immunisation service;
- participating in policy development and implementation;
- coordinating, and ensuring the maintenance of immunisation standards of clients;
- participation in budget preparation and cost control in respect of the immunisation service.

‘Registered Nurse Level 4’ means a registered nurse who holds any other relevant qualification required for working in the District Council of Mount Barker's Immunisation Service and is required, in addition to the duties of a Registered Nurse Level 3 to perform duties which substantially include, but are not confined to:

- managing the activities of and providing leadership, coordination and support to the immunisation service immunisation team;
- being accountable for the establishment, implementation and evaluation of systems to ensure the standard of the immunisation service;
- being accountable for operational planning and decision making for the delivery of the immunisation service;
- being accountable for appropriate clinical standards, through quality assurance programs, for the immunisation service;
- being accountable for the effective and efficient management of human and material resources for the immunisation service;
- being accountable for the development, promotion and distribution of educational resources including their financial management and budget control.