

# LIGHT REGIONAL COUNCIL AND OFFICERS WORKPLACE COLLECTIVE AGREEMENT 2009

File No. 07604 of 2009  
Cross Reference File No. 4253 of 2009

## VARIATION ORDERS MADE PURSUANT TO SECTION 84 ON 1 FEBRUARY 2010

1. **THAT** the Enterprise Agreement be varied as follows:
  - (a) amending Clause 5 Parties Bound as set out in the revised page 3 of the agreement as appended hereto; and
2. **THAT** the said variation will operate on and from 1 February 2010 and is to have a life for the balance of the currently approved Enterprise Agreement.

THE COMMISSION, PURSUANT TO SECTION s.84  
OF THE FAIR WORK ACT 1994 HEREBY APPROVES THIS  
VARIATION OF THE ENTERPRISE AGREEMENT.



DATED 1 FEBRUARY 2010.

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COMMISSION MEMBER



# **LIGHT REGIONAL COUNCIL AND OFFICERS WORKPLACE COLLECTIVE AGREEMENT 2009**

**File No. 07604 of 2009  
Cross Reference File No. 4253 of 2009**

**CONSOLIDATED AGREEMENT AS AT 1  
FEBRUARY 2010 AS SUPPLIED BY THE  
PARTIES AND INCORPORATING ALL  
AMENDMENTS SINCE THE ORIGINAL  
APPROVAL WAS GRANTED ON 13 JULY 2009**

# **LIGHT REGIONAL COUNCIL and OFFICERS WORKPLACE COLLECTIVE AGREEMENT, 2009**

## **CLAUSE 1 INTRODUCTION**

This Workplace Collective Agreement is made pursuant to Section 96A (Employee Collective Agreements) Workplace Relations Amendment (WorkChoices) Act 2005, between the Light Regional Council and Officers covered by the terms and conditions of the South Australian Municipal Salaried Officers Award pursuant to the provisions of the Fair Work Act 1994. This Workplace Collective Agreement is based on the current provision set out in the South Australian Municipal Salaried Officers Award as at the time of signing in June 2009 and intend to keep all award provisions for the term of the Agreement. The term of the collective agreement is for a period of three (3) years.

The terms and conditions agreed between the parties are set out hereunder.

## **CLAUSE 2 TITLE**

This Agreement shall be known as the Light Regional Council and Officers Workplace Collective Agreement 2009.

## **CLAUSE 3 ARRANGEMENT**

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#### **CLAUSE 4 DEFINITIONS**

'Agreement' means the Light Regional Council and Officers Workplace Collective Agreement 2009.

'Award' means the South Australian Municipal Salaried Officers Award as operating at the time of making this Agreement.

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

'Continuous Service' shall mean service in South Australia within Local Government, where there has not been a break of more than thirteen (13) weeks between appointments and shall exclude years of service taken into account in any previous Local Government severance payment.

'Council' means the Light Regional Council and its successors.

'Employee' means an employee of the Council who is covered by this Agreement.

'Employer' means the Light Regional Council and its successors.

'Officer' means an employee of Council covered by this Agreement.

'Salary' for the purposes of redeployment, VSPs and income maintenance shall mean annual salary including superannuation, regular overtime, first aid allowance and where salary sacrificing exists (which includes use of vehicle in lieu of overtime), the value of the substituted benefit and in the case of library staff includes shift penalties.

'Regular Overtime' is authorised overtime worked in addition to the employees normal working week and does not include TOIL worked over the previous twelve months and must be approved in advance.

'Union' means the Australian Municipal, Administrative, Clerical and Services Union (ASU).

'Workplace Representative' shall mean an ASU member or members elected by the membership from the membership appointed under the rules of the Union, whose role is to effectively represent the interests of members at the workplace.

## **CLAUSE 5 PARTIES BOUND**

5.1 This Agreement will be binding upon:-

5.1.1 Light Regional Council and those employees employed by the Council pursuant to the Award with the exception of:

- (a) Chief Executive Officer;
- (b) General Manager, Business & Governance;
- (c) Project Accountant;
- (d) General Manager, Strategy, Projects & Engineering
- (e) Principal Project Planner;
- (f) Executive Assistant to the Chief Executive Officer;
- (g) General Manager, Infrastructure & Works;
- (h) General Manager, Development & Regulatory Services
- (i) General Inspector;
- (j) Manager, Community Development;
- (k) Technical Officer Infrastructure & Works;
- (l) Manager Tourism;
- (m) Any other position approved by the WCABC.

5.1.2 The exception contained within clause 5.1.1 above shall continue to apply where the officer position so named might vary through organisational restructure or simply through position renaming;

5.1.3 All employees as covered in the positions as reflected in clause 5.1.1 will have the entirety of their terms and conditions of employment covered by a common law contract negotiated by the Council and the employee.

## **CLAUSE 6 PERIOD OF OPERATION**

This agreement shall commence from 1 July 2009, and remain in force for a period of three years.

## **CLAUSE 7 AIMS AND OBJECTIVES**

7.1 The objectives of this agreement are to:

7.1.1 Ensure Council's continued viability, stability and economic health, with all parties striving at all times to do all that is practical and reasonable to enhance, improve and sustain the image of the Light Regional Council, recognising that this is dependent on a shared commitment to prepare for the future and a more competitive environment.

7.1.2 Review work arrangements and establish agreed performance indicators, which may be used for benchmarking to ensure Council

services are competitive, efficient, flexible and reflect a high level of productivity. Any benchmarking project to be undertaken will be developed jointly with the staff involved and endorsed by the Workplace Collective Agreement Bargaining Committee.

7.1.3 To provide for improved wages and conditions for employees.

7.2 This Agreement provides the vehicle for management and employees to work positively together to provide a more productive local government environment, resulting in gains to the Council, its employees and the local community.

Accordingly, it is the objective of the parties to this Agreement to implement measures which will provide for enhanced service delivery, more flexible working arrangements, improved efficiency and productivity of Council's operations, enhance skills and job satisfaction.

7.3 The objectives of this agreement will be achieved by addressing such matters as:

7.3.1 The removal of artificial demarcation and unreasonable restrictive working and management practices with a view to developing a higher level of skill, innovation and excellence amongst all employees.

7.3.2 Improving flexibility in labour supply by looking at new ways of improving work and management practices and seeking to avoid reduction in current staff levels.

7.3.3 The development of a high level of teamwork, trust and shared commitment to the achievement of real and sustainable improvements in productivity.

7.3.4 The promotion of high standards of excellence in the delivery of services in all areas of Council's operations that include but are not limited to:

- a) improving the range, quality and efficiency of services;
- b) exploring income generation strategies;
- c) development of services which are viable, cost competitive and effective;
- d) offering and encouraging appropriate training and skills development.

## **CLAUSE 8 WORKPLACE COLLECTIVE AGREEMENT BARGAINING COMMITTEE**

8.1 The Workplace Collective Agreement Bargaining Committee (WCABC) shall continue in existence after the approval of this Agreement.

8.2 The WCABC shall consist of an equal number of employee and management representatives.

8.2.1 Employee representatives will be nominated by employees covered by this Agreement.

- 8.2.2 Management representatives will be appointed by the Chief Executive Officer.
- 8.3 The role of the WCABC shall be to:
  - 8.3.1 Monitor the implementation of this Agreement.
  - 8.3.2 Act as the primary forum for consultation between management and employee, including where the introduction of change may result in new positions being created, employees being redeployed or positions being made redundant.
  - 8.3.3 Meetings of the WCABC shall occur upon request of either management or employee representatives to deal with any of the roles set out in sub clause 8.3 above.

## **CLAUSE 9 EMPLOYEE RELATIONS/CONSULTATION**

- 9.1 The parties recognise the need to maintain mutual trust and understanding to improve employee/management relations throughout the organisation and agree the need to refocus the traditional industrial relations approach to one of employee relations, where consultation is viewed as essential to any change.
- 9.2 Management recognise the need for employee commitment to achieve effective improvements in productivity and is committed to providing opportunities for employees to be involved and express their opinions through a process of participation and consultation.
- 9.3 Management and employees recognise the need for flexibility and innovative solutions to resolving problems that will ensure communications are approached within a positive, constructive framework, seeking mutually beneficial solutions.
- 9.4 The Workplace Collective Agreement Bargaining Committee shall be the primary forum for consultation between management and employees. The parties recognise that effective communication throughout Council will serve to promote an efficient and effective workforce.
- 9.5 A review of the industrial agreement options will be undertaken in conjunction with staff, no less than six months prior to 30 June 2012

## **CLAUSE 10 STRATEGIES FOR IMPROVED FLEXIBILITY, EFFICIENCY AND PRODUCTIVITY**

### **10.1 Training**

The parties are committed to investigate training requirements for all employees. Management, in consultation with employees, will develop timely and appropriate training programme based on a training needs analysis and shall implement such training at the earliest possible opportunity. The objectives of such training shall be to ensure a multi skilled flexible workforce.

## **10.2 Work Practices**

- 10.2.1 The parties shall identify any restrictive work and management practices and seek to minimise and/or eliminate such practices through cooperative problem solving.
- 10.2.2 The parties are committed to implementing change (including technological) to improve work practices.
- 10.2.3 The parties acknowledge that there may be a need to redesign jobs with a view to improving the level of productivity.

## **10.3 Job and Work Redesign**

Any job or work redesign occurring as a result of an Organisational, Legislative or Position Description Review shall be based on the following:

- 10.3.1 Job and/or Work redesign shall be undertaken against a background of clearly stated objectives.
- 10.3.2 If performance measurement techniques are to be introduced they shall be developed jointly by the parties.
- 10.3.3 Relevant training in work change techniques shall be afforded to employees.

## **CLAUSE 11 HOURS FLEXIBILITY**

- 11.1 Library employees are excluded from this clause.
- 11.2 The ordinary hours of work shall be 152 hours to be worked over 19 days of a four week period between the hours of 7.30 am and 7.30 pm Monday to Friday.
- 11.3 The normal working hours of employees shall be 8 hours per day between the hours of 8.30 am and 5.00 pm, with a minimum of 30 minutes for lunch to be taken between the hours of 12 noon and 2.00 pm.
- 11.4 The actual starting and finishing times regarding the working of ordinary hours as prescribed by 11.2 and 11.3 hereof shall be by agreement between the employee and relevant Manager or CEO.
- 11.5 Rostered days off (RDO) accrued under 11.2 hereof shall be taken in accordance with a roster. By agreement between the employee and relevant Manager an RDO may be deferred providing however that any such deferred RDO(s) must be taken by the 30<sup>th</sup> June each year. Leave not taken by this date may be carried over with permission of the relevant Manager. Three RDO(s) may be taken over the Christmas Closedown should the closure be approved by Council.
- 11.6 By mutual agreement the normal working day may be altered to allow employees to:
  - 11.6.1 Work 10 hours per day between the hours of 7.30 am and 7.30 pm on Monday to Friday without attracting penalty rates.



- 11.6.2 Increase or decrease the number of normal hours worked in one day without attracting penalty rates providing that the hours per day shall not exceed 10 hours, nor 8 hours per week in excess of the standard working week, and shall be worked between the hours of 7.30 am and 7.30 pm.
- 11.6.3 To meet exceptional circumstances, an employee may seek to operate a flexible time arrangement outside of the hours prescribed in clause 11.2 above. When this occurs it will be recorded in writing and signed by both parties.
- 11.7 Where an employee works additional time beyond 76 hours in a fortnight in accordance with clause 11.2, with prior permission of the relevant Manager, such time shall be accrued as TOIL and taken off at a mutually agreed time, providing that such leave must be granted and taken within 12 months of the date of accrual. If, because of organisational constraints, time-off cannot be taken within the 12 months, accrued time shall be paid at time and a half. Provided, however, an employer may, in consultation with the employee, direct the employee to take time accrued within three months of that time of the leave falling due.
- 11.8 The parties recognise that special arrangements may be required to ensure a safe working environment when working outside of normal hours and the parties agree to take appropriate action to ensure the safety of employees in such circumstances.

## **CLAUSE 12 PART TIME EMPLOYEES**

- 12.1 Part time employees will have agreed hours of work, however by mutual agreement these hours may be varied from time to time to provide the flexibility to address changing operational needs.
- 12.2 Where a part time employee agrees to vary their hours, the following parameters will be applied:-
  - 12.2.1 Employees may work up to 38 hours per week within the normal span of hours without attracting overtime penalties.
  - 12.2.2 All work performed in excess of 38 hours per week will be worked within the flexible hours arrangements as specified in clause 11 above.
- 12.3 Subject to suitability and whenever practicable existing employees shall in the first instance be offered additional hours.
- 12.4 Opportunities will be investigated for employees to enter into job share arrangements. However, any job share shall be the subject of agreement between the Council and the employee.
- 12.5 Part-time employees will progress to the next incremental step upon their 12-month anniversary date.

## **CLAUSE 13 CORPORATE WARDROBE**

- 13.1 The wearing of the corporate uniform, in accordance with Council's Human Resources Policy 2.12- Corporate Wardrobe- Dress Code Policy created 15 March 2005 is strongly recommended.
- 13.2 The following payments and reimbursements shall be made to officers regarding the wearing of the corporate uniform:
- 13.2.1 For the first time purchase of a corporate wardrobe Council shall pay an amount of \$400 per employee to establish the wardrobe. This contribution is not transferrable between financial years and is available to staff after the successful completion of the 12 week probationary position.
- 13.2.2 Thereafter Council shall pay an annual amount of reimbursement of up to \$250 per employee on proof of purchase from an approved supplier. This amount shall be increased annually in accordance with the eight City weighted average Adelaide City 31 March CPI increase
- 13.3 Where Council requires an employee to wear a uniform in the course of duties (other than the corporate uniform) such uniform will be provided and maintained by the Council.

#### **CLAUSE 14 BLOOD DONATIONS & HEALTH CHECKS**

- 14.1 Council recognises the very real ongoing need for blood donations. In order to encourage blood donations from employees, Council agrees to provide donors with paid time off to donate during working hours. This, however is to be done with due consideration to continuation of work flow and shall be organised in consultation with each employee and their supervisor.
- 14.2 Council recognises the need to promote the need for employees to be aware of health and fitness issues. As such Council will promote regular health and fitness assessments for employees. These assessments shall be divided into two broad categories – invasive and non-invasive.
- 14.2.1 Non-invasive assessments. This shall involve assessments of general health and fitness for issues such as blood sugar levels, eye sight and hearing, fitness and general well being. All employees are to be encouraged to participate in these assessments with individual results going to Corporate Health and the individual employee concerned. Only generalised (non-specific) statistical information is to be fed back to management. Council will be responsible for the costs associated with non-invasive assessments.
- 14.2.2 Invasive assessments. This shall involve skin cancer and other types of assessments where there is the need for an employee to disrobe. Again all employees are encouraged to participate in such assessments however these assessment are not to be considered mandatory. Where an individual employee feels uncomfortable with disrobing for the assessment they will have the right to have such an assessment performed by a GP or skin specialist of their choosing. The individual employee shall be responsible for the

costs associated with such an assessment if they choose their own specialist to perform the assessment. Only generalised (non-specific) statistical information is to be fed back to management.

## **CLAUSE 15 INTRODUCTION OF CHANGE**

- 15.1 Council shall consult (as defined) at an early stage with employees who may be significantly affected by the introduction of change.
- 15.2 Council shall consider practical ways of mitigating the adverse effects of the change on employees through discussions involving the employees.
- 15.3 Affected employees may involve the Union in the above consultation and / or discussions over change.

Without limiting the range of options for consideration, the discussions may cover transferring to alternative (available) suitable work, re-training, redundancy or a negotiated Voluntary Separation Package (VSP).

- 15.4 For the purposes of this clause “change” can include circumstances re amalgamation or boundary reform.
- 15.5 There shall be no forced redundancies occurring as a result of any change introduced during the term of this Agreement.
- 15.6 The means of adjustment in situations where change results in positions being no longer required will be dealt with in the following way:
  - 15.6.1 Natural attrition;
  - 15.6.2 Redeployment to a position of the same classification level;
  - 15.6.3 Redeployment to a position of lower classification level with income maintenance;
  - 15.6.4 Voluntary Separation Package.
- 15.7 Employees may seek a voluntary separation package at any stage of the process, being no later than 6 months from the date of implementation.

However it remains the primary aim to redeploy employees into a position of equal classification and status as their pre-redeployment position.

- 15.8 After examining all options, if redeployment to such a position is not feasible, an employee may be redeployed into a position of lower classification level on the following basis:
  - 15.8.1 the employee must agree to the redeployment (or alternatively enter into negotiations over an appropriate VSP);
  - 15.8.2 the employer will, as a matter of priority be provided with training to assist the redeployed employee into the new position;

15.8.3 the employee's wage shall be frozen until the salary of the new classification level equals the employee's pre-redeployment classification level.

15.9. Voluntary Separation Packages (VSP)

Where a position becomes redundant (as a result of implementing change), the employee may seek a voluntary separation based on the following:

- 15.9.1 10 weeks notice of termination, or payment in lieu of notice;
- 15.9.2 3 weeks severance payment for every year of continuous service (as defined) within Local Government to a maximum of 52 weeks;
- 15.9.3 an amount of up to \$3,000.00 will be reimbursed by Council to assist the employee to gain other employment. This allowance is provided to support officers who are genuinely seeking further employment, by assisting with education and training fees, counselling, job seeking and preparation of resumes and job applications.

**CLAUSE 16 FIXED TERM CONTRACTS**

16.1 Council may offer fixed term employment contract on the following grounds:

- 16.1.1 for a specific project of defined duration or for work of a limited duration;
- 16.1.2 for a position which is funded from an external body;
- 16.1.3 to replace an employee who is on extended leave greater than three months; and
- 16.1.4 for new appointments to positions at Manager, Director and Chief Executive Officer level.

16.2 A fixed term employment contract offered by Council will contain the following provisions:

- 16.2.1 the duration of the contract shall be agreed between the employee and Council;
- 16.2.2 for contracts with a duration of two years or greater Council shall give the incumbent three months notice of its intention not to renew the contract and the grounds on which the decisions were made.

**CLAUSE 17 SICK LEAVE/FAMILY LEAVE**

17.1 Subject to the following conditions an employee may access his or her sick leave entitlement for reasons of genuine urgent domestic or personal need:

- 17.1.1 There shall be no change to the sick leave entitlement for full-time employees nor any change to the accrual of unused sick leave from year to year.

- 17.1.2 An employee may be permitted to take any of his or her sick leave entitlement, in accordance with the Award for genuine urgent family or personal need. (If preferred, however, an employee may access any accrued leave which is available under the Hours Clause of this Agreement for the purpose of genuine urgent family or personal need.)
  - 17.1.3 Whenever possible, leave under 17.1.2 hereof shall be sought and approved prior to the actual taking of the leave. When not possible, the employee will notify the relevant Manager of his or her absence as soon as practicable.
  - 17.1.4 A medical certificate or other reasonable evidence may be required to be produced (to qualify for payment for the absence) in respect of sick leave or family or personal leave.
  - 17.1.5 Nothing in this clause prevents the Chief Executive Officer from granting special or annual leave for an employee in circumstances of exceptional need.
- 17.2 Nothing contained in this clause shall have the effect of reducing the entitlement provided for in Clause 6.8 of the Award "Family Leave".

#### **CLAUSE 18 SPECIAL LEAVE WITHOUT PAY**

Special leave without pay may only be granted where a staff member makes a formal application and the Departmental Manager and/or Chief Executive Officer determines that the circumstance of any particular application warrants granting special leave without pay.

Applications will only be considered for staff who have a total of three (3) years continuous service with Light Regional Council at the time of taking leave. Applications will be for a minimum period of three months (3) and a maximum period of 12 months (12), however special consideration may be granted by the Chief Executive Officer with the approval of the Departmental Manager.

On return to work, staff must work a further three consecutive years prior to being able to apply for special leave without pay again. Where practicable, staff must make the application no less than three months before taking special leave without pay.

Special leave without pay maybe taken for a variety of reasons, including but not limited to; carers leave, foster parenting leave, professional or personal development and study leave.

#### **CLAUSE 19 PAID MATERNITY & ADOPTION LEAVE**

19.1 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:

Number of years of continuous service at the date of confinement, reverting to the first tier after returning to work for each subsequent birth	Period of paid leave
Less than 12 months	No paid or unpaid leave entitlements
More than 12 months and less than 2 years	6 weeks
2 years and less than 3	8 weeks
3 or more years	12 weeks

19.2 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 ordinary hours and paid fortnightly.

19.3 A pro-rata payment will apply for permanent part time staff based on average hours worked over the preceding 12 months.

19.4 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.

19.5 In the event that an employee resigns from their position of employment within 12 months of returning to work following any period of paid maternity/adoption leave, and prior to the effective date of that resignation, the employee will be required to repay to the Council in full, all monies paid in respect of that paid maternity/adoption leave. This also applies to employees who do not renew fixed term contracts. The Chief Executive Officer may exercise discretion as to the implementation of this Clause in extraordinary circumstances.

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

19.7 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.

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

19.9 Any introduction of a Federal Government universally paid maternity leave clause scheme will have no effect on the obligation of the employer to make payment in accordance with this clause.

Provided that should the Federal Government decide to introduce a universally paid maternity leave scheme during the life of this agreement, the Light Regional Council Workplace Collective Agreement Negotiation Committee will meet as soon as practicable after the details of its implementation has been announced, to discuss and agree upon an appropriate translation of the scheme to meet the requirements of the parties to this agreement.

## **CLAUSE 20 PAID PATERNITY LEAVE**

Any full time, part time, permanent or fixed term contract staff, who produces to Council a certificate of a legally qualified medical practitioner which names the employees partner, states that she is pregnant and specifying the expected date of confinement, shall be granted paternity leave on full pay or pro rata for a period of two weeks. Employees will be eligible for this payment after having continuous service of 12 months.

## **CLAUSE 21 STUDY LEAVE**

- 21.1 Study leave may be granted at the discretion of Council to an employee where the proposed course of study will directly benefit the employee in the performance of their present position or in developing their career path.
- 21.2 Where study leave has been granted the employer and employee shall negotiate options to include:
- 21.2.1 Take up to 5 hours paid study leave per week, provided that where practicable the employee undertakes equal course time in his or her own time; or
  - 21.2.2 Undertake the study outside of normal working hours and receive a reimbursement of enrolment and course fees on producing written evidence of successful completion of the course and expenditure incurred.
- 21.3 The number of employees permitted study leave at the same time within a particular work section shall be based upon the size and requirements of the section. Staff from within the same section affected by an employee undertaking study leave will be consulted about operational issues.
- 21.4 Where an officer is required by Council to undertake a course of study or attend a training course, all fees relating to such course shall be paid by Council.

## **CLAUSE 22 DEFENCE FORCE RESERVIST LEAVE**

- 22.1 Council recognises the importance of the Reserve Services within the Australian Defence Force. To compliment the other provisions within the Award and this agreement, Council may choose to grant Defence Force Reservists an additional two weeks Defence Force Reservist Leave per annum in order for them to undertake obligatory training or national/international postings. It must be noted that this leave is not automatically

granted and will only be considered on application to the Departmental Manager and/or Chief Executive Officer. The needs of the organisation and adequate resources to cover the leave will need to be taken into consideration. If granted, the leave entitlement will cover the shortfall between the payment received by the Officer from the Australian Defence Force and the value of that of the Officer's currently hourly rate, pre tax. It will not be full pay in addition to the entitlement received from the Federal Government. This leave entitlement cannot be accrued from year to year.

- 22.2 Applications will only be considered by staff who have had a minimum of two (2) years continuous service with Council.

### **CLAUSE 23 VOLUNTEER LEAVE**

Council is committed to its community and recognises the value volunteers bring. Employees are entitled to one full day paid at normal time, or normal time in lieu, for an approved volunteer role. The role does not need to be limited to the Light Region, however Council strongly supports its local community. The volunteer day will only be granted on application to Departmental Managers and maybe declined if deemed unsuitable or inappropriate. The day is non transferrable from year to year and cannot be accrued.

### **CLAUSE 24 OCCUPATIONAL HEALTH AND SAFETY**

The parties to this Agreement are committed to continuous improvement in occupational health and safety standards through the implementation of an organisational framework within the workplace which involves all parties in protecting workers' health and safety.

### **CLAUSE 25 REPRESENTATIVE ARRANGEMENTS**

The parties accept the important role of ASU workplace representatives in problem solving, negotiation, communication and promoting a spirit of cooperation between staff, management and the Union. It is recognised that workplace representatives require training and reasonable time/relief from normal duties to fulfil their role. Additionally, ASU workplace representatives shall continue to enjoy the normal courtesies extended by Council to legitimate employee representatives.

### **CLAUSE 26 EQUAL EMPLOYMENT OPPORTUNITY**

The parties are committed to Equal Employment Opportunity 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 Opportunities Act.

### **CLAUSE 27.. SALARY SACRIFICE**

Employees are entitled to salary sacrifice superannuation and private use vehicles through Local Government's Preferred Supplier arrangements. As salary sacrificing is a complex matter, it is the employee's responsibility to seek advice and fully



understand the implications (including taxation) before seeking to enter into this arrangement.

## **CLAUSE 28 SUPERANNUATION**

Where Council is required by legislation and so decides to offer a choice of superannuation providers, the parties shall reach agreement on those superannuation providers to be included as choices available to employees. At the signing of this agreement the Local Government Superannuation Fund is the fund of choice.

## **CLAUSE 29 GRIEVANCE/DISPUTE RESOLUTION PROCEDURE**

### *CONFLICT RESOLUTION POLICY*

29.1 Light Regional Council recognises that disputes and differences between Council members and staff, between various levels of staff and between management and staff will occur. Both elected members and staff acknowledge that there may be differences in personalities which will be tolerated.

This clause sets out the principles and procedures to manage and resolve conflicts between Elected Members and staff or between members of staff. It should be noted that this policy does not refer to a grievance concerning sexual harassment. Refer to Council policy 2.11, Sexual Harassment Grievance Procedure.

To this end, Light Regional Council will:

- 29.1.1 Maintain a formal set of procedures which will ensure equality of treatment for complaints whether received by Councillors, staff members or senior management.
  - 29.1.2 Ensure that both councillors and staff members have their grievances addressed in an equitable and conclusive manner inclusive of all hearings or other processes structured to deal with and solve grievances.
  - 29.1.3 Ensure that accepted principles of natural justice are pursued in a professional manner.
  - 29.1.4 Promote a high level of co-operation between employees of Council and its members so as to minimise any disharmony and conflict that may eventuate.
- 29.2 Council acknowledges its legal obligations under the Local Government Act 1999 and its commitment to the Local Government Equal Opportunity Advisory Committee in that:
- 29.2.1 The Local Government Act 1999 requires Council to observe general principles of personnel management and develop, implement and review an Equal Employment Program.

- 29.2.2 The South Australian Equal Opportunity Act 1984, makes discrimination unlawful on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment and age.
- 29.3 When developing and implementing the Conflict Resolution Policy and Procedure, Council will:
  - 29.3.1 Incorporate the review of the policy and procedures in Council's strategic plan.
  - 29.3.2 Consult Elected Members, employees, and workplace representatives through the existing consultation forums or through specially convened forums as required.
  - 29.3.3 Ensure that Elected Members receive a copy of the Conflict Resolution Policy upon review of the policy after an election.
  - 29.3.4 Ensure that all employees receive a copy of the Conflict Resolution Policy upon commencement through Council's Employee Induction Programme.
  - 29.3.5 Ensure that formal records of grievances are retained detailing the subject matter, resolutions and outcomes of the process.

#### **29.4 Procedures for dealing with conflict resolution**

Any member of Council or Staff who has a grievance from the actions of another member of Council or Staff, may use one or both of the following resolution procedures:

- 29.4.1 Informal procedure for resolution of grievances.
- 29.4.2 Formal record of grievance.

#### **29.5 Informal procedure for Resolution of Grievances**

- 29.5.1 The informal procedure for the resolution of grievances seeks to provide a resolution through informal mediation in a spirit of cooperation, openness and equity. Informal mediation involving the parties should be adopted as the preferred means of resolving grievances.
- 29.5.2 For grievances existing between an elected member and a member of staff, both parties acknowledge and appreciate the separate roles undertaken in providing services to the community. Council's role is to determine policy and projects to be undertaken, whereas the role of management and Council staff is to manage the affairs and decisions of Council.
- 29.5.3 Disputes and differences of opinion between Elected Members or staff should be resolved, wherever possible, through face to face discussion between the individuals concerned.

- 29.5.4 If a verbal complaint is received by an Elected Member, the initial approach to resolving the matter will be to the Chief Executive Officer. The Chief Executive Officer shall, in the first instance, refer the matter to the appropriate Departmental Manager in whose area of responsibility the complaint falls. If the complaint is in relation to a Departmental Manager the Elected Member will contact the Chief Executive Officer. In the event that the complaint is in relation to the Chief Executive Officer, the Elected Member will contact the Mayor of the Council.
- 29.5.5 For grievances between staff, the affected staff member, should in the first instance refer the matter to their immediate supervisor or manager, who will instigate an informal mediation session between the parties to seek to resolve the issue. If the grievance relates to the immediate supervisor or manager and a staff member who reports to that person and the staff member is concerned that the circumstances of the grievance mitigate against their receiving a fair hearing, the grievance may be referred to that manager's supervisor who will instigate informal mediation to resolve the issue.
- 29.5.6 The process of informal mediation should observe the principles of equity and openness, allowing both parties the opportunity to explain their position and listen to the views of the other party.
- 29.5.7 Where a staff member or Councillor requests, a third person may observe the informal mediation process to ensure the above principles are followed.
- 29.5.8 It is considered that the vast majority of grievances should be resolved in this manner, satisfying the key objectives of resolving the issue promptly and to the satisfaction of all parties concerned.

## **29.6 Formal Grievance Procedure**

Where a matter cannot be resolved through the informal process, or the matter is of such a serious nature that the informal process is not appropriate, the formal grievance procedure will be followed.

As with the informal procedure, the formal procedure will seek to resolve differences in an open, transparent and equitable manner. The basis of recording the formal grievance procedure will be a written process.

## **29.7 Formal Staff Grievance Procedure**

- 29.7.1 This procedure recognises that on occasions grievances may occur between employees or between employees and Elected Members that cannot be solved by the informal grievance procedure, or may be of such a nature that the informal grievance procedure is inappropriate.
- 29.7.2 It is the responsibility of all staff to consider and attempt to resolve grievances to preserve amicable and effective working relationships.
- 29.7.3 Formal grievances should be resolved at the workplace by consultation and conciliation between employees and where

requested, representatives may be in attendance on behalf of both parties.

- 29.7.4 If after exhausting the provisions of the informal grievance procedure, a grievance has not been satisfactorily resolved, the affected employee should provide a written record of the grievance, together with any supporting documentation to their immediate manager. When considering an employee's grievance the Manager must ensure that the aggrieved employee is treated fairly, i.e. the employee must be afforded a fair and reasonable opportunity to present their case and any information provided by them as part of their case must be given reasonable consideration.
- 29.7.5 Where the grievance concerns an employee's immediate manager, and the nature of the issue is such that the employee does not believe it will be dealt with appropriately, the employee may seek to refer the matter to their manager's supervisor for consideration. If the employee's immediate manager is the Chief Executive Officer, the matter is to be referred to the Mayor in accordance with Council's Conflict Resolution Policy.
- 29.7.6 If after due consideration of the matter by the manager, the grievance is not satisfactorily resolved then the employee, accompanied, where requested, by their representative may approach the Chief Executive Officer. The Chief Executive Officer may choose to discuss the matter with the parties separately in the first instance.
- 29.7.7 On becoming aware that an employee is aggrieved, the Chief Executive Officer will ensure that action is taken to initiate discussions with the aggrieved employee and where requested, their representative with the aim of resolving the matter without delay
- 29.7.8 When considering an employee's grievance the Chief Executive Officer must ensure that the aggrieved employee is treated fairly, i.e. the employee should be afforded a fair and reasonable opportunity to present their case and any information provided by them as part of their case must be given reasonable consideration.
- 29.7.9 If, after careful examination of all the factors involved, the Chief Executive Officer does not see any good reason to change the previous decision in the matter, then the aggrieved employee is to be advised in writing together with a full explanation of the reasons for the decision.
- 29.7.10 If, after receiving the written explanation the employee still feels aggrieved then the employee may refer the matter to the South Australian Branch Office of the appropriate Union.
- 29.7.11 The Branch Secretary of the Union or a nominated representative will raise the grievance with the Chief Executive Officer and if considered necessary, with the Local Government Association.

- 29.7.12 In the event that a grievance between employees cannot be resolved then it may be referred to the Australian Industrial Relations Commission.
- 29.7.13 While grievance procedures are being applied, work will continue normally in accordance with custom and practice existing prior to the grievance.
- 29.7.14 In the event that a formal grievance is to be lodged against the Chief Executive Officer by a member of staff the grievance shall be detailed in writing, providing full supporting substantiation. ,It will be forwarded to the South Australian Branch Office of the appropriate Union and to the Mayor of Council.
- 29.7.15 The Mayor of Council shall subsequently forward a copy of the grievance to the Chief Executive Officer as soon as practicably possible.
- 29.7.16 Where requested by either party to the grievance, The Union shall act promptly to arrange a meeting between all parties in an endeavour to resolve the matter.
- 29.7.17 In the event that a staff member wishes to bring a formal grievance against an Elected Member, the staff member shall detail in writing the grievance, providing full supporting substantiation, and refer the grievance to their particular Departmental Manager. In the event that the Departmental Manager considers the grievance warrants further action, the Departmental Manager is to forward a formal written complaint to the Chief Executive Officer, attaching the substantiation provided by the Staff member.
- 29.7.18 In the event that the Chief Executive Officer considers the grievance is justified, the Chief Executive Officer will formally raise the matter with the Mayor of Council, providing all available documentation. remove double full stop
- 29.7.19 The Mayor of Council shall act promptly in an endeavour to resolve the matter and when necessary take the appropriate actions provided for in Council's 'Code of Conduct for Elected Members' policy.

### **CLAUSE 30 DISPUTE RESOLUTION**

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

- 30.1 Any dispute shall be notified to the Workplace Collective Agreement Bargaining Committee which shall attempt to resolve the matter
- 30.2 If the matter is not resolved, then it may be referred to the Australian Industrial Relations Commission for conciliation and / or arbitration.
- 30.3 Nothing contained in this Clause shall prevent the Union from raising matters directly with management or if requested by an employee.

## **CLAUSE 31 DISCIPLINARY PROCESS**

Prior to interviews involving formal discipline, an employee shall be advised of his or her right to have a workplace representative present. Where the formal process involves the giving of a final written warning, the employee will be asked if they wish to have an official from the Union present instead of, or in addition to the workplace representative.

31.1 The following conditions apply in respect of the formal discipline process covering misdemeanours and misconduct. The Council, however, reserves the right under the Award to apply summary dismissal in cases where it is considered warranted, such as for cases of serious and wilful misconduct.

31.1.1 The employee shall be entitled to two (2) prior formal reprimands before notification to terminate the employment is given.

31.1.2 The warnings shall be in writing and a copy placed on the employee's file. The employee shall sign the copy to indicate that he or she is aware of its existence on file and may request to view that file at any mutually convenient time. Warnings will remain on file for a period of three (3) years.

## **CLAUSE 32 POOR PERFORMANCE PROCESS**

32.1 The parties agree that the dismissal of an employee on the grounds of continued poor performance should only occur after the employee has been given a fair and proper opportunity (over a reasonable period of time) to improve work performance. It is expected that the employee concerned is made fully aware of work expectations and the specific areas of work deficiency. Suitable training and counselling measures should be utilised in order to achieve positive outcomes.

32.2 Where the Council is of the view that the continued poor performance could lead to dismissal, the process outlined under Clause 31 should be applied.

## **CLAUSE 33 RECRUITMENT AND PROMOTION**

33.1 Before a position is advertised, a position description will be developed and The classification level assessed.

33.2 All new or vacant positions will be advertised among existing staff to provide them with the opportunity to apply.

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

33.4 Internal applicants shall, where requested, receive feedback regarding their application and interview.

## **CLAUSE 34 PERFORMANCE REVIEW**

34.1 All employees shall be subject to an annual performance review which will be carried out by the relevant Supervisor or Departmental Manager in accordance with the Performance Review Procedure based on the officer's current Job Description.

34.2 The performance review interviews will be conducted, where practicable, by 30 June each year and will consider the performance of the employee during the previous financial year.

#### **CLAUSE 35.. NO FURTHER CLAIMS**

The Employees undertake that for the life of this Agreement, there will be no further claims or salary increases except as provided for under this Agreement.

#### **CLAUSE 36 RESOURCE SHARING**

Where Council is considering entering into resource sharing arrangements with other organisations, employees who may be affected by such arrangements shall be consulted. The employees may further require that the Workplace Collective Bargaining Committee also be consulted.

#### **CLAUSE 37 SICKNESS AND ACCIDENT INSURANCE**

Light Regional Council will provide and administer at no cost to the employees income protection insurance through the Local Government Risk Services for the life of this Agreement.

#### **CLAUSE 38 SALARY INCREASES**

All employees covered by this Agreement shall be paid:

38.1 An increase of 4% on salaries to be applied from the first full pay period commencing on or after 1 July 2009.

38.2 The increase shall be applied to the salaries prescribed under the Light Regional Council and Employees Workplace Collective Agreement 2006.

38.3 The following further increases to the salaries arising from 38.1 hereof shall be applied from the first pay period commencing on or after the date being 12 months after the date prescribed in clause 38.1 viz:

- An increase of 4 per cent

38.4 The following further increases to the salaries arising from 38.3 hereof shall be applied from the first pay period commencing on or after the date being 24 months after the date prescribed in clause 38.1 viz:

- An increase of 4 per cent.

**CLAUSE 39 SIGNATORIES**

For and on behalf of Employees covered by this Agreement

Employee Representatives

**Name**

**Signature**

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

For and on behalf of the Light Regional Council:

Chief Executive Officer

\_\_\_\_\_

DATE \_\_\_\_\_

Brian Carr



# ANNEXURE A

## LIGHT REGIONAL COUNCIL ADMINISTRATION - SCHEDULE 2 COMMUNITY ENVIRONMENTAL - SCHEDULE 3 TECHNICAL SERVICES Salary Rates - Effective 1 July 2009 (Suggested)

Level	Year	Current Rate 1/07/2008	4% Increase	Rate from 1/07/2009	2009/10 Hourly Rate	2009/10 Fntly Pay	4% Increase	Rate from 1/07/2010	2010/11 Hourly Rate	2010/11 Fntly Pay	4% Increase	Rate from 1/07/2011	2011/12 Hourly Rate	2011/12 Fntly Pay
1	1	\$35,197	1,407.88	\$36,605	\$18.5247	\$ 1,407.88	\$1,464.20	\$38,069	\$19.2657	\$1,464.20	\$1,523	\$39,592	\$20.0364	\$1,522.76
	2	\$36,041	1,441.64	\$37,483	\$18.9689	\$ 1,441.64	\$1,499.31	\$38,982	\$19.7277	\$1,499.31	\$1,559	\$40,541	\$20.5168	\$1,559.28
	3	\$37,222	1,488.88	\$38,711	\$19.5905	\$ 1,488.88	\$1,548.44	\$40,259	\$20.3741	\$1,548.44	\$1,610	\$41,870	\$21.1891	\$1,610.37
	4	\$38,489	1,539.56	\$40,029	\$20.2574	\$ 1,539.56	\$1,601.14	\$41,630	\$21.0677	\$1,601.14	\$1,665	\$43,295	\$21.9104	\$1,665.19
	5	\$39,755	1,590.20	\$41,345	\$20.9237	\$ 1,590.20	\$1,653.81	\$42,999	\$21.7606	\$1,653.81	\$1,720	\$44,719	\$22.6311	\$1,719.96
	6	\$41,020	1,640.80	\$42,661	\$21.5895	\$ 1,640.80	\$1,706.43	\$44,367	\$22.4531	\$1,706.43	\$1,775	\$46,142	\$23.3512	\$1,774.69
2	1	\$42,302	1,692.08	\$43,994	\$22.2642	\$ 1,692.08	\$1,759.76	\$45,754	\$23.1548	\$1,759.76	\$1,830	\$47,584	\$24.0810	\$1,830.15
	2	\$43,569	1,742.76	\$45,312	\$22.9311	\$ 1,742.76	\$1,812.47	\$47,124	\$23.8483	\$1,812.47	\$1,885	\$49,009	\$24.8022	\$1,884.97
	3	\$44,835	1,793.40	\$46,628	\$23.5974	\$ 1,793.40	\$1,865.14	\$48,494	\$24.5413	\$1,865.14	\$1,940	\$50,433	\$25.5229	\$1,939.74
	4	\$46,102	1,844.08	\$47,946	\$24.2642	\$ 1,844.08	\$1,917.84	\$49,864	\$25.2348	\$1,917.84	\$1,995	\$51,858	\$26.2442	\$1,994.56
3	1	\$47,366	1,894.64	\$49,261	\$24.9295	\$ 1,894.64	\$1,970.43	\$51,231	\$25.9267	\$1,970.43	\$2,049	\$53,280	\$26.9637	\$2,049.24
	2	\$48,633	1,945.32	\$50,578	\$25.5963	\$ 1,945.32	\$2,023.13	\$52,601	\$26.6202	\$2,023.13	\$2,104	\$54,706	\$27.6850	\$2,104.06
	3	\$49,899	1,995.96	\$51,895	\$26.2626	\$ 1,995.96	\$2,075.80	\$53,971	\$27.3131	\$2,075.80	\$2,159	\$56,130	\$28.4057	\$2,158.83
	4	\$51,149	2,045.96	\$53,195	\$26.9205	\$ 2,045.96	\$2,127.80	\$55,323	\$27.9973	\$2,127.80	\$2,213	\$57,536	\$29.1172	\$2,212.91
4	1	\$52,430	2,097.20	\$54,527	\$27.5947	\$ 2,097.20	\$2,181.09	\$56,708	\$28.6985	\$2,181.09	\$2,268	\$58,977	\$29.8465	\$2,268.33
	2	\$53,697	2,147.88	\$55,845	\$28.2616	\$ 2,147.88	\$2,233.80	\$58,079	\$29.3920	\$2,233.80	\$2,323	\$60,402	\$30.5677	\$2,323.15
	3	\$54,963	2,198.52	\$57,162	\$28.9279	\$ 2,198.52	\$2,286.46	\$59,448	\$30.0850	\$2,286.46	\$2,378	\$61,826	\$31.2884	\$2,377.92
	4	\$56,229	2,249.16	\$58,478	\$29.5942	\$ 2,249.16	\$2,339.13	\$60,817	\$30.7780	\$2,339.13	\$2,433	\$63,250	\$32.0091	\$2,432.69
5	1	\$57,494	2,299.76	\$59,794	\$30.2600	\$ 2,299.76	\$2,391.75	\$62,186	\$31.4704	\$2,391.75	\$2,487	\$64,673	\$32.7292	\$2,487.42
	2	\$58,760	2,350.40	\$61,110	\$30.9263	\$ 2,350.40	\$2,444.42	\$63,555	\$32.1634	\$2,444.42	\$2,542	\$66,097	\$33.4499	\$2,542.19
	3	\$60,027	2,401.08	\$62,428	\$31.5932	\$ 2,401.08	\$2,497.12	\$64,925	\$32.8569	\$2,497.12	\$2,597	\$67,522	\$34.1712	\$2,597.01
6	1	\$62,136	2,485.44	\$64,621	\$32.7032	\$ 2,485.44	\$2,584.86	\$67,206	\$34.0113	\$2,584.86	\$2,688	\$69,895	\$35.3717	\$2,688.25
	2	\$64,246	2,569.84	\$66,816	\$33.8137	\$ 2,569.84	\$2,672.63	\$69,488	\$35.1662	\$2,672.63	\$2,780	\$72,268	\$36.5729	\$2,779.54
	3	\$66,357	2,654.28	\$69,011	\$34.9247	\$ 2,654.28	\$2,760.45	\$71,772	\$36.3217	\$2,760.45	\$2,871	\$74,643	\$37.7746	\$2,870.87
7	1	\$68,467	2,738.68	\$71,206	\$36.0353	\$ 2,738.68	\$2,848.23	\$74,054	\$37.4767	\$2,848.23	\$2,962	\$77,016	\$38.9757	\$2,962.16
	2	\$70,576	2,823.04	\$73,399	\$37.1453	\$ 2,823.04	\$2,935.96	\$76,335	\$38.6311	\$2,935.96	\$3,053	\$79,388	\$40.1763	\$3,053.40
	3	\$72,686	2,907.44	\$75,593	\$38.2558	\$ 2,907.44	\$3,023.74	\$78,617	\$39.7860	\$3,023.74	\$3,145	\$81,762	\$41.3775	\$3,144.69
8	1	\$75,218	3,008.72	\$78,227	\$39.5884	\$ 3,008.72	\$3,129.07	\$81,356	\$41.1720	\$3,129.07	\$3,254	\$84,610	\$42.8188	\$3,254.23
	2	\$77,749	3,109.96	\$80,859	\$40.9205	\$ 3,109.96	\$3,234.36	\$84,093	\$42.5573	\$3,234.36	\$3,364	\$87,457	\$44.2596	\$3,363.73
	3	\$80,282	3,211.28	\$83,493	\$42.2537	\$ 3,211.28	\$3,339.73	\$86,833	\$43.9438	\$3,339.73	\$3,473	\$90,306	\$45.7016	\$3,473.32

## LIGHT REGIONAL COUNCIL SENIOR OFFICERS STREAM - SCHEDULE 5

Level	Year	Current Rate 1/07/2008	4% Increase	Rate from 1/07/2009	2009/10 Hourly Rate	2009/10 Fntly Pay	4% Increase	Rate from 1/07/2010	2010/11 Hourly Rate	2010/11 Fntly Pay	4% Increase	Rate from 1/07/2011	2011/12 Hourly Rate	2011/12 Fntly Pay
1	1	\$62,136	2,485.44	\$64,621	\$32.7032	\$ 2,485.44	\$2,584.86	\$67,206	\$34.0113	\$2,584.86	\$2,688	\$69,895	\$35.3717	\$2,688.25
	2	\$64,246	2,569.84	\$66,816	\$33.8137	\$ 2,569.84	\$2,672.63	\$69,488	\$35.1662	\$2,672.63	\$2,780	\$72,268	\$36.5729	\$2,779.54
	3	\$66,357	2,654.28	\$69,011	\$34.9247	\$ 2,654.28	\$2,760.45	\$71,772	\$36.3217	\$2,760.45	\$2,871	\$74,643	\$37.7746	\$2,870.87
2	1	\$68,467	2,738.68	\$71,206	\$36.0353	\$ 2,738.68	\$2,848.23	\$74,054	\$37.4767	\$2,848.23	\$2,962	\$77,016	\$38.9757	\$2,962.16
	2	\$70,576	2,823.04	\$73,399	\$37.1453	\$ 2,823.04	\$2,935.96	\$76,335	\$38.6311	\$2,935.96	\$3,053	\$79,388	\$40.1763	\$3,053.40
	3	\$72,686	2,907.44	\$75,593	\$38.2558	\$ 2,907.44	\$3,023.74	\$78,617	\$39.7860	\$3,023.74	\$3,145	\$81,762	\$41.3775	\$3,144.69
3	1	\$75,218	3,008.72	\$78,227	\$39.5884	\$ 3,008.72	\$3,129.07	\$81,356	\$41.1720	\$3,129.07	\$3,254	\$84,610	\$42.8188	\$3,254.23
	2	\$77,749	3,109.96	\$80,859	\$40.9205	\$ 3,109.96	\$3,234.36	\$84,093	\$42.5573	\$3,234.36	\$3,364	\$87,457	\$44.2596	\$3,363.73
	3	\$80,282	3,211.28	\$83,493	\$42.2537	\$ 3,211.28	\$3,339.73	\$86,833	\$43.9438	\$3,339.73	\$3,473	\$90,306	\$45.7016	\$3,473.32
4	1	\$82,886	3,315.44	\$86,201	\$43.6242	\$ 3,315.44	\$3,448.06	\$89,649	\$45.3692	\$3,448.06	\$3,586	\$93,235	\$47.1839	\$3,585.98
	2	\$86,179	3,447.16	\$89,626	\$45.3574	\$ 3,447.16	\$3,585.05	\$93,211	\$47.1717	\$3,585.05	\$3,728	\$96,940	\$49.0585	\$3,728.45
5	1	\$90,296	3,611.84	\$93,908	\$47.5242	\$ 3,611.84	\$3,756.31	\$97,664	\$49.4252	\$3,756.31	\$3,907	\$101,571	\$51.4022	\$3,906.57
	2	\$93,590	3,743.60	\$97,334	\$49.2579	\$ 3,743.60	\$3,893.34	\$101,227	\$51.2282	\$3,893.34	\$4,049	\$105,276	\$53.2773	\$4,049.08
6	1	\$97,707	3,908.28	\$101,615	\$51.4247	\$ 3,908.28	\$4,064.61	\$105,680	\$53.4817	\$4,064.61	\$4,227	\$109,907	\$55.6210	\$4,227.20
	2	\$101,000	4,040.00	\$105,040	\$53.1579	\$ 4,040.00	\$4,201.60	\$109,242	\$55.2842	\$4,201.60	\$4,370	\$113,611	\$57.4956	\$4,369.66
7	1	\$105,117	4,204.68	\$109,322	\$55.3247	\$ 4,204.68	\$4,372.87	\$113,695	\$57.5377	\$4,372.87	\$4,548	\$118,242	\$59.8392	\$4,547.78
	2	\$110,058	4,402.32	\$114,460	\$57.9253	\$ 4,402.32	\$4,578.41	\$119,039	\$60.2423	\$4,578.41	\$4,762	\$123,800	\$62.6520	\$4,761.55
8	1	\$116,645	4,665.80	\$121,311	\$61.3921	\$ 4,665.80	\$4,852.43	\$126,163	\$63.8478	\$4,852.43	\$5,047	\$131,210	\$66.4017	\$5,046.53
	2	\$123,232	4,929.28	\$128,161	\$64.8589	\$ 4,929.28	\$5,126.45	\$133,288	\$67.4533	\$5,126.45	\$5,332	\$138,619	\$70.1514	\$5,331.51
9	1	\$133,113	5,324.52	\$138,438	\$70.0595	\$ 5,324.52	\$5,537.50	\$143,975	\$72.8619	\$5,537.50	\$5,759	\$149,734	\$75.7763	\$5,759.00
10	1	\$149,580	5,983.20	\$155,563	\$78.7263	\$ 5,983.20	\$6,222.53	\$161,786	\$81.8754	\$6,222.53	\$6,471	\$168,257	\$85.1504	\$6,471.43