

# **DISTRICT COUNCIL OF THE COPPER COAST ENTERPRISE AGREEMENT 2016 SAMSOA**

**File No. 2921 of 2016**

**This Agreement shall come into force on and from 12 July 2016 and have a life extending until 30 June 2019.**

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

DATED 12 JULY 2016.



A handwritten signature in black ink, appearing to read "Lore Bant", is written over a horizontal line.

COMMISSION MEMBER

292/2016

# District Council of the Copper Coast Enterprise Agreement 2016 SAMSOA

## 1. TITLE

This agreement shall be known as District Council of the Copper Coast Enterprise Agreement 2016 SAMSOA.

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### 3. DEFINITIONS

- "Agreement" – means the District Council of the Copper Coast Enterprise Agreement 2016\_SAMSOA;
- "Award" shall mean the South Australian Municipal Salaried Officers Award;
- "Consultation" – is a process, which will have regard to employee's interests in the formulation of plans that will have a direct impact on them. It provides employees with the opportunity to have their viewpoints heard and taken into account prior to a decision being made. The objective of consultation is reaching agreed outcomes;
- "Council" – means the District Council of the Copper Coast;
- "Employee" shall mean an employee of the Council who performs work covered by this Agreement and the above award;
- "CPI" – means Consumer Price Index. CPI will be applied according to the Adelaide March Quarter rate immediately preceding the 1<sup>st</sup> July;
- "Family" – wife, husband, spouse, father, mother, brother, sister, child, step-child, grandparent or grandchild. May also include any household member that relies on the employee as a primary care giver (of either employee or spouse);
- "Salary" – shall mean total income including superannuation payment, use of motor vehicle (where it is in lieu of overtime worked or part of salary package), regular overtime and regular shift penalties and allowances for purpose of Clause 12;
- "Supervisor Positions" – Shall include, but is not limited to; Director of Corporate Services, Director of Community Services, Director of Developmental Services, Director of Infrastructure Services, Library Coordinator and the Tourism Coordinator, Maintenance Supervisor and Construction Supervisor;
- "Union" – means the ASU (SA) State Union; known as the Australian Services Union; and
- "Workplace representative" – an ASU member(s) elected by the membership from the membership appointed under the rules of the Union, whose role is to effectively represent the interests of members in the workplace.

### 4. PARTIES BOUND

- 4.1 This Agreement is binding on the District Council of the Copper Coast or successor Council in respect of its employees covered by the Award, and the ASU in regards to its members employed at the District Council of the Copper Coast who are covered by the award.
- 4.2 This Agreement excludes the Chief Executive Officer and Senior Executives covered by contracts of employment.

### 5. OBJECTIVES OF THE AGREEMENT

- 5.1 The main objectives of the agreement are to develop and support a flexible workforce and management structure committed to the continuous improvement of productivity and efficiency within the District Council of the Copper Coast.

The objectives are to:

- 5.1.1 Encourage and develop a high level of skill, innovation and excellence amongst all employees.
- 5.1.2 Develop a high degree of team work, trust and shared commitment to the achievement of real and sustainable improvements in efficiency and productivity.

- 5.1.3 Increase the level of individual expertise of employees through the provision of training and skills improvement programs.
- 5.1.4 Promote measures to eliminate industrial disputation, absenteeism and lost time due to work injury, by the design of jobs which provide a safer more enjoyable working environment.
- 5.1.5 Provide employees with a quality of work environment and with improved job satisfaction.
- 5.1.6 Promote open and honest communication in all aspects of Council operations.
- 5.1.7 Work towards establishing realistic performance indicators to achieve real and lasting improvements in efficiency, flexibility and productivity.
- 5.1.8 Encourage all employees to continually review job processes and promote job redesign as a means to achieving efficiency and productivity in the work place.
- 5.1.9 Promote and provide a high level of customer service and public relations as we move towards the Councils vision of the Copper Coast becoming 'South Australia's lifestyle location of choice'.

## **6. PERIOD OF OPERATION**

- 6.1 This Agreement shall commence from the date of certification by the Industrial Relations Commission of South Australia and remain in force until 30th June 2019.

## **7. PARENT AWARD & RELATIONSHIP**

- 7.1 This Agreement shall be read in conjunction with the terms of the South Australian Municipal Salaried Officers Award provided that where there is any inconsistency between this Agreement and the Award; this Agreement shall prevail to the extent of the inconsistency.
- 7.2 Council is committed, during the life of this Agreement and in its re-negotiation, to bargain collectively with the parties to this Agreement in respect of employees whose terms and conditions have traditionally been covered by the Award. The terms and conditions of that Award and this Agreement shall apply to new employees as they do to current employees.

## **8. ENTERPRISE BARGAINING COMMITTEE**

- 8.1 The parties agree that the consultative structure for negotiating, reviewing and monitoring Enterprise Agreements and resolving concerns and/or disputes arising from the operation of the Enterprise Bargaining process is the Enterprise Bargaining Committee.
- 8.2 The Enterprise Bargaining Committee for this Agreement shall consist of:
  - 8.2.1 Employer representative/s employed by District Council of the Copper Coast (not more than 3 representatives).
  - 8.2.2 Workplace representative/s employed by the District Council of the Copper Coast.
  - 8.2.3 Employee representative/s employed by the District Council of the Copper Coast (a minimum of 4 and maximum of 6 representatives)
  - 8.2.4 An Australian Services Union Industrial Officer.
- 8.3 The role of the Enterprise Bargaining Committee shall be:
  - 8.3.1 To formulate a draft Enterprise Agreement on behalf of employees to be presented to all employees to vote at a ballot.

- 8.3.2 To reach decisions through consensus which shall operate as recommendations to all the parties they represent.
- 8.3.3 To consider reports and ideas generated by employee and employer representative on a range of issues.
- 8.3.4 Members of the Enterprise Bargaining Committee will make themselves available to employees for the purpose of receiving and providing information.
- 8.3.5 Review and monitor the operation and implementation of the Enterprise Agreement.
- 8.3.6 Subject to Clause 11, to consider and implement agreed suggestions for continuous improvement, and to document these and record them to be taken into account for the next round of enterprise bargaining negotiations.
- 8.3.7 To resolve any disputes arising out of the operation of the Agreement.
- 8.3.8 Upon invitation to all Committee Members, giving 2 weeks' notice of meeting, a quorum shall be three employee representatives and one employer representatives.

## **9. DISPUTE RESOLUTION**

### **9.1 Enterprise Agreement**

Any dispute arising from the operation of this Agreement shall be dealt with through the following steps:

- 9.1.1 Any dispute shall be notified to the Enterprise Bargaining Committee, which shall assist in resolving the matter through investigating the issue(s), examining the intent of the operation of such clause found to be in dispute, agree on its correct application, where possible and make recommendations for action by the Chief Executive Officer.
- 9.1.2 If matters remain unresolved, employee(s) shall in the first instance seek to resolve any dispute with the Chief Executive Officer. Conversely, the Chief Executive Officer shall seek to resolve any dispute directly with the employee(s) concerned. The employee may seek to have representation in any discussion by a person of their choice.
- 9.1.3 If the issue remains unresolved, either party may refer the matter to the South Australian Industrial Relations Commission for mediation, conciliation and if necessary, arbitration. Both parties shall endeavour to have a hearing as soon as possible. The parties recognise that they may exercise their right to appeal the decision.

### **9.2 General**

In the event of a dispute between the Council and an employee or employees concerning any aspect of work (other than through the operation of this Agreement), the parties will follow the process as outlined in the Counselling and Discipline Policy and/or the Employee Grievance Policy that will support the following:

- 9.2.1 It is the aim of both parties to ensure that disputes are resolved as quickly as possible in order to preserve positive working relationships.
- 9.2.2 Employee(s) will in the first instance seek to resolve any dispute with the relevant Supervisor. If the employee wishes, he or she may involve a representative of their choice, the Workplace Representative or Industrial Officer in attempting to resolve the dispute. Conversely, Supervisors should seek to resolve any dispute with the employees concerned.

- 9.2.3 If the matter is not resolved at this stage, the employee (who may involve a representative of their choice, the Workplace Representative or Industrial Officer) may refer the matter to the Chief Executive Officer.
- 9.2.4 If the matter is not resolved, then it may be referred to the South Australian Industrial Relations Commission for conciliation and/or arbitration.
- 9.2.5 The above process should be completed within seven (7) days of the issue first being raised.
- 9.2.6 Nothing contained in this Clause shall prevent the Union from raising matters directly with management.

## **10. EMPLOYEE RELATIONS**

- 10.1 All parties recognise the need to maintain mutual trust and understanding to improve relations throughout the organisation.
- 10.2 The parties agree consultation is viewed as essential to any change. Council recognises the need for commitment of employees to achieve effective improvements in productivity and efficiency.
- 10.3 Council is committed to ensure that there is an opportunity for employees to be involved and express their opinions before changes occur which are likely to have an impact on the workplace and their jobs and is therefore committed to the consultation process.
- 10.4 After consulting with the employees and taking into consideration all points, issues and concerns raised, Council will determine the most appropriate course of action taking into consideration the long term interests of the organisation and employees.
- 10.5 The parties agree that participation by 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 which affect the way work is done.

## **11. CHANGE MANAGEMENT**

- 11.1 The parties recognise that ongoing change is a feature of the work environment and that appropriate management of change is essential.
- 11.2 Where a proposal to implement changes in production, program, organisation, structure or technology that are likely to have significant effects on employees; CEO must as soon as practicable notify the employee/s who may be affected by the proposed changes.

"Significant Effects" include:

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

Where the Agreement makes provision for alteration of any of these matters, an alteration will be deemed not to have significant effect.

The CEO must discuss with the employee/s and their representative, affected by the following:

- the introduction of the changes referred to as Significant Effects in this clause;
- the effects the changes are likely to have on employees; and
- measures to avert or mitigate the adverse effects of such changes on employees.

The CEO must give prompt consideration to matters raised by employees and/or Unions in relation to the changes.

The discussions must commence as early as practicable after a proposal is confirmed by the employer to make the changes referred to as Significant Effects of this clause.

At the relevant point in such discussion, the employer must provide in writing to the employee's concerned:

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

The Employer is not required to disclose confidential information, disclosure of which, when looked at objectively, would be against its interests.

11.3 Upon the request of the employees affected by the change as outlined in Clause 11.2, a Consultative Committee shall be formed from the Enterprise Agreement bargaining Committee members and will include an equal number of employer and Workplace/Employee representatives. It may also include an invitation to an ASU Industrial Officer, at the affected employee's request. The role of the Consultative Committee shall include:

- 11.3.1 Developing term of reference for any investigation into the proposed change.
- 11.3.2 Ensuring all employees and the Union are provided with the findings of the feasibility study to enable them to participate in the decision making process.
- 11.3.3 Establishing consultative mechanisms that ensure the participation of all parties in the decision making process relating to the proposed changes.
- 11.3.4 Oversight the implementation of any change arising from the study within an agreed consultative framework.

## **12. EMPLOYMENT SECURITY**

There shall be no forced redundancies as a result of any change process either internally or through arrangements with other Councils during the life of this Agreement. Redeployment, natural attrition and voluntary redundancies shall be the only means of adjustment in those situations where positions are no longer required by the Council.

### **12.1 Amalgamation**

- 12.1.1 Where an amalgamation or federation between the District Council of the Copper Coast and one or more other Councils is being considered, the employees shall be informed of the nature of the changes being considered at the earliest opportunity.
- 12.1.2 Prior to any amalgamation of Councils and at the earliest practical time, Council agrees to commence discussions with its employees and the Union covered by this Agreement
- 12.1.3 The employer shall ensure that the conditions of employment in a new Amalgamated Council shall not disadvantage the employees covered by this Agreement.

## **12.2 Redeployment of Council Employees**

- 12.2.1 It is the primary aim to redeploy employees into a position of equal classification and status as their pre-deployment position.
- 12.2.2 If after examining all options, it is agreed by all of the parties that redeployment to such a position is not feasible, an employee may be redeployed into a position of lower classification level.
- 12.2.3 The employee's pre-deployment salary shall be maintained until the salary of the new classification level equals the employee's pre-redeployment salary. For the first twenty-four (24) months of income maintenance the employee shall receive all incremental advances due under the pre-redeployment position and shall also receive Agreement and other general increases.
- 12.2.4 The employees will, as a matter of priority, be provided with training to assist them in their new position.
- 12.2.5 The employee has up to six months from commencement in the redeployed position to confirm acceptance of that position.

## **12.3 Voluntary Separation Package**

Should an employee elect to take a voluntary separation package, such package shall comprise:

- 12.3.1 12 weeks' notice of termination or payment of total weekly salary in lieu thereof.
- 12.3.2 5 weeks of total weekly salary for each year of service in Local Government as severance payment.
- 12.3.3 An amount representing 10% of total annual salary for the purpose of out placement assistance.

## **12.4 Transitional Arrangement**

Transitional arrangement will last for a period of twenty-four (24) months, unless otherwise agreed in writing. Transitional arrangements include; paid travelling, use of vehicle, vehicle allowances and other allowances.

## **12.5 Recruitment and Promotion**

- 12.5.1 The Council shall ensure that recruitment and selection is equitable and fair and based on:

- Merit;
- Award;
- Legislative requirements;
- EEO considerations; and
- Good Human Resource Management practice.

- 12.5.2 The Council's Recruitment and Selection Policy and Procedures shall include:

- Principles of Selection;
- Advertising of Vacancies;
- Selection Process;
- Selection Panel;
- Role of Selection Panel;
- Development of Job Descriptions; and



- Appeal Mechanism.

12.5.3 All internal applicants who meet the essential criteria shall be interviewed for the position.

12.5.4 Any internal applicant who is unsuccessful will receive feedback regarding their application and interview. If requested, the employee shall be provided with assistance and advice in developing their skills and/or application techniques to enhance future career opportunities within Council.

## **13. STAFF DEVELOPMENT AND APPRAISAL SYSTEM**

13.1 A Staff Development and Appraisal System, as agreed between the parties, shall be maintained for the development of employees and the defining of career paths.

## **14. MULTI SKILLING**

14.1 The parties recognise it is desirable for employees to familiarise themselves with the duties of other employees. Employees will continue this practice, which allows them to readily take on such duties whilst other employees are on leave or for other purposes, subject to the employee having the prerequisite skills and knowledge to perform the duties and occupational, health and safety requirements being met.

## **15. EQUAL EMPLOYMENT OPPORTUNITY**

The parties are committed to Equal Employment Opportunity (EEO) principles in establishing and maintaining practices that ensure fairness and equity for all employees. All processes and strategies implemented in accordance with the Agreement will be within the parameters of the South Australian Equal Opportunity Act 1984.

## **16. TRAINING AND TRAVEL TO CONFERENCE/TRAINING COURSES**

The parties recognise that there is a need to at least maintain the amount of training and development currently provided at all levels within the organisation.

16.1 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 work related private study.

16.2 It is recognised that participation in training and development programs should result in a multi skilled workforce with the potential to give immediate benefits to Council in improved productivity and efficiency and should provide improved career options for employees.

16.3 Council has a commitment to ongoing training of employees evidenced by allocation of funds in the budget for training.

16.4 Supervisors and Managers will receive support and training to enable them to identify technical skills required of their employees in order to plan and co-ordinate the appropriate training responses.

16.5 Council undertakes to conduct a Training Needs Analysis as part of performance appraisal system. Fees for approved training identified in the Training Needs Analysis will be paid for by Council.

16.6 Council will ensure that all employees have a fair and equitable chance to attend training programs.

16.7 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.

- 16.8 Employees undertaking approved courses of study by correspondence shall be permitted time off with pay of up to two hours per week or 1 day per month as applied for pro-rata to standard hours for the purpose of completing exercises, assignments which are essential to the course and such time as necessary for practical training and examinations at the approval of the Chief Executive Officer. Study leave taken under this clause shall not accrue if not taken within each month.
- 16.9 Time off for training should not interfere with the efficient day to day functioning of the office and will be granted at a time convenient to the workplace.
- 16.10 Where an employee is approved by Council to undertake a course of study, Council will pay 50% of the course fee (on the basis of each semester or module) at the beginning of the semester or module and reimburse the employee the remaining 50% of the course fee on satisfactory completion of each semester or module (as applicable and as agreed in a letter giving approval).
- 16.10.1 If the course is held outside the District Council of the Copper Coast, a Council vehicle will be made available for travel where possible, or if not, the cost of travel shall be met, or the employee reimbursed for his/her own vehicle at the rate of reimbursement outlined in the Agreement.
- 16.10.2 On production of receipts Council will reimburse the cost of text books (whether obtained electronically or in print) to a ceiling of \$250 per annum.
- 16.11 As a means of providing greater flexibility in the provision of training and development opportunities and subject to agreement by individual employees, time spent at approved training programs conducted on a Saturday or other agreed times outside of ordinary hours will be paid at ordinary time or taken as time in lieu.
- 16.12 An employment bond will be the subject of a prior written Agreement between the Council and any employee who is granted study leave over a long period, e.g. degree, diploma etc. The terms of the Agreement will be consistent for employees and be developed by Council prior to the granting of any leave under this sub-clause.
- 16.13 All parties agree that, as a general principal, time travelled on authorised Council business, e.g. conferences, seminars, training and meetings be shared between employees and Council time.
- 16.14 If travel is in employee's time, they may wish to seek reimbursement of 50% of the time travelled at ordinary time rates, unless the training is mandatory and directed by Council that attendance is compulsory, where 100% of travel time may be claimed at ordinary time rates.
- 16.15 A Council vehicle will be made available wherever possible for travel to and from authorised conferences, seminars, trainings and meetings.
- 16.16 Where Council approves the use of a private vehicle for Council business, Council shall reimburse the cost of the travel to and from the venue as per the ATO rates.
- 16.17 If a Council vehicle is not available reimbursement equal to ATO rates will be incurred for travel shall be paid.
- 16.18 Any employee covered by a written employment Agreement that provides for compensation through a suitable employment package are not covered by clauses 16.13 – 16.16. An annual review with all employees will be conducted to ascertain current and future training needs and an agreed training and development program formulated. This may be included as part of the annual staff appraisal process.
- 16.19 Appropriate training will be provided as required when changes to work practices are introduced.

## **17. JOURNEY ACCIDENTS**

- 17.1 Council will provide 24 hour journey insurance for employees for accidents which occur in the journey to and from work, to and from seminars/training/conferences and the like, and during authorised work breaks to at least the level provided in the provisions of the Workers Compensation and Rehabilitation Act 1986 (as amended) prior to 30th June 1994. This includes such things as income maintenance, payment of medical expenses and access to lump sum payment for non-economic loss as per Local Government Risk Services Insurance Policy.

## **18. CORPORATE UNIFORM**

- 18.1 All employees agree to abide by the employer's requirements for the wearing of its corporate wardrobe.
- 18.2 Council shall provide a reimbursement of up to \$530.00 each year for the life of the agreement for each full time permanent employee and each part-time employee pro-rata of standard hours for renewal of such corporate wardrobe on proof of purchase each financial year. Each newly appointed permanent employee on completion of a probationary period will receive a corporate blazer or jacket at no cost to the employee. Casual staff will be provided with 2 corporate shirts on satisfactory completion of an agreed trial period.
- 18.3 Corporate wardrobe will be determined by Council Policy.

## **19. PROTECTIVE CLOTHING AND WORK HEALTH & SAFETY GENERALLY**

- 19.1 All employees agree to abide by the requirements of the employer and the relevant Work Health and Safety legislation and regulations and Council policies and procedures concerning Work Health and Safety, including the wearing of protective clothing and equipment provided by the Council.

## **20. WORKPLACE REPRESENTATIVES AND UNION TRAINING**

### **20.1 Recognition by Employer of Workplace Representative Role**

- 20.1.1 The parties recognise that Workplace Representatives have an important role in promoting and facilitating sound industrial relations at the workplace. Upon written advice from the Union Branch Secretary that one or more members up to a maximum of 3 representatives have been appointed as Union Workplace Representatives, the employer shall recognise such person or persons as being accredited by the Union.
- 20.1.2 Representatives shall be permitted to devote a reasonable amount of time to discussion with relevant parties regarding matters raised by members the operation of this Agreement, the Award or other matters affecting their employment at that establishment.
- 20.1.3 To assist the Workplace Representative(s) to successfully fulfil the role the employer shall communicate matters affecting the worksite to him or her and will provide reasonable facilities to enable the Workplace Representative(s) to carry out the role, including freedom of movement, access to telephones, interview rooms and/or a secure place to keep Union information.

### **20.2 Leave Entitlement for Union Committees**

- 20.2.1 An employee who is a member of a Union Committee/s shall be granted special leave with full pay for attendance at meetings called in accordance with the Union rules, provided that such leave does not exceed thirty (30) hours per annum. (pro rata if employee is part-time)

## 20.3 Union Training

20.3.1 Subject to the following conditions Workplace representatives shall be entitled to a maximum of 5 days per annum accredited trade union training aimed to develop their skills in undertaking their role and, in particular, their consultative and grievance/dispute resolution skills provided that:

- Not less than 3 weeks' notice is given to the Employer of the date of commencement of the training course, including an agenda with the times on which the course is to be conducted, such notice is to be endorsed by the Secretary of the ASU. The employee will provide to the Secretary of the AWU and the employer a report on the course at a reasonable time after its completion;
- the employer is able to make adequate staffing arrangements during the period of such leave;
- in cases where the annual allocation of leave has been exhausted and there is a substantial reason why an officer should attend a particular trade union training course, the Union may apply to the Council for special paid trade union training leave covering the officer's attendance;
- At any one time no more than one employee of Council is on leave pursuant to this clause;
- The course and travel costs are to be covered by the Union;
- Leave taken pursuant to this clause is counted as continuous service for all purposes of the award and for purposes of leave entitlements; and
- An employee must have completed a period of 12 months service with Council before proceeding on leave in accordance with this clause.

Any disputes arising out of this Clause shall be resolved in accordance with Clause 9.

## 20.4 Leave to count as service

20.4.1 Leave granted under this Clause shall be included as service for the purpose of recreation, sick and long service leave and entitlements under the Award and this Agreement.

# 21. HOURS OF WORK

21.1 All parties recognise the need to maximise the best use of labour taking into account Council resources and seasonal factors.

- 21.1.1 Standard hours of work for office employees shall be 152 hours averaged over a four week period. Standard days shall be 8 hours per day to be worked between 8.00am to 5.30pm, Monday to Friday.
- 21.1.2 Standard hours of work for staff by arrangement shall be 152 hours averaged over a four week period. Standard days shall be 8.44 hours per day to be worked between 6:30am to 6.30pm Monday to Friday.
- 21.1.3 Standard hours of work for library and tourism staff, shall be subject to the Award Part 5.1.2 (b) and 5.3.
- 21.1.4 Library and Tourism employees required to work as part of their normal roster on any normal day Monday to Friday (inclusive) beyond 5pm shall be paid a 15% loading in addition to their ordinary time rate of pay for all such hours worked after 5.00pm. Other hours worked shall be subject to the Award part 5.3.2 and 5.3.3.

21.1.5 Any overtime worked during and outside of these hours will be remunerated in accordance with Clause 22.1.1 – “Overtime” or taken as time off in lieu at a time mutually agreeable between the employee and the Director Chief Executive Officer.

21.1.6 Arrangements for TOIL (flexible working arrangements) and RDO’s is covered under Clause 22.1.2 and 22.1.3

21.2 Management and employees agree to negotiate any changes to employee’s ordinary working arrangements to suit a short term organisational requirement or personal need. Such arrangements will be in writing and signed by both the employee and their manager or Chief Executive Officer specifying the terms and the reason for the arrangement

## **22. LEAVE**

### **22.1 Overtime/ TOIL/ RDOs**

It is agreed and undertaken by the Council that refusal to work unreasonable extra hours is the right of each and every employee under this Agreement and that no employee shall suffer any disadvantage, disciplinary action or recrimination arising from the exercise of this right. However, both parties accept that from time to time, there shall be a reasonable expectation on behalf of the council for additional hours to be worked.

#### **22.1.1 Overtime**

- 22.1.1.1 The first 2 hours of any overtime worked in one day shall be paid at ordinary time, or time off in lieu. All time worked in excess of 2 hours in one day is to be paid at the rate of time and a half.
- 22.1.1.2 This provision shall not apply to call outs, public holidays or weekend work.
- 22.1.1.3 One hundred and thirty hours (130 hours) per annum of overtime to be worked at normal rates, subject to the maximum hours per day and only with mutual agreement of the employer and employee.
- 22.1.1.4 Any overtime worked in excess of the 130 hours per annum in terms of the foregoing clause 22.1.1.3 shall be at the rate of time and a half for the first 2 hours and double time thereafter
- 22.1.1.5 All Overtime worked by an employee must be approved by their direct line Manager or Chief Executive Officer before commencement of work.

#### **22.1.2 TOIL**

- 22.1.2.1 Employees required to work at approved Council functions outside of standard working hours shall be permitted to accumulate Time Off In Lieu (TOIL) for those hours worked at the appropriate Agreement Overtime Rate.
- 22.1.2.2 All TOIL worked over 30 minutes by an employee must be approved by their direct line Manager before commencement of work. TOIL other than TOIL arrangements set out in clause 22.1.2.1 is calculated on an hour for hour basis.
- 22.1.2.3 TOIL can be accrued to a maximum of 16 hours and with the approval of the Line Manager up to 38 hours. TOIL must be taken by 30 June each year unless the Chief Executive Officer authorises it to be carried forward. Employees with accrued TOIL in excess of 16 hours may be directed by their direct line Manager or Chief Executive Officer to take time off in equivalent to the excess hours.

- 22.1.2.4 TOIL may be granted at a time mutually agreed between the employee and their direct line Manager or Chief Executive Officer. If the time off cannot subsequently be granted at the mutually agreed time, the employee will renegotiate another mutually agreed time.
- 22.1.2.5 TOIL accrued in accordance with this clause will be paid out on termination of employment, up to 16 hours, at the standard hourly rate applicable for the employee at the time of termination.
- 22.1.2.6 In exchange for private use of a council vehicle the employee is required to surrender her/his right to payment for all authorised overtime and allowances (TOIL, penalty rates, payment for overtime or any other allowances), where not covered by Motor Vehicle Agreement approved by the CEO.

### 22.1.3 RDOs

- 22.1.3.1 Employees who work the standard 40 hours at 8 hours per day shall accrue 0.4hours per day to be taken as a Rostered Days Off, on days as mutually agreed, and normally taken as one day each month. That is for every 19 standard days worked the employee shall accrue 7.6 hours to be taken as a paid RDO.
- 22.1.3.2 Employees who work the standard 40 hours at 8.44 hours per day per day shall accrue 0.844hours per day to be taken as a Rostered Days Off, on days as mutually agreed, and normally taken as one day each fortnight. That is for every 9 standard days worked the employee shall accrue 7.6 hours to be taken as a paid RDO.
- 22.1.3.3 Employees who work 38 hours per week are NOT entitled to take an RDO each month.
- 22.1.3.4 Public Holidays will be paid at 8 hours, with 0.4 hours accrued towards an employee's RDO.
- 22.1.3.5 Employees may not bank more than a maximum of three RDO's at any one time without written approval from the either the Director or the CEO. Employees that are due to accrue a fourth RDO may be requested to take it in the month it falls due.

### 22.2 Family Responsibility/ Personal Leave

- 22.2.1 Family Responsibility/Personal Leave shall be available to employees in accordance with the Award, as amended from time to time.
- 22.2.2 In recognition of the needs of employees with family responsibilities and/or those faced with urgent personal needs, a maximum 5 days paid leave, additional to all other leave entitlements, shall be available to employees.
- 22.2.3 This leave is for employees who require time away from work due to the illness of a family member or significant other person, or for other unplanned urgent personal or family needs.
- 22.2.4 It is agreed that at the completion of each year, employees will not be permitted to accumulate leave days not taken.
- 22.2.5 Payment will be subject to the employee, when they return to work, providing satisfactory evidence and receiving approval from line manager prior to claiming the leave.

### 22.3 Work and Family Responsibilities

The parties recognise the needs of employees of the Council with family responsibilities and their right to address those responsibilities without conflict between their employment and their family responsibilities.

22.3.1 The parties recognised the need for and places priority on pursuing the introduction of conditions of work that assist employees with family responsibilities to effectively discharge both their work and family responsibilities.

22.3.2 The parties will enter negotiations to determine and implement any measures which may assist employees with family responsibilities and should include but not be limited to:

- leave for family responsibilities;
- career break schemes;
- flexible hours; and
- job sharing/permanent part-time work.

### 22.4 Paid Maternity & Adoption Leave

22.4.1 In addition to unpaid leave entitlements covered in the Award, any full time, part time, permanent and fixed term contract female staff, who produces to Council a certificate of a legally qualified medical practitioner specifying the expected date of confinement, shall be entitled to maternity leave on full pay in accordance with the conditions in the table below:

Less than 12 months	No paid leave entitlements
More than 12 months and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 or more years	8 weeks

The rate of pay will be the rate of base salary applicable at the date of the maternity/adoption leave payment. Payment will be based on clause 22.4.7 and paid fortnightly.

22.4.2 A pro-rata payment will apply for permanent part time staff based on contracted standard hours.

22.4.3 An employee on a fixed term contract whose contract expires during a period of paid maternity/adoption leave shall not be eligible for further leave after the date of expiry of the contract unless the employee is re-employed and there is no break in service

22.4.4 The period of leave will count as continuous service; however the employee will not accrue personal or annual leave whilst on maternity/adoption leave.

22.4.5 Periods of paid maternity/adoption leave under this Clause are not in addition to the periods of unpaid maternity/adoption leave provided for within the Award.

22.4.6 On return to work, staff must work the minimum years of continuous service to be eligible for paid provisions again.

22.4.7 The employee may choose to take the payment under Clause 22.4.1 in equal instalments up to the time the employee returns to work or a maximum of 52 weeks.

### 22.5 Military Leave for Australian Defence Force Reservists and Emergency Services Leave

22.5.1 Council shall consider the granting of leave whenever an employee who is a member of the Australian Defence Force Reserves or Emergency Services undertakes:

- Ordinary reserve service, including normal peacetime training;
- Callouts attending warlike conflicts, peace enforcement, peacekeeping, humanitarian relief, civil aid and disaster type operations; and
- Voluntary continuous full time service, where the Reservist/Emergency Service Officer/employee volunteers and is accepted for full time service.

22.5.2 Such leave shall be subject to operational requirements and may comprise combinations of Special Leave with pay, where this attracts Employer Support Payments and Special leave Without Pay.

22.5.3 An employee may avail of their annual leave or long service leave entitlements while on Leave Without Pay and Employer Support Payments are not payable.

22.5.4 Other arrangements regarding the employee's substantive positions, accrual of leave and continuity of service shall be discussed and agreed between the employer and employee and will be subject to the relevant provisions of the Local Government Act.

#### **22.6 Variation of Period of Parental Leave**

Unless agreed otherwise between the employer and employee, an employee may alter the period of parental leave on one occasion. Any such change, to be notified at least four weeks prior to the commencement of the changed arrangements.

#### **22.7 Returning to Work after a Period of Parental Leave**

22.7.1 An employee will notify of their intention to return to work after a period of parental leave at least four weeks prior to the expiration of the leave.

22.7.2 An employee will be entitled to the position which they held immediately before proceeding on parental leave.

22.7.3 Where such a position no longer exists, but there are other positions available which the employee is qualified for and is capable of performing, the employee will be entitled to a position as nearly comparable in classification and remuneration to that of their former position.

#### **22.8 Replacement Employees**

22.8.1 A replacement employee is an employee specifically engaged or temporarily promoted or transferred, as a result of an employee proceeding on parental leave.

22.8.2 A replacement employee will be informed of the temporary nature of the employment and of the rights of the employee who is being replaced.

#### **22.9 Communication during Parental Leave**

22.9.1 Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to make information available in relation to any significant effect it will have on the status and responsibility level of the employee's position held before commencing parental leave and provide an opportunity to discuss the changes.

22.9.2 The employee shall take reasonable steps to inform the employer about any significant matters that will affect the employee's decision regarding the duration of parental leave to be taken, whether the employee intends to return to work and whether the employee intends to request to return to work on a part time basis.



- 22.9.3 The employee shall notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with Clause 22.9.1.

## **23. SICK LEAVE PAYOUT**

- 23.1 It is agreed that at the completion of each year, Employees in excess of 50 accrued sick days shall be entitled to cash out up to one half of the sick leave accrued that year, up to a maximum of 5 days per year. Leave cashed in shall remain as an entitlement and available to be taken as unpaid leave.

## **24. INCREMENTS FOR PART TIME STAFF**

- 24.1 A permanent part-time employee employed prior to 1st July 2010 shall be awarded incremental progression within their classification level each 12 months of their anniversary date, after satisfactory review of their performance appraisal.

## **25. RATES OF PAY**

- 25.1 The minimum annual rate of salary to be paid to employees will be in accordance with the rates set out in Appendix D of the Agreement and will include for salary purposes, relevant prescribed allowances.
- 25.2 Upon Signing by the Employer of this Agreement, the Council Will Pay the Following Salary Increases
- 25.2.1 Pay a wage increase of 2.5% to apply from the first full pay period commencing on or after the 1st July 2016.
- 25.2.2 Pay a wage increase of 2.5% to apply from the first full pay period commencing on or after the 1st July 2017.
- 25.2.3 Pay a wage increase of 2.5% to apply from the first full pay period commencing on or after the 1st July 2018.

Wage Rates displaying the new pay rates to apply from the above dates are attached as Appendix D.

## **26. CLASSIFICATIONS**

- 26.1 Classifications criteria relating to the Rates of Pay and only applying to new employees after the 1st July 2013 are attached as Appendix B.
- 26.2 Employees that commenced before 1st July 2013 shall be classified in accordance with the classification structure at Appendix C and the Award. Where any inconsistencies exist between this agreement and the Award, the classification structure with the highest benefit for the employee will prevail.

## **27. DIRECT PAYMENT**

- 27.1 The employer shall make payment of salary to all employees covered by this Agreement by way of electronic transfer, to the employee's bank or other recognised financial institution.

## **28. SUPERANNUATION**

- 28.1 The parties agree that, Statewide Super will remain the default fund where employees do not advise a superannuation fund for receipt of contributions.
- 28.2 Choice of fund will apply from 1 July 2013 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 Statewide Super.

28.3 The amount of the employer superannuation contribution will be:

28.3.1 For each employee who is making "Salarylink Contributions" to Local Super:

- 28.3.1.1 3% of the employee's salary;
- 28.3.1.2 any additional contributions which the employer is required to pay in respect of the employee pursuant to the Trust Deed as advised by Statewide Super from time to time to finance the Salarylink benefit for the employee; and
- 28.3.1.3 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.

28.3.2 For each other employee:

- 28.3.2.1 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
- 28.3.2.2 any additional superannuation contributions which the employer agrees to pay in respect of the employee.

## 29. SALARY SACRIFICING

The employee's substantive salary for all purposes such as, but not limited to, Award and Enterprise Agreement entitlements including superannuation, leave and annual leave loading, penalties, separation package, and for the purpose of notional weekly earnings as provided for in the Workers Rehabilitation & Compensation Act (1986) shall be the pre-sacrificed salary.

### 29.1 Salary Sacrifice - Superannuation

- 29.1.1 An employee may elect to have a percentage, up to the amount determined under relevant legislation, of their salary paid, each pay period, by the Council into an approved Superannuation Scheme on behalf of the employee. Any contribution made by the employer in this way will represent a deemed contribution.
- 29.1.2 The parties agree that the introduction of flexible remuneration through salary sacrificing will not result in additional cost to the Council, including Fringe Benefits and Employer Contribution taxes. Any such costs incurred through a salary sacrifice arrangement shall be met by the employee.
- 29.1.3 An employee can elect to vary the amount of salary sacrifice once a year in March. The employee may elect to withdraw from the salary sacrifice scheme at any time.

### 29.2 Salary Sacrifice - other

- 29.2.1 Salary Sacrifice arrangements outside of clause 28.1 must be negotiated between the Chief Executive Officer and the employee.

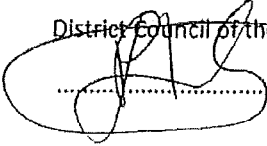
### **30. LONG SERVICE LEAVE**

- 30.1 Where an Employee's contracted weekly hours or classification are reduced, then Long Service Leave accrued from their commencement date shall be calculated and preserved.

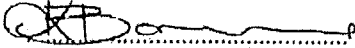
## CLAUSE SIGNATORIES

Signed for and on behalf of:-

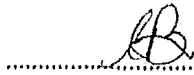
District Council of the Copper Coast



Peter Harder, Chief Executive Officer



Katrina Borlace, Director



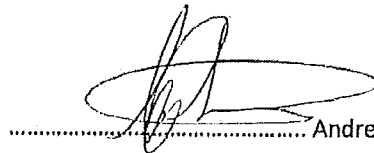
Cherie Bone, Corporate Services Officer

on this 23 day of June 2016.

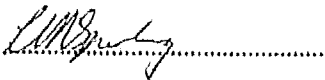
Enterprise Agreement Committee



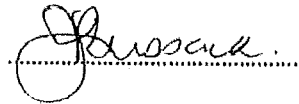
Tim Neumann



Andrea Thomas

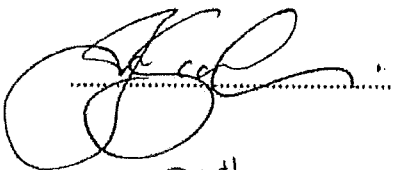


Lynn Spurling



Jodi Russack

Australian Services Union



Joseph Scales, Secretary

on this 24<sup>th</sup> day of June 2016.



## Appendix B – CLASSIFICATIONS POST 1<sup>st</sup> July 2013

### GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 1A TO 3)

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>Activities Functions</b>	Perform a range of clearly defined routine activities of a support nature	Perform a range of clearly defined routine activities or functions where routines, methods, standards and procedures are clearly defined	Perform a range of clearly defined routine activities or functions where routines, methods, standards and procedures are developed with input from officers	Perform a range of activities/functions of a less clearly defined and routine nature, and could include: <ul style="list-style-type: none"> <li>- Operating within a specialised area</li> <li>- Operating as a member of a professional team</li> </ul>
<b>Complexity of Task Level of Autonomy</b>	<p>Practical application of basic skills and techniques.</p> <p>Work outcomes will need to be closely monitored and readily attainable.</p> <p>Works under close direction with instruction and assistance always available.</p> <p>Works under direct supervision.</p>	<p>Practical application of acquired skills, knowledge and an understanding of work procedures relevant to the work area. Officers at this level could participate in establishing procedures for a minor function or works project.</p> <p>Work outcomes will need to be closely monitored and are clearly defined.</p> <p>Works under regular direction with instruction and assistance being readily available.</p> <p>Works under regular supervision</p>	<p>Application of acquired skills, knowledge and an understanding of work procedures relevant to the work area. Officers at this level could assist in establishing procedures for a minor function or works project.</p> <p>Work outcomes are monitored and clearly defined.</p> <p>Works under direction with assistance being readily available.</p> <p>Works under supervision.</p> <p>Graduates receive instruction. Community Services Graduates initially appointed to the top of this level work under direct supervision.</p>	<p>Application of procedures, methods and guidelines which are well established.</p> <p>May set outcome/objectives for specific projects</p> <p>Works under general direction with assistance available from senior officers</p> <p>Works under general supervision.</p> <p>Graduates initially appointed at this level work under direct supervision and may be given instruction on the technical or broader aspects of work.</p>
<b>Initiative and Judgement</b>	Freedom to act is limited by standards and procedures	Limited scope to exercise judgement and initiative within clearly established procedures and practices	Freedom to act within standards and procedures however experienced officers may have sufficient freedom to exercise judgement and initiative in the performance of work.	Scope for exercising initiative and judgement in the application of established work procedures. Officers may receive instruction on broader aspects of work.

# **GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 4 TO 8)**

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Perform a wide range of activities associated with program activities or service delivery and may perform activities of a complex nature which could include:</p> <ul style="list-style-type: none"> <li>- A substantial component of supervision</li> </ul>	<p>Responsible for a range of functions within the section and/or department</p>	<p>Responsible for a range of functions for which operational policies, practices and guidelines may need to be developed and could include:</p> <ul style="list-style-type: none"> <li>- Working independently as specialists or</li> <li>- A senior member of a single discipline project area</li> </ul>	<p>Exercise managerial responsibility for various functions within the department and/or council and could include:</p> <ul style="list-style-type: none"> <li>- Specialised functions</li> <li>- Operation as a specialist</li> <li>- Operation as a member of a specialised professional team</li> <li>- Working independently</li> </ul>	<p>Exercise managerial responsibility for a department/council 's relevant activity, and could include:</p> <ul style="list-style-type: none"> <li>- Functions across a range of administrative, specialist or operational areas.</li> <li>- Operation as a senior specialist providing multi-functional advice to various departments or council.</li> </ul>
<p>Application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.</p> <p>Required to set specific performance outcomes and further develop work methods where general work procedure is not defined.</p> <p>Work under general direction with assistance usually available.</p>	<p>Application of a high level of knowledge and skills and adheres to established work practices however, officers may be required to exercise initiative and judgement where practices are not clearly defined.</p> <p>Required to set specific performance outcomes and further develop work methods.</p> <p>Work under general direction and exercise a degree of autonomy and professional judgement within prescribed areas with assistance available when required.</p>	<p>Application of high levels of knowledge and skills and establishes procedures and work practices, etc</p> <p>Sets outcomes for the work area of responsibility to achieve objectives of the department/Council.</p> <p>Work under limited direction and exercise a degree of autonomy and may manage a work area with advice available on complex or unusual matters.</p>	<p>Application of high levels of knowledge and skills and established procedures which impact on activities undertaken/outcomes achieved by council and/or activities undertaken by sections of the community.</p> <p>Set outcomes for the work area/section or function.</p> <p>Work under limited direction with guidance not always readily available within the organisation.</p>	<p>Major portion of the work involve initiative in the development and implementation of techniques, work practices and procedures in all facets of the work area to achieve corporate goals.</p> <p>Identification of current/future options and the development of strategies to achieve outcomes.</p> <p>Work under broad direction and formulate, implement, monitor and evaluate projects/programs or control organisational elements.</p> <p>Undertake duties on an innovative, novel or critical nature.</p>
<p>Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints, including critical knowledge/skills where procedures are not clearly defined</p>	<p>Exercise initiative and judgement where procedures not clearly defined.</p>	<p>Responsibility for decision making in the particular work area, section/department/council, including the scope to influence operational activities and negotiate matters of significance including negotiating contracts.</p>	<p>Responsibility for decision making and the provision of expert advice to other areas of council, including significant delegated authority and negotiating matters on behalf of the work area</p>	<p>Demands responsibility for decision making with significant independence of action within the constraints of department or corporate policy</p>

# **GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 1A TO 3)**

<b>CHARACTERISTIC</b>	<b>LEVEL 1A</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<b>Problem Solving</b>	Assistance available when problems occur and solutions to problems may be found in established procedures	Solutions to problems may require the exercise of limited judgement with guidance to be found in procedures, precedents and/or guidelines.	Solutions to problems will require the exercise of limited judgement with guidance to be found in procedures, precedents and/or guidelines.	Solution to problems of limited complexity. Solutions to problems found by reference to procedures, methods and instructions.
<b>Provision of Advice Support Assistance</b>			May assist lower classified officers concerning established practices and procedures.	Contribute to interpretation of matters for which there are no clearly established practices and procedures (although such activity would not be the sole responsibility of the officer) and provide assistance to senior officers.
<b>Time Management and Organisational Skills</b>	Responsible for the timeliness of own work.	Responsible for the timeliness of own work.	Managing time, planning and organising own work.	Managing and planning own work and that of subordinate staff and could include: <ul style="list-style-type: none"> <li>- Plan and coordinate activities in the work area</li> <li>- Responsibility for various activities in a specialised area of the works program</li> <li>- A function within the work area</li> </ul>



# **GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 4 TO 8)**

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
Solution to moderately complex problems generally found in precedents, guidelines or instructions.	Solution to problems generally found in documented techniques, precedents and guidelines.	Solution to complex problems requires complex professional problem solving and a high level of interpersonal skills to resolve organisational issues.	Solution to complex problems involves the selection of methods and techniques based on sound judgement.	Solution to complex problems requiring an analytical approach and a high proficiency in theoretical or scientific approaches which may be outside of the original field of specialisation.
Provide specialist expertise/ advice in relevant discipline  Contribute knowledge in establishing procedures in the appropriate work related field.	Provide expert advice to lower classified officers. Specialists may be required to provide multi-disciplinary advice	Provide expert/specialist advice, support and assistance relevant to the work area or section/department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development.	Provide expert/specialist advice, support and assistance relevant to a significant work area or section/department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development and monitoring.	Provide multi-functional expert/specialist advice and support/assistance to various departments or council with a significant impact on council's policies/programs including: - A consultancy service - Specialist financial, technical, professional and/or administrative advice on policy including operational - Manage/administer complex policy
Require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position.	Plan and organise their own work and that of subordinate staff.	Managing time is essential to achieve outcomes.	Wide range of conditions to achieve results in line with divisional/corporate goals which will include planning, direction, control and evaluation of operations.	Accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.

**GENERAL OFFICERS CLASSIFICATION CRITERIA 2 (GENERAL RESPONSIBILITIES LEVEL 1A TO 3)**

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>General Responsibilities</b>	<p>Officers at this level have responsibilities which will/may include:</p> <p>Supervision of other staff is not a feature at this level however experienced officers may have a technical oversight of a minor works activity</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Performing tasks of a sensitive nature including the provision of more than routine information</li> <li>- Understanding of clear but complex rules</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Performing tasks of a sensitive nature including the provision of more than routine information</li> <li>- Understanding of clear but complex rules</li> <li>- Oversight and/or guidance of the work of a limited number of lower classified officers</li> <li>- Provision of assistance to lower classified officers concerning established procedures</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Establishing goals, objectives and outcomes for their own particular work program</li> <li>- Undertaking some complex operational work</li> <li>- Supervision</li> <li>- Dealing with formal disciplinary issues within the work area</li> <li>- Utilising a basic knowledge of the principles of human resource management</li> <li>- Assisting subordinate staff with on the job training</li> </ul>

## GENERAL OFFICERS CLASSIFICATION CRITERIA 2 (GENERAL RESPONSIBILITIES LEVEL 4 TO 8)

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Duties of a specialised nature requiring the development of expertise over time or previous knowledge</li> <li>- Providing a reference, research and/or technical information service including the facility to understand and develop technology based systems</li> <li>- A substantial component of supervision or provide specialist expertise</li> <li>- Supervision of various functions within a work area or projects</li> <li>- Supervision of contractors</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Involvement in establishing section/department programs and procedures...</li> <li>- Responsibility for a moderately complex project</li> <li>- A minor phase of a broader or more complex professional assignment</li> <li>- Specialist officer in discipline where decisions made rest with the officer with no reference to a senior officer</li> <li>- Control of projects and/or programs</li> <li>- Assisting in the preparation/prepare department or section budgets</li> <li>- Supervision of section or in the case of small council, a department</li> <li>- Supervision of contractors</li> <li>- Setting priorities and monitor workflows in areas of responsibility</li> <li>- Establish the most appropriate operational methods for section/department</li> <li>- Setting outcomes for subordinate officers</li> <li>- Work may span more than one discipline</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Significant projects and/or functions</li> <li>- A range of duties within the work area, including problem definition, planning and the exercise of judgement</li> <li>- Management of significant projects and/or works programs and/or functions</li> <li>- Assisting with/prepare budgets</li> <li>- Control and co-ordination of a work area within budgetary constraints</li> <li>- Supervision/management responsibilities exercised within a multi-disciplinary or major single function/operation or work area</li> <li>- Implementation of effective human resource management</li> <li>- Supervision of contractors</li> <li>- Managerial control, including providing analysis/interpretation for either a major single discipline or multi discipline operation</li> <li>- Appreciation of the long term goals of council</li> </ul> <p>Positions at this level may be identified by impact of activities undertaken or achievement of stated outcomes/objectives for the work area.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Responsibility for a significant work area</li> <li>- Development or work practices and procedures for various projects</li> <li>- Development and implementation of significant operational procedures</li> <li>- Reviewing operations to determine effectiveness</li> <li>- Develop appropriate methodology and apply proven techniques in providing specialised services</li> <li>- Prepare budget submissions for senior officers and/or council</li> <li>- Management/supervision of staff is normally a feature at this level and establishing and monitoring work outcomes</li> <li>- Decisions and actions taken at this level may have a significant effect on programs/project/work areas being managed</li> <li>- Good understanding of the long term goals of council</li> <li>- Manage a works program or work area of council</li> <li>- Undertake the control and co-ordination of a section, department and/or significant work area</li> </ul> <p>Positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Involvement in the initiation and formulation of extensive projects/programs which impact on council's goals and objectives</li> <li>- Undertaking work of significant scope and/or complexity</li> <li>- Extensive projects/programs in accordance with department/corporate goals</li> <li>- Development, implementation and evaluation of goals</li> <li>- Management of a work area of council at a higher level of ability</li> <li>- Management of service delivery</li> <li>- Management of a department/section or operate as a senior specialist</li> <li>- Application of a high level of analytical skills to attain and satisfy council objectives</li> <li>- Little or no professional direction</li> <li>- Authority to implement and initiate change in area of responsibility</li> </ul> <p>Positions at this level will demand responsibility for decision making within the constraints of corporate policy.</p>

**GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 1A TO 3)**

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
Where Prime Responsibility lies in a technical field		<p>Experienced officers may have technical oversight of minor works activities and could include:</p> <ul style="list-style-type: none"> <li>- Completion of field project according to instructions and established procedures</li> <li>- Trainee technical officers apply established practices and procedures in the conduct of a range of technical activities with no scope for interpretation</li> </ul>	<p>Conduct of a range of technical activities in the fields of construction, engineering, survey and horticulture and could include:</p> <ul style="list-style-type: none"> <li>- Application of established practices and procedures</li> <li>- Responsibility for a minor project</li> </ul>	<p>Perform moderately complex functions in various fields including construction, engineering surveying and horticulture and could include:</p> <ul style="list-style-type: none"> <li>- Reviewing work done by subordinate officers</li> </ul>
Where the Prime Responsibility is in the works area	Participate with arranging a minor works activity within established methods as part of the training process	Arrange a minor works activity within established methods as part of the training process	<p>Responsible to operational supervision of minor works programs/single works function, or project (first level of supervision for minor works programs/projects) and could include:</p> <ul style="list-style-type: none"> <li>- Supervision, planning and coordination of the activities of officers and day to day operations</li> </ul>	<p>Exercise responsibility for works and determine objectives for the functions under control and could include:</p> <ul style="list-style-type: none"> <li>- A number of minor works within the total works program</li> <li>- Supervision of more than one component of the works program</li> <li>- Planning and coordination of minor works</li> </ul>

### GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 4 TO 8)

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Manage a child care centre of no more than 35 places and could include:</p> <ul style="list-style-type: none"> <li>- Formulation and evaluation of annual budgets in liaison with committee</li> <li>- Develop, plan and supervise the implementation of educational developmental programs for children</li> <li>- Formulate and evaluate annual budgets in liaison with committee</li> <li>- Staff recruitment</li> </ul>	<p>Manage a child care centre of no more than 60 places and could include:</p> <ul style="list-style-type: none"> <li>- Formulation and evaluation of annual budgets in liaison with committee</li> <li>- Develop, plan and supervise the implementation of educational and/or developmental programs for children</li> <li>- Formulate and evaluate annual budgets in liaison with committee</li> <li>- Staff recruitment</li> </ul>			
<p>Responsibility for a range of planning functions using knowledge of statutory and legal requirements including:</p> <ul style="list-style-type: none"> <li>- Compliance with various Acts, regulations, codes, standards and procedures, including plans, permits, applications, etc</li> <li>- Site inspection</li> <li>- Advise on general planning procedures/requirements and development/land division applications, etc</li> </ul> <p>Responsibility for compliance with various relevant Acts, regulations, codes, standards and procedures, including</p> <ul style="list-style-type: none"> <li>- Building or health applications including liaison with clients</li> <li>- Plans, permits, applications, etc</li> <li>- Site inspection</li> </ul>	<p>Undertake duties in the disciplines of building and health</p>	<p>Supervision/management responsibilities exercised within a multi-discipline</p>		

### GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 1A TO 3)

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

Where the prime responsibility is in libraries	Undertake routine library duties: <ul style="list-style-type: none"> <li>- Routine shelving</li> <li>- Issues and returns</li> </ul>	Undertake routine library duties: <ul style="list-style-type: none"> <li>- Routine shelving</li> <li>- Issues and returns</li> <li>- In charge of a library outlet or function within the library</li> </ul>	Provide para-professional support to qualified librarians: <ul style="list-style-type: none"> <li>- Oversee the work of unqualified library staff</li> </ul>	Responsibilities could include: <ul style="list-style-type: none"> <li>- In a small library, provide a range of library and information services or</li> <li>- In a large library be predominately involved in the provision of a particular library service/function or</li> <li>- Supervise the work of para-professional library staff or</li> <li>- Take charge of a small library branch</li> </ul>
Where prime responsibility is in a recreation complex (aquatic or non aquatic)	<i>Assist with the operation of an aquatic or recreational complex including the oversight of a specific function within the centre</i>	<i>Assist with the operation of an aquatic or recreational complex including the oversight of a specific function or a number of functions within the centre</i>	Operational responsibility for a single function within the complex or swimming pool of less than 50 metres	Exercise operational responsibility for multi function aquatic/recreation complex or large swimming pool

**GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 4 TO 8)**

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
Assist senior officers with the planning and coordination of a community program of a complex nature	Plan, develop and operate a community service program of a moderately complex nature.			

**GENERAL OFFICERS CLASSIFICATION CRITERIA 4 (SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING - LEVEL 1A TO 3)**

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
Requirements of the Job	<p>A developing knowledge of the section/department function and operation</p> <p>Basic knowledge of clerical/administrative practices and procedures relevant to the work area</p> <p>A developing knowledge of work practices and policies of the relevant work area</p> <p>No formal qualifications required at this level</p> <p>At this level, employers are expected to offer substantial on the job training</p>	<p>Basic skills in oral and written communication with clients and other members of the public</p> <p>Knowledge of established work practices and procedures relevant to the work area</p> <p>Knowledge of policies and regulations relating to the work area</p> <p>Understanding of clear but complex rules</p> <p>Understanding of basic computing concepts</p> <p>Application of techniques relevant to the work area</p> <p>Developing knowledge of statutory requirements relevant to the work area</p> <p>It is desirable that officers are studying for an appropriate certificate or undertaking either internal or external training OR Positions initially at this level will involve officers in extensive on the job training including familiarisation with the goals and objectives of the work section</p>	<p><i>Established</i> skills in oral and written communication with clients and other members of the public</p> <p>Knowledge of established work practices and procedures relevant to the work area</p> <p>Knowledge of policies and regulations relating to the work area</p> <p>Understanding of clear but complex rules</p> <p>Understanding of computing concepts</p> <p>Application of techniques relevant to the work area</p> <p>Knowledge of statutory requirements relevant to the work area</p> <p>No formal qualifications required OR Entry point for three year degree/associate diploma/appropriate certificate without experience OR Will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required OR Appropriate on the job training and relevant experience</p>	<p>Thorough knowledge of work activities performed within the work area</p> <p>Sound knowledge of procedural/operational methods of the work area</p> <p>May utilise professional or specialised knowledge</p> <p>Ability to apply computing concepts</p> <p>Working knowledge of statutory requirements relevant to the work area</p> <p>Entry level for four year degree in the relevant discipline OR Entry level for three year degree plus graduate diploma in the relevant discipline OR Associate diploma with experience OR Three year degree plus 1 year professional experience in the relevant discipline OR Appropriate certificate with relevant experience OR Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.</p>



		Officers will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.		
<b>Progression</b>	Appointment level for officers who will be provided on the job training	Appointment level for officers who have completed an appropriate certificate and are required to undertake work related to that certificate	<p>The 4<sup>th</sup> increment of this level is the appointment level for any graduate with a relevant three year degree who utilises that qualification to undertake associated professional work</p> <p>Graduates will advance to the 1<sup>st</sup> increment of level 3 after twelve months satisfactory service.</p>	<p>Three year degree holders shall progress to this level after completion of twelve months of service at the top of level 2</p> <p>Appointment level for any graduate with a relevant four year degree who is required to undertake associated professional work</p> <p>Graduates shall advance to the 3<sup>rd</sup> increment after twelve months service on the 1<sup>st</sup> increment of the range and shall progress to the 1<sup>st</sup> increment of level 4 after a further twelve months service</p> <p>Officers with a certificate relevant to the work area shall be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake responsibilities under this level</p>

**GENERAL OFFICERS CLASSIFICATION CRITERIA 4 (SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING - LEVEL 4 TO 8)**

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Knowledge or statutory requirements relevant to work area</p> <p>Knowledge of section procedures, policies and activities</p> <p>Sound discipline knowledge gained through previous experience, training or education</p> <p>Knowledge of the role of departments within council and/or service functions</p> <p>Specialists require an understanding of the underlying principles in the relevant disciplines</p> <p>Relevant four year degree with two years relevant experience or three year degree with three years of relevant experience</p> <p>OR</p> <p>Associate diploma with relevant experience</p> <p>OR</p> <p>Lesser formal qualifications with substantial year of relevant experience</p> <p>OR</p> <p>Attained through previous appointments, service and/or</p>	<p>Knowledge of departmental programs, policies and activities</p> <p>Sound discipline knowledge gained through experience</p> <p>Knowledge of the role of council's structure and service</p> <p>Relevant degree with relevant experience</p> <p>OR</p> <p>Associate diploma with substantial experience</p> <p>OR</p> <p>Qualifications in more than one discipline</p> <p>OR</p> <p>Less formal qualifications with specialised skills sufficient to perform at this level</p> <p>OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.</p>	<p>Discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or in a major single function operation</p> <p>Discipline knowledge gained through experience, training or education</p> <p>Appreciation of the long term goals of the organisation</p> <p>Detailed knowledge of program activities and work practices relevant to the work area</p> <p>Knowledge of organisation structures or functions and comprehensive knowledge of council policies relevant to the section/department</p> <p>Comprehensive knowledge of statutory requirement relevant to the discipline</p> <p>Degree with substantial experience</p> <p>OR</p> <p>Associate diploma with substantial experience</p> <p>OR</p> <p>Lesser formal qualification with a combination of experience, expertise and competence sufficient to perform the duties required at this level</p>	<p>Comprehensive knowledge of council policies and procedures</p> <p>Application of a high level of discipline knowledge.</p> <p>Qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience</p> <p>OR</p> <p>Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard</p> <p>OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties required at this level</p>	<p>Detailed knowledge of council policy, programs and the procedures and practices</p> <p>High level of discipline knowledge</p> <p>Detailed knowledge of statutory requirements</p> <p>Qualifications are generally beyond those normally acquired through degree course and experience in the field of specialist expertise (could be acquired through further qualifications in field of expertise or in management)</p> <p>OR</p> <p>Lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard</p> <p>OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties of the position.</p>

study an equivalent level of expertise and experience to undertake the range of activities required				
Graduates will progress to the 1 <sup>st</sup> increment of this level once two years service at level 3 are completed and will progress to the 3 <sup>rd</sup> increment following an additional year of service	Graduates will progress to the 1 <sup>st</sup> increment of this level on the completion of two years service at level 4 and will progress to the 3 <sup>rd</sup> increment after a further year of service.		Graduates employed with and required to perform, duties relevant to their tertiary qualification shall progress to this level once they have completed three years satisfactory service at level 6 and undertake work related to the responsibilities under this level.	

## **SENIOR OFFICERS CLASSIFICATION CRITERIA – Bands 1 & 2**

**Positions classified in the Bands are characterised by some of the following inputs or those of a similar nature**

	<b>BAND 1</b>	<b>BAND 2</b>
<b>FUNCTION</b>	<ul style="list-style-type: none"> <li>- Manage the operation of a complex organisational area, program or activity which has significant impact upon Council operations</li> <li>- Provide detailed administrative support to a particular program, activity or function</li> <li>- Undertake the preparation of reports on significant and/or complex issues, investigate and prepare information with recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Manage a substantial work area at senior administrative or professional levels and would generally report to a more senior officer, but in some cases may report directly to the CEO</li> <li>- Exercise responsibility for the management of significant and complex projects that may span a number of departmental functional areas</li> <li>- Contribute to the development and implementation of corporate strategies or policy initiatives</li> </ul>
<b>ADVICE</b>	<ul style="list-style-type: none"> <li>- Provide expertise and/or policy advice, including technical/professional advice across a range of programs or activities undertaken by the organisation</li> <li>- Formulation of technical and/or policy advice on issues of significant importance to Council</li> </ul>	<ul style="list-style-type: none"> <li>- Provide significant specialist advice on departmental programs or functions</li> <li>- Provide expert advice which would require a thorough knowledge and considerable depth and breadth of experience in a complex management or professional field.</li> </ul>
<b>SKILLS, KNOWLEDGE, EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Extensive experience in the field related to the operation of the work area</li> <li>- Analytical and conceptual skills to resolve issues relevant to the work area</li> <li>- Awareness of organisational operations as they relate to policy</li> <li>- Detailed knowledge of financial program management techniques related to the work area</li> <li>- Management skills and abilities necessary to undertake the allocation and monitoring of resources</li> <li>- Sound human resource management skills</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to implement financial/program management techniques relevant to the work area</li> <li>- Well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the organisation with client or other outside bodies</li> <li>- Sound human resource management skills</li> <li>- Management skills and abilities necessary to undertake the allocation and monitoring of human, financial and technical resources to ensure achievement of objectives</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>- Decisions taken or delegations exercised have a major impact on the day operations of the work area. The impact, however, is likely to be limited to the work area or function in which the position is located</li> </ul>	<ul style="list-style-type: none"> <li>- Exercise independent judgement in the resolution of complex problems or issues relevant to the work area</li> </ul>
<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>- Require a high degree of accountability for the quality, efficiency and effectiveness of work outputs</li> <li>- Positions at this level may have independence of action within the constraints of Council objectives or corporate goals</li> </ul>	<ul style="list-style-type: none"> <li>- Officers at this level have the authority to determine methods and procedures to be adopted to achieve the desired outcome, within budgetary constraints, for significant programs</li> <li>- May have independence of action, including responsibility for results achieved through the use and allocation of resources within the constraints of Council goals and objectives</li> <li>- Accountable for the achievement of work area goals and objectives</li> </ul>
<b>ORGANISATIONAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>- Manage a team/small department</li> <li>- May be a specialist responsible for a major function which is of significant importance to Council</li> <li>- Report to a more senior officer or the CEO</li> </ul>	<ul style="list-style-type: none"> <li>- Manage significant and complex projects that may span a number of departmental functional areas within a department or a small department</li> <li>- Direction of subordinate staff would involve establishing and evaluating performance and interpreting policy relevant to the work area</li> <li>- Report to a more senior officer or the CEO</li> </ul>

# **SENIOR OFFICERS CLASSIFICATION CRITERIA – Bands 3 & 4**

**Positions classified in the Bands are characterised by some of the following inputs or those of a similar nature**

	<b>BAND 3</b>	<b>BAND 4</b>
<b>FUNCTION</b>	<ul style="list-style-type: none"> <li>- Direct responsibility and accountability for managing a major segment of the operation, or a large scale function, or operation or a medium size department</li> <li>- Contribute to the development of corporate goals and program objectives which are of strategic importance to Council</li> <li>- Manage human, financial and technical resources, formulate and implement policy initiatives and develop corporate strategies</li> </ul>	<ul style="list-style-type: none"> <li>- Manage major functions including Divisions/Departments involving a considerable variety of activities, extensive co-ordination and usually significant responsibilities for human, financial and technical resources</li> <li>- Exercise delegated authority to plan, direct and/or execute major programs, functions or support activities</li> <li>- Determine and revise associated strategic plans and objectives</li> <li>- Provide the primary and major source of knowledge and advice to CEO and/or Council on the Department's operation for which they have responsibility</li> <li>- Major contribution to the formulation of policy, strategic plans and general management for the organisation as a whole</li> </ul>
<b>ADVICE</b>	<ul style="list-style-type: none"> <li>- Provide high level expert advice on critical management and/or technical issues relating to programs or the organisation as a whole</li> <li>- Provide authoritative "technical" or policy advice to Directors, CEO and/or Council</li> </ul>	<ul style="list-style-type: none"> <li>- Provide advice critical to the operation of Council</li> <li>- Provide expert policy and strategic advice to the CEO and/or Council</li> <li>- Provide technical innovative and professional advice which would influence the work of a major function and/or the organisations operations</li> </ul>
<b>SKILLS, KNOWLEDGE, EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- High level of management skills and abilities necessary to direct and monitor significant resources</li> <li>- Liaison and communication skills of a high order including the capacity to negotiate or communicate on behalf of the organisation with clients or other organisations, often to finality</li> <li>- The ability to interpret and provide advice on legislation, corporate objectives, policies, operations or functions of the work area</li> <li>- Detailed knowledge in a range of different subject matters</li> <li>- Thorough knowledge and experience in a complex management and/or professional field.</li> </ul>	<ul style="list-style-type: none"> <li>- High levels of adaptability and flexibility</li> <li>- Possession of conceptual, analytical and creative skills in originating new techniques, establishing criteria and development of imaginative approaches</li> <li>- A high degree of originality and analytical and conceptual skills in the resolution of particularly complex "technical" or policy issues</li> <li>- The ability to modify existing principles to new and unusual problems which may involve frequent changes in policy, program or technological requirements</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>- Authority to plan, design and implement programs/projects and functions independently, exercising discretion to achieve end results</li> <li>- Exercise initiative and resourcefulness in deviating from established methods and policy, contribute to the formation of policy and strategic plans</li> <li>- Decisions will impact on such things as program activities or function allocations or commitment of resources</li> <li>- At this level specialists exercise independent judgement and introduce creative solutions in the resolution of complex problems or issues</li> </ul>	<ul style="list-style-type: none"> <li>- Decisions taken have major effect on program emphasis or priorities in critical areas of Council operations</li> <li>- High level of judgement required in developing strategic plans and in considering operational and wider internal and external program and policy issues</li> <li>- Devise innovative solutions to complex policy or operational problems where guidelines are lacking</li> </ul>

<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>- Delegated authority to determine work plans and schedules to implement the goals and objectives of programs, within a department or in some instances across the organisation</li> <li>- Influence aspects of program or policy issues which have strategic importance</li> <li>- Responsibility and accountability for human, financial and technical resources under their control</li> <li>- Decisions may have direct consequence on achievement of results for the functions for which the officer is responsible</li> <li>- Responsibility for developing policies</li> </ul>	<ul style="list-style-type: none"> <li>- Broad guidance on policy and strategic direction</li> <li>- Major influence on problems or policy issues</li> <li>- Authority to determine resource needs and allocate resources and direct accountability for their effective uses</li> <li>- Work reviewed in relation to fulfilment of program objective, effect of advice given and effectiveness/efficiency of overall program</li> </ul>
<b>ORGANISATIONAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>- In the main would operate in a subordinate relationship to Departmental Director or direct the operation of a medium size department reporting directly to the CEO or report to the CEO</li> <li>- Direction could be through established procedures in the functional area or by explicit policy within an explicit evaluation process overseen by the CEO or more senior officer</li> <li>- Direction over sub-ordinate staff would involve establishing and evaluating performance and interpreting policy relevant to the work area</li> <li>- May report direct to the CEO</li> </ul>	<ul style="list-style-type: none"> <li>- Operate with high degree of independence in the execution and adaption of work plans</li> <li>- May exercise major delegated authority from Council or CEO</li> <li>- Will report direct to CEO</li> </ul>

## Appendix C – CLASSIFICATIONS PRE 1<sup>st</sup> July 2013

### GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 1A TO 3)

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>Activities Functions</b>	Perform clearly defined routine activities in a support role in a child care centre	Perform a range of clearly defined routine activities of a support nature	Perform a range of clearly defined routine activities or functions where routines, methods, standards and procedures are clearly defined	Perform a range of activities/functions of a less clearly defined and routine nature, and could include: <ul style="list-style-type: none"> <li>- Operating within a specialised area</li> <li>- Operating as a member of a professional team</li> </ul>
<b>Complexity of Task Level of Autonomy</b>	<p>Application of basic skills and techniques in a support role in a child care centre.</p> <p>Work outcomes will need to be closely monitored.</p> <p>Works under close direction with instruction and assistance always available.</p> <p>Works under direct supervision.</p>	<p>Practical application of basic skills and techniques.</p> <p>Work outcomes will need to be closely monitored, clearly defined and readily attainable.</p> <p>Works under close direction with instruction and assistance being readily available.</p> <p>Works under direct supervision</p>	<p>Application of acquired skills, knowledge and an understanding of work procedures relevant to the work area. Officers at this level could assist in establishing procedures for a minor function or works project.</p> <p>Work outcomes are monitored, clearly defined.</p> <p>Works under regular direction with assistance being readily available.</p> <p>Works under regular supervision.</p> <p>Graduates receive instruction.</p> <p>Community Services Graduates initially appointed to the top of this level work under direct supervision.</p>	<p>Application of procedures, methods and guidelines which are well established.</p> <p>May set outcome/objectives for specific projects</p> <p>Works under general direction with assistance available from senior officers</p> <p>Works under general supervision.</p> <p>Graduates initially appointed at this level work under direct supervision and may be given instruction on the technical or broader aspects of work.</p>
<b>Initiative and Judgement</b>	Freedom to act is limited by standards and procedures.	Freedom to act is limited by standards and procedures however experienced officers may have sufficient freedom to exercise judgement and initiative in the performance of work.	Limited scope to exercise judgement and initiative within clearly established procedures and practices.	Scope for exercising initiative and judgement in the application of established work procedures. Officers may receive instruction on broader aspects of work.

# GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 4 TO 8)

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Perform a wide range of activities associated with program activities or service delivery and may perform activities of a complex nature which could include:</p> <ul style="list-style-type: none"> <li>- A substantial component of supervision</li> </ul>	<p>Responsible for a range of functions within the section and/or department</p>	<p>Responsible for a range of functions for which operational policies, practices and guidelines may need to be developed and could include:</p> <ul style="list-style-type: none"> <li>- Working independently as specialists or</li> <li>- A senior member of a single discipline project area</li> </ul>	<p>Exercise managerial responsibility for various functions within the department and/or council and could include:</p> <ul style="list-style-type: none"> <li>- Specialised functions</li> <li>- Operation as a specialist</li> <li>- Operation as a member of a specialised professional team</li> <li>- Working independently</li> </ul>	<p>Exercise managerial responsibility for a department/council 's relevant activity, and could include:</p> <ul style="list-style-type: none"> <li>- Functions across a range of administrative, specialist or operational areas.</li> <li>- Operation as a senior specialist providing multi-functional advice to various departments or council.</li> </ul>
<p>Application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.</p> <p>Required to set specific performance outcomes and further develop work methods where general work procedure is not defined.</p> <p>Work under general direction with assistance usually available.</p>	<p>Application of a high level of knowledge and skills and adheres to established work practices however, officers may be required to exercise initiative and judgement where practices are not clearly defined.</p> <p>Required to set specific performance outcomes and further develop work methods.</p> <p>Work under general direction and exercise a degree of autonomy and professional judgement within prescribed areas with assistance available when required.</p>	<p>Application of high levels of knowledge and skills and establishes procedures and work practices, etc</p> <p>Sets outcomes for the work area of responsibility to achieve objectives of the department/Council.</p> <p>Work under limited direction and exercise a degree of autonomy and may manage a work area with advice available on complex or unusual matters.</p>	<p>Application of high levels of knowledge and skills and established procedures which impact on activities undertaken/outcomes achieved by council and/or activities undertaken by sections of the community.</p> <p>Set outcomes for the work area/section or function.</p> <p>Work under limited direction with guidance not always readily available within the organisation.</p>	<p>Major portion of the work involve initiative in the development and implementation of techniques, work practices and procedures in all facets of the work area to achieve corporate goals.</p> <p>Identification of current/future options and the development of strategies to achieve outcomes.</p> <p>Work under broad direction and formulate, implement, monitor and evaluate projects/programs or control organisational elements.</p> <p>Undertake duties on an innovative, novel or critical nature.</p>
<p>Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints, including critical knowledge/skills where procedures are not clearly defined</p>	<p>Exercise initiative and judgement where procedures not clearly defined.</p>	<p>Responsibility for decision making in the particular work area, section/department/council, including the scope to influence operational activities and negotiate matters of significance including negotiating contracts.</p>	<p>Responsibility for decision making and the provision of expert advice to other areas of council, including delegated authority and negotiating matters on behalf of the work area</p>	<p>Demands responsibility for decision making with significant independence of action within the constraints of department or corporate policy</p>



**GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 1A TO 3)**

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>Problem Solving</b>	Assistance available when problems occur	Solutions to problems found in established procedures	Solutions to problems may require the exercise of limited judgement with guidance to be found in procedures, precedents and/or guidelines.	Solution to problems of limited complexity. Solutions to problems found by reference to procedures, methods and instructions.
<b>Provision of Advice Support Assistance</b>			May assist lower classified officers concerning established practices and procedures.	Contribute to interpretation of matters for which there are no clearly established practices and procedures (although such activity would not be the sole responsibility of the officer) and provide assistance to senior officers.
<b>Time Management and Organisational Skills</b>		Responsible for the timeliness of own work.	Managing time, planning and organising own work.	Managing and planning own work and that of subordinate staff and could include: <ul style="list-style-type: none"> <li>- Plan and coordinate activities in the work area</li> <li>- Responsibility for various activities in a specialised area of the works program</li> <li>- A function within the work area</li> </ul>

# **GENERAL OFFICERS CLASSIFICATION CRITERIA 1 (GENERAL FEATURES LEVEL 4 TO 8)**

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
Solution to moderately complex problems generally found in precedents, guidelines or instructions.	Solution to problems generally found in documented techniques, precedents and guidelines.	Solution to complex problems requires complex professional problem solving and a high level of interpersonal skills to resolve organisational issues.	Solution to complex problems involves the selection of methods and techniques based on sound judgement.	Solution to complex problems requiring an analytical approach and a high proficiency in theoretical or scientific approaches which may be outside of the original field of specialisation.
Provide specialist expertise/ advice in relevant discipline  Contribute knowledge in establishing procedures in the appropriate work related field.	Provide expert advice to lower classified officers. Specialists may be required to provide multi-disciplinary advice	Provide expert/specialist advice, support and assistance relevant to the work area or section/department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development.	Provide expert/specialist advice, support and assistance relevant to a significant work area or section/department or discipline on complex matters which could include providing a consultancy service and advice on policy matters and contribute to their development and monitoring.	Provide multi-functional expert/specialist advice and support/assistance to various departments or council with a significant impact on council's policies/programs including: - A consultancy service - Specialist financial, technical, professional and/or administrative advice on policy including operational - Manage/administer complex policy
Require skills in managing time, setting priorities, planning and organising own work and that of subordinate staff, where supervision is a component of the position.	Plan and organise their own work and that of subordinate staff.	Managing time is essential to achieve outcomes.	Wide range of conditions to achieve results in line with divisional/corporate goals which will include planning, direction, control and evaluation of operations.	Accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.

# **GENERAL OFFICERS CLASSIFICATION CRITERIA 2 (GENERAL RESPONSIBILITIES LEVEL 1A TO 3)**

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>General Responsibilities</b>	*See a support role in a Child Care Centre	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Supervision of other staff is not a feature at this level however experienced officers may have a technical oversight of a minor works activity</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Performing tasks of a sensitive nature including the provision of more than routine information</li> <li>- Understanding of clear but complex rules</li> <li>- Oversight and/or guidance of the work of a limited number of lower classified officers</li> <li>- Provision of assistance to lower classified officers concerning established procedures</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Establishing goals, objectives and outcomes for their own particular work program</li> <li>- Undertaking some complex operational work</li> <li>- Supervision</li> <li>- Dealing with formal disciplinary issues within the work area</li> <li>- Utilising a basic knowledge of the principles of human resource management</li> <li>- Assisting subordinate staff with on the job training</li> </ul>

## GENERAL OFFICERS CLASSIFICATION CRITERIA 2 (GENERAL RESPONSIBILITIES LEVEL 4 TO 8)

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Duties of a specialised nature requiring the development of expertise over time or previous knowledge</li> <li>- Providing a reference, research and/or technical information service including the facility to understand and develop technology based systems</li> <li>- A substantial component of supervision or provide specialist expertise</li> <li>- Supervision of various functions within a work area or projects</li> <li>- Supervision of contractors</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Involvement in establishing section/department programs and procedures</li> <li>- Responsibility for a moderately complex project</li> <li>- A minor phase of a broader or more complex professional assignment</li> <li>- Specialist officer in discipline where decisions made rest with the officer with no reference to a senior officer</li> <li>- Control of projects and/or programs</li> <li>- Assisting in the preparation/prepare department or section budgets</li> <li>- Supervision of section or in the case of small council, a department</li> <li>- Supervision of contractors</li> <li>- Setting priorities and monitor workflows in areas of responsibility</li> <li>- Establish the most appropriate operational methods for section/department</li> <li>- Setting outcomes for subordinate officers</li> <li>- Work may span more than one discipline</li> </ul>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Significant projects and/or functions</li> <li>- A range of duties within the work area, including problem definition, planning and the exercise of judgement</li> <li>- Management of significant projects and/or works programs and/or functions</li> <li>- Assisting with/prepare budgets</li> <li>- Control and co-ordination of a work area within budgetary constraints</li> <li>- Supervision/management responsibilities exercised within a multi-disciplinary or major single function/operation or work area</li> <li>- Implementation of effective human resource management</li> <li>- Supervision of contractors</li> <li>- Managerial control, including providing analysis/interpretation for either a major single discipline or multi discipline operation</li> <li>- Appreciation of the long term goals of council</li> </ul> <p>Positions at this level may be identified by impact of activities undertaken or achievement of stated outcomes/objectives for the work area.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Responsibility for a significant work area</li> <li>- Development or work practices and procedures for various projects</li> <li>- Development and implementation of significant operational procedures</li> <li>- Reviewing operations to determine effectiveness</li> <li>- Develop appropriate methodology and apply proven techniques in providing specialised services</li> <li>- Prepare budget submissions for senior officers and/or council</li> <li>- Management/supervision of staff is normally a feature at this level and establishing and monitoring work outcomes</li> <li>- Decisions and actions taken at this level may have a significant effect on programs/project/work areas being managed</li> <li>- Good understanding of the long term goals of council</li> <li>- Manage a works program or work area of council</li> <li>- Undertake the control and co-ordination of a section, department and/or significant work area</li> </ul> <p>Positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.</p>	<p>Officers at this level have responsibilities which will/may include:</p> <ul style="list-style-type: none"> <li>- Involvement in the initiation and formulation of extensive projects/programs which impact on council's goals and objectives</li> <li>- Undertaking work of significant scope and/or complexity</li> <li>- Extensive projects/programs in accordance with department/corporate goals</li> <li>- Development, implementation and evaluation of goals</li> <li>- Management of a work area of council at a higher level of ability</li> <li>- Management of service delivery</li> <li>- Management of a department/section or operate as a senior specialist</li> <li>- Application of a high level of analytical skills to attain and satisfy council objectives</li> <li>- Little or no professional direction</li> <li>- Authority to implement and initiate change in area of responsibility</li> </ul> <p>Positions at this level will demand responsibility for decision making within the constraints of corporate policy.</p>

### **GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 1A TO 3)**

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

<b>CHARACTERISTIC</b>	<b>LEVEL 1A</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
<b>Where Prime Responsibility lies in a technical field</b>		<p>Experienced officers may have technical oversight of minor works activities and could include:</p> <ul style="list-style-type: none"> <li>- Completion of field project according to instructions and established procedures</li> <li>- Trainee technical officers apply established practices and procedures in the conduct of a range of technical activities with no scope for interpretation</li> </ul>	<p>Conduct of a range of technical activities in the fields of construction, engineering, survey and horticulture and could include:</p> <ul style="list-style-type: none"> <li>- Application of established practices and procedures</li> <li>- Responsibility for a minor project</li> </ul>	<p>Perform moderately complex functions in various fields including construction, engineering surveying and horticulture and could include:</p> <ul style="list-style-type: none"> <li>- Reviewing work done by subordinate officers</li> </ul>
<b>Where the Prime Responsibility is in the works area</b>		<p>Arrange a minor works activity within established methods as part of the training process</p>	<p>Responsible for operational supervision of minor works programs/single works function, or project (first level of supervision for minor works programs/projects) and could include:</p> <ul style="list-style-type: none"> <li>- Supervision, planning and coordination of the activities of officers and day to day operations</li> </ul>	<p>Exercise responsibility for works and determine objectives for the functions under control and could include:</p> <ul style="list-style-type: none"> <li>- A number of minor works within the total works program</li> <li>- Supervision of more than one component of the works program</li> <li>- Planning and coordination of minor works</li> </ul>

### GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 4 TO 8)

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Manage a child care centre of no more than 35 places and could include:</p> <ul style="list-style-type: none"> <li>- Formulation and evaluation of annual budgets in liaison with committee</li> <li>- Develop, plan and supervise the implementation of educational developmental programs for children</li> <li>- Formulate and evaluate annual budgets in liaison with committee</li> <li>- Staff recruitment</li> </ul>	<p>Manage a child care centre of no more than 60 places and could include:</p> <ul style="list-style-type: none"> <li>- Formulation and evaluation of annual budgets in liaison with committee</li> <li>- Develop, plan and supervise the implementation of educational and/or developmental programs for children</li> <li>- Formulate and evaluate annual budgets in liaison with committee</li> <li>- Staff recruitment</li> </ul>			
<p>Responsibility for a range of planning functions using knowledge of statutory and legal requirements including:</p> <ul style="list-style-type: none"> <li>- Compliance with various Acts, regulations, codes, standards and procedures, including plans, permits, applications, etc</li> <li>- Site inspection</li> <li>- Advise on general planning procedures/requirements and development/land division applications, etc</li> </ul> <p>Responsibility for compliance with various relevant Acts, regulations, codes, standards and procedures, including</p> <ul style="list-style-type: none"> <li>- Building <u>or</u> health applications including liaison with clients</li> <li>- Plans, permits, applications, etc</li> <li>- Site inspection</li> </ul>	<p>Undertake duties in the disciplines of building and health</p>	<p>Supervision/management responsibilities exercised within a multi-discipline</p>		

**GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 1A TO 3)**

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

Where the prime responsibility is in libraries		Undertake routine library duties: <ul style="list-style-type: none"> <li>- Routine shelving</li> <li>- Issues and returns</li> </ul>	Provide para-professional support to qualified librarians: <ul style="list-style-type: none"> <li>- In charge of a library outlet or function within the library</li> <li>- Oversee the work of unqualified library staff</li> </ul>	Responsibilities could include: <ul style="list-style-type: none"> <li>- In a small library, provide a range of library and information services or</li> <li>- In a large library be predominately involved in the provision of a particular library service/function or</li> <li>- Supervise the work of para-professional library staff or</li> <li>- Take charge of a small library branch</li> </ul>
Where prime responsibility is in a recreation complex (aquatic or non aquatic)		Assist with the operation of an aquatic or recreational complex including the oversight of a specific function within the centre	Operational responsibility for a single function within the complex or swimming pool of less than 50 metres	Exercise operational responsibility for multi function aquatic/recreation complex or large swimming pool

**GENERAL OFFICERS CLASSIFICATION CRITERIA 3 (SPECIFIC RESPONSIBILITIES LEVEL 4 TO 8)**

Positions at the various levels may include some of the following specific responsibilities or those of a similar value.

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
Assist senior officers with the planning and coordination of a community program of a complex nature	Plan, develop and operate a community service program of a moderately complex nature.			



**GENERAL OFFICERS CLASSIFICATION CRITERIA 4 (SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING - LEVEL 1A TO 3)**

CHARACTERISTIC	LEVEL 1A	LEVEL 1	LEVEL 2	LEVEL 3
<b>Requirements of the Job</b>	<p>Developing knowledge of centre policy and practices</p> <p>No formal qualification required at this level</p> <p>Certificate in community services (TAFE) or equivalent</p> <p>It is desirable that officers are studying for an appropriate certificate</p> <p>Sufficient knowledge and experience to perform duties at this level</p> <p>Positions at this level will involve officers in extensive on the job training including familiarisation with the goals and objectives of the work section</p>	<p>A developing knowledge of the section/department function and operation</p> <p>Basic knowledge of clerical/administrative practices and procedures relevant to the work area</p> <p>A developing knowledge of work practices and policies of the relevant work area</p> <p>No formal qualifications required at this level</p> <p>At this level, employers are expected to offer substantial on the job training</p> <p>It is desirable that officers are studying for an appropriate certificate or undertaking either internal or external training</p> <p>OR</p> <p>Positions initially at this level will involve officers in extensive on the job training including familiarisation with the goals and objectives of the work section</p> <p>Officers will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.</p>	<p>Basic skills in oral and written communication with clients and other members of the public</p> <p>Knowledge of established work practices and procedures relevant to the work area</p> <p>Knowledge of policies and regulations relating to the work area</p> <p>Understanding of clear but complex rules</p> <p>Understanding of basic computing concepts</p> <p>Application of techniques relevant to the work area</p> <p>Developing knowledge of statutory requirements relevant to the work area</p> <p>No formal qualifications required</p> <p>OR</p> <p>Entry point for three year degree/associate diploma/appropriate certificate without experience</p> <p>OR</p> <p>Will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required</p> <p>OR</p> <p>Appropriate on the job training and relevant experience</p>	<p>Thorough knowledge of work activities performed within the work area</p> <p>Sound knowledge of procedural/operational methods of the work area</p> <p>May utilise professional or specialised knowledge</p> <p>Ability to apply computing concepts</p> <p>Working knowledge of statutory requirements relevant to the work area</p> <p>Entry level for four year degree in the relevant discipline</p> <p>OR</p> <p>Entry level for three year degree plus graduate diploma in the relevant discipline</p> <p>OR</p> <p>Associate diploma with experience</p> <p>OR</p> <p>Three year degree plus 1 year professional experience in the relevant discipline</p> <p>OR</p> <p>Appropriate certificate with relevant experience</p> <p>OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.</p>
<b>Progression</b>	Completion of certificate in community services	Completion of introduction to child care skills and	Appointment level for officers who have completed an	Three year degree holders shall progress to this level after

	<p>(introductory) course conducted by TAFE or an equivalent qualification which is recognised under the Children's Services Act shall commence at the 3<sup>rd</sup> increment of the range.</p>	<p>accepted for the advanced certificate in child care</p>	<p>appropriate certificate and are required to undertake work related to that certificate</p> <p>The 4<sup>th</sup> increment of this level is the appointment level for any graduate with a relevant three year degree who utilises that qualification to undertake associated professional work</p> <p>Graduates will advance to the 1<sup>st</sup> increment of level 3 after twelve months satisfactory service.</p>	<p>completion of twelve months of service at the top of level 2</p> <p>Appointment level for any graduate with a relevant four year degree who is required to undertake associated professional work</p> <p>Graduates shall advance to the 3<sup>rd</sup> increment after twelve months service on the 1<sup>st</sup> increment of the range and shall progress to the 1<sup>st</sup> increment of level 4 after a further twelve months service</p> <p>Officers with a certificate relevant to the work area shall be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake responsibilities under this level</p>
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**GENERAL OFFICERS CLASSIFICATION CRITERIA 4 (SKILLS, KNOWLEDGE, EXPERIENCE, QUALIFICATIONS AND/OR TRAINING - LEVEL 4 TO 8)**

LEVEL 4	LEVEL 5	LEVEL 6	LEVEL 7	LEVEL 8
<p>Knowledge or statutory requirements relevant to work area</p> <p>Knowledge of section procedures, policies and activities</p> <p>Sound discipline knowledge gained through previous experience, training or education</p> <p>Knowledge of the role of departments within council and/or service functions</p> <p>Specialists require an understanding of the underlying principles in the relevant disciplines</p> <p>Relevant four year degree with two years relevant experience or three year degree with three years of relevant experience</p> <p>OR</p> <p>Associate diploma with relevant experience</p> <p>OR</p> <p>Lesser formal qualifications with substantial year of relevant experience</p> <p>OR</p> <p>Attained through previous appointments, service and/or</p>	<p>Knowledge of departmental programs, policies and activities</p> <p>Sound discipline knowledge gained through experience</p> <p>Knowledge of the role of council's structure and service</p> <p>Relevant degree with relevant experience</p> <p>OR</p> <p>Associate diploma with substantial experience</p> <p>OR</p> <p>Qualifications in more than one discipline</p> <p>OR</p> <p>Less formal qualifications with specialised skills sufficient to perform at this level</p> <p>OR</p> <p>Attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.</p>	<p>Discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or in a major single function operation</p> <p>Discipline knowledge gained through experience, training or education</p> <p>Appreciation of the long term goals of the organisation</p> <p>Detailed knowledge of program activities and work practices relevant to the work area</p> <p>Knowledge of organisation structures or functions and comprehensive knowledge of council policies relevant to the section/department</p> <p>Comprehensive knowledge of statutory requirement relevant to the discipline</p> <p>Degree with substantial experience</p> <p>OR</p> <p>Associate diploma with substantial experience</p> <p>OR</p> <p>Lesser formal qualification with a combination of experience, expertise and competence sufficient to perform the duties required at this level</p>	<p>Comprehensive knowledge of council policies and procedures</p> <p>Application of a high level of discipline knowledge</p> <p>Qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience</p> <p>OR</p> <p>Lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard</p> <p>OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties required at this level</p>	<p>Detailed knowledge of council policy, programs and the procedures and practices</p> <p>High level of discipline knowledge</p> <p>Detailed knowledge of statutory requirements</p> <p>Qualifications are generally beyond those normally acquired through degree course and experience in the field of specialist expertise (could be acquired through further qualifications in field of expertise or in management)</p> <p>OR</p> <p>Lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard</p> <p>OR</p> <p>A combination of experience, expertise and competence sufficient to perform the duties of the position.</p>

study an equivalent level of expertise and experience to undertake the range of activities required				
Graduates will progress to the 1 <sup>st</sup> increment of this level once two years service at level 3 are completed and will progress to the 3 <sup>rd</sup> increment following an additional year of service	Graduates will progress to the 1 <sup>st</sup> increment of this level on the completion of two years service at level 4 and will progress to the 3 <sup>rd</sup> increment after a further year of service.		Graduates employed with and required to perform duties relevant to their tertiary qualification shall progress to this level once they have completed three years satisfactory service at level 6 and undertake work related to the responsibilities under this level.	

## **SENIOR OFFICERS CLASSIFICATION CRITERIA – Bands 1 & 2**

**Positions classified in the Bands are characterised by some of the following inputs or those of a similar nature**

	<b>BAND 1</b>	<b>BAND 2</b>
<b>FUNCTION</b>	<ul style="list-style-type: none"> <li>- Manage the operation of a complex organisational area, program or activity which has significant impact upon Council operations</li> <li>- Provide detailed administrative support to a particular program, activity or function</li> <li>- Undertake the preparation of reports on significant and/or complex issues, investigate and prepare information with recommendations</li> </ul>	<ul style="list-style-type: none"> <li>- Manage a substantial work area at senior administrative or professional levels and would generally report to a more senior officer, but in some cases may report directly to the CEO</li> <li>- Exercise responsibility for the management of significant and complex projects that may span a number of departmental functional areas</li> <li>- Contribute to the development and implementation of corporate strategies or policy initiatives</li> </ul>
<b>ADVICE</b>	<ul style="list-style-type: none"> <li>- Provide expertise and/or policy advice, including technical/professional advice across a range of programs or activities undertaken by the organisation</li> <li>- Formulation of technical and/or policy advice on issues of significant importance to Council</li> </ul>	<ul style="list-style-type: none"> <li>- Provide significant specialist advice on departmental programs or functions</li> <li>- Provide expert advice which would require a thorough knowledge and considerable depth and breadth of experience in a complex management or professional field.</li> </ul>
<b>SKILLS, KNOWLEDGE, EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- Extensive experience in the field related to the operation of the work area</li> <li>- Analytical and conceptual skills to resolve issues relevant to the work area</li> <li>- Awareness of organisational operations as they relate to policy</li> <li>- Detailed knowledge of financial program management techniques related to the work area</li> <li>- Management skills and abilities necessary to undertake the allocation and monitoring of resources</li> <li>- Sound human resource management skills</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to implement financial/program management techniques relevant to the work area</li> <li>- Well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the organisation with client or other outside bodies</li> <li>- Sound human resource management skills</li> <li>- Management skills and abilities necessary to undertake the allocation and monitoring of human, financial and technical resources to ensure achievement of objectives</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>- Decisions taken or delegations exercised have a major impact on the day operations of the work area. The impact, however, is likely to be limited to the work area or function in which the position is located</li> </ul>	<ul style="list-style-type: none"> <li>- Exercise independent judgement in the resolution of complex problems or issues relevant to the work area</li> </ul>
<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>- Require a high degree of accountability for the quality, efficiency and effectiveness of work outputs</li> <li>- Positions at this level may have independence of action within the constraints of Council objectives or corporate goals</li> </ul>	<ul style="list-style-type: none"> <li>- Officers at this level have the authority to determine methods and procedures to be adopted to achieve the desired outcome, within budgetary constraints, for significant programs</li> <li>- May have independence of action, including responsibility for results achieved through the use and allocation of resources within the constraints of Council goals and objectives</li> <li>- Accountable for the achievement of work area goals and objectives</li> </ul>
<b>ORGANISATIONAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>- Manage a team/small department</li> <li>- May be a specialist responsible for a major function which is of significant importance to Council</li> <li>- Report to a more senior officer or the CEO</li> </ul>	<ul style="list-style-type: none"> <li>- Manage significant and complex projects that may span a number of departmental functional areas within a department or a small department</li> <li>- Direction of subordinate staff would involve establishing and evaluating performance and interpreting policy relevant to the work area</li> <li>- Report to a more senior officer or the CEO</li> </ul>

## **SENIOR OFFICERS CLASSIFICATION CRITERIA – Bands 3 & 4**

**Positions classified in the Bands are characterised by some of the following inputs or those of a similar nature**

	<b>BAND 3</b>	<b>BAND 4</b>
<b>FUNCTION</b>	<ul style="list-style-type: none"> <li>- Direct responsibility and accountability for managing a major segment of the operation, or a large scale function, or operation or a medium size department</li> <li>- Contribute to the development of corporate goals and program objectives which are of strategic importance to Council</li> <li>- Manage human, financial and technical resources, formulate and implement policy initiatives and develop corporate strategies</li> </ul>	<ul style="list-style-type: none"> <li>- Manage major functions including Divisions/Departments involving a considerable variety of activities, extensive co-ordination and usually significant responsibilities for human, financial and technical resources</li> <li>- Exercise delegated authority to plan, direct and/or execute major programs, functions or support activities</li> <li>- Determine and revise associated strategic plans and objectives</li> <li>- Provide the primary and major source of knowledge and advice to CEO and/or Council on the Department's operation for which they have responsibility</li> <li>- Major contribution to the formulation of policy, strategic plans and general management for the organisation as a whole</li> </ul>
<b>ADVICE</b>	<ul style="list-style-type: none"> <li>- Provide high level expert advice on critical management and/or technical issues relating to programs or the organisation as a whole</li> <li>- Provide authoritative "technical" or policy advice to Directors, CEO and/or Council</li> </ul>	<ul style="list-style-type: none"> <li>- Provide advice critical to the operation of Council</li> <li>- Provide expert policy and strategic advice to the CEO and/or Council</li> <li>- Provide technical innovative and professional advice which would influence the work of a major function and/or the organisations operations</li> </ul>
<b>SKILLS, KNOWLEDGE, EXPERIENCE</b>	<ul style="list-style-type: none"> <li>- High level of management skills and abilities necessary to direct and monitor significant resources</li> <li>- Liaison and communication skills of a high order including the capacity to negotiate or communicate on behalf of the organisation with clients or other organisations, often to finality</li> <li>- The ability to interpret and provide advice on legislation, corporate objectives, policies, operations or functions of the work area</li> <li>- Detailed knowledge in a range of different subject matters</li> <li>- Thorough knowledge and experience in a complex management and/or professional field.</li> </ul>	<ul style="list-style-type: none"> <li>- High levels of adaptability and flexibility</li> <li>- Possession of conceptual, analytical and creative skills in originating new techniques, establishing criteria and development of imaginative approaches</li> <li>- A high degree of originality and analytical and conceptual skills in the resolution of particularly complex "technical" or policy issues</li> <li>- The ability to modify existing principles to new and unusual problems which may involve frequent changes in policy, program or technological requirements</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>- Authority to plan, design and implement programs/projects and functions independently, exercising discretion to achieve end results</li> <li>- Exercise initiative and resourcefulness in deviating from established methods and policy, contribute to the formation of policy and strategic plans</li> <li>- Decisions will impact on such things as program activities or function allocations or commitment of resources</li> <li>- At this level specialists exercise independent judgement and introduce creative solutions in the resolution of complex problems or issues</li> </ul>	<ul style="list-style-type: none"> <li>- Decisions taken have major effect on program emphasis or priorities in critical areas of Council operations</li> <li>- High level of judgement required in developing strategic plans and in considering operational and wider internal and external program and policy issues</li> <li>- Devise innovative solutions to complex policy or operational problems where guidelines are lacking</li> </ul>

<b>AUTHORITY AND ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>- Delegated authority to determine work plans and schedules to implement the goals and objectives of programs, within a department or in some instances across the organisation</li> <li>- Influence aspects of program or policy issues which have strategic importance</li> <li>- Responsibility and accountability for human, financial and technical resources under their control</li> <li>- Decisions may have direct consequence on achievement of results for the functions for which the officer is responsible</li> <li>- Responsibility for developing policies</li> </ul>	<ul style="list-style-type: none"> <li>- Broad guidance on policy and strategic direction</li> <li>- Major influence on problems or policy issues</li> <li>- Authority to determine resource needs and allocate resources and direct accountability for their effective uses</li> <li>- Work reviewed in relation to fulfilment of program objective, effect of advice given and effectiveness/efficiency of overall program</li> </ul>
<b>ORGANISATIONAL RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>- In the main would operate in a subordinate relationship to Departmental Director or direct the operation of a medium size department reporting directly to the CEO or report to the CEO</li> <li>- Direction could be through established procedures in the functional area or by explicit policy within an explicit evaluation process overseen by the CEO or more senior officer</li> <li>- Direction over sub-ordinate staff would involve establishing and evaluating performance and interpreting policy relevant to the work area</li> <li>- May report direct to the CEO</li> </ul>	<ul style="list-style-type: none"> <li>- Operate with high degree of independence in the execution and adaption of work plans</li> <li>- May exercise major delegated authority from Council or CEO</li> <li>- Will report direct to CEO</li> </ul>

## Appendix D

## GENERAL OFFICERS SALARY

LEVEL	Current 1/07/2015	2.5% 1/07/2016	2.5% 1/07/2017	2.5% 1/07/2018
LEVEL 1A				
1	\$ 42,889.19	\$ 43,961.42	\$ 45,060.45	\$ 46,186.96
2	\$ 43,862.94	\$ 44,959.52	\$ 46,083.51	\$ 47,235.59
3	\$ 44,840.47	\$ 45,961.48	\$ 47,110.51	\$ 48,288.28
4	\$ 46,791.68	\$ 47,961.47	\$ 49,160.51	\$ 50,389.52
LEVEL 1				
1	\$ 47,996.39	\$ 49,196.30	\$ 50,426.21	\$ 51,686.86
2	\$ 49,145.83	\$ 50,374.48	\$ 51,633.84	\$ 52,924.68
3	\$ 50,758.39	\$ 52,027.35	\$ 53,328.03	\$ 54,661.23
4	\$ 52,485.80	\$ 53,797.94	\$ 55,142.89	\$ 56,521.47
5	\$ 54,213.58	\$ 55,568.92	\$ 56,958.14	\$ 58,382.10
6	\$ 55,935.94	\$ 57,334.34	\$ 58,767.70	\$ 60,236.89
LEVEL 2				
1	\$ 57,687.20	\$ 59,129.38	\$ 60,607.62	\$ 62,122.81
2	\$ 59,413.18	\$ 60,898.51	\$ 62,420.98	\$ 63,981.50
3	\$ 61,138.79	\$ 62,667.26	\$ 64,233.94	\$ 65,839.79
4	\$ 62,866.58	\$ 64,438.24	\$ 66,049.20	\$ 67,700.43
LEVEL 3				
1	\$ 64,588.94	\$ 66,203.66	\$ 67,858.75	\$ 69,555.22
2	\$ 66,318.16	\$ 67,976.12	\$ 69,675.52	\$ 71,417.41
3	\$ 68,045.95	\$ 69,747.09	\$ 71,490.77	\$ 73,278.04
4	\$ 69,773.36	\$ 71,517.69	\$ 73,305.63	\$ 75,138.27
LEVEL 4				
1	\$ 71,497.53	\$ 73,284.97	\$ 75,117.10	\$ 76,995.02
2	\$ 73,223.50	\$ 75,054.09	\$ 76,930.44	\$ 78,853.70
3	\$ 74,950.92	\$ 76,824.70	\$ 78,745.31	\$ 80,713.95
4	\$ 76,678.34	\$ 78,595.29	\$ 80,560.18	\$ 82,574.18
LEVEL 5				
1	\$ 78,402.87	\$ 80,362.94	\$ 82,372.02	\$ 84,431.32
2	\$ 80,128.48	\$ 82,131.69	\$ 84,184.98	\$ 86,289.61
3	\$ 81,859.51	\$ 83,906.00	\$ 86,003.65	\$ 88,153.74
LEVEL 6				
1	\$ 84,734.93	\$ 86,853.30	\$ 89,024.64	\$ 91,250.25
2	\$ 87,606.75	\$ 89,796.92	\$ 92,041.84	\$ 94,342.88
3	\$ 90,490.47	\$ 92,752.73	\$ 95,071.55	\$ 97,448.34
LEVEL 7				
1	\$ 93,365.89	\$ 95,700.04	\$ 98,092.54	\$ 100,544.85
2	\$ 96,242.76	\$ 98,648.83	\$ 101,115.05	\$ 103,642.92
3	\$ 99,116.37	\$ 101,594.28	\$ 104,134.14	\$ 106,737.49
LEVEL 8				
1	\$ 102,571.57	\$ 105,135.86	\$ 107,764.25	\$ 110,458.36
2	\$ 106,023.16	\$ 108,673.74	\$ 111,390.58	\$ 114,175.34
3	\$ 109,478.35	\$ 112,215.31	\$ 115,020.69	\$ 117,896.21



### SENIOR OFFICERS SALARY

LEVEL	Current 1/07/2015	2.5% 1/07/2016	2.5% 1/07/2017	2.5% 1/07/2018
<b>SO LEVEL 1</b>				
1	\$ 84,734.94	\$ 86,853.31	\$ 89,024.64	\$ 91,250.26
2	\$ 87,606.74	\$ 89,796.91	\$ 92,041.83	\$ 94,342.88
3	\$ 90,490.47	\$ 92,752.73	\$ 95,071.55	\$ 97,448.34
<b>SO LEVEL 2</b>				
1	\$ 93,365.89	\$ 95,700.04	\$ 98,092.54	\$ 100,544.85
2	\$ 96,242.76	\$ 98,648.82	\$ 101,115.04	\$ 103,642.92
3	\$ 99,116.37	\$ 101,594.28	\$ 104,134.14	\$ 106,737.49
<b>SO LEVEL 3</b>				
1	\$ 102,571.57	\$ 105,135.86	\$ 107,764.25	\$ 110,458.36
2	\$ 106,023.16	\$ 108,673.73	\$ 111,390.58	\$ 114,175.34
3	\$ 109,478.36	\$ 112,215.31	\$ 115,020.70	\$ 117,896.21
<b>SO LEVEL 4</b>				
1	\$ 113,028.20	\$ 115,853.90	\$ 118,750.25	\$ 121,719.01
2	\$ 117,519.42	\$ 120,457.40	\$ 123,468.84	\$ 126,555.56
<b>SO LEVEL 5</b>				
1	\$ 123,136.60	\$ 126,215.01	\$ 129,370.39	\$ 132,604.65
2	\$ 127,626.37	\$ 130,817.03	\$ 134,087.46	\$ 137,439.64
<b>SO LEVEL 6</b>				
1	\$ 133,239.94	\$ 136,570.94	\$ 139,985.22	\$ 143,484.85
2	\$ 137,731.16	\$ 141,174.44	\$ 144,703.80	\$ 148,321.40
<b>SO LEVEL 7</b>				
1	\$ 143,345.09	\$ 146,928.72	\$ 150,601.94	\$ 154,366.99
2	\$ 150,081.02	\$ 153,833.04	\$ 157,678.87	\$ 161,620.84
<b>SO LEVEL 8</b>				
1	\$ 159,065.26	\$ 163,041.89	\$ 167,117.94	\$ 171,295.89
2	\$ 168,048.06	\$ 172,249.26	\$ 176,555.49	\$ 180,969.38
<b>SO LEVEL 9</b>				
1	\$ 181,521.97	\$ 186,060.02	\$ 190,711.52	\$ 195,479.31
<b>SO LEVEL 10</b>				
1	\$ 203,978.52	\$ 209,077.98	\$ 214,304.93	\$ 219,662.56