

SOUTH AUSTRALIAN GOVERNMENT WAGES PARITY (WEEKLY PAID) ENTERPRISE AGREEMENT 2010

File No. 4036 of 2010

This Agreement shall come into force on and from 1 September 2010 and have a life extending for a period of until 1 October 2012.

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

DATED 1 SEPTEMBER 2010.



A handwritten signature in black ink, consisting of a large loop and several strokes, positioned above a horizontal line.

COMMISSION MEMBER



**SOUTH AUSTRALIAN GOVERNMENT
WAGES PARITY
(WEEKLY PAID)
ENTERPRISE AGREEMENT 2010**



Department of the Premier and Cabinet
(Public Sector Workforce Relations)
Level 5, Grenfell Centre
25 Grenfell Street
ADELAIDE SA 5000

GPO Box 2343
ADELAIDE SA 5001

TABLE OF CONTENTS

1.	ENTERPRISE AGREEMENT	1
2.	OBJECTS AND COMMITMENTS	1
3.	INTERPRETATION	2
4.	PARTIES BOUND	4
5.	OTHER ENTERPRISE AGREEMENTS	5
6.	WAGE ADJUSTMENTS	6
7.	SALARY PACKAGING ARRANGEMENTS	6
8.	MEMORANDUM OF UNDERSTANDING	6
9.	WORKLIFE FLEXIBILITY	7
	Voluntary Flexible Working Arrangements	7
	Paid Maternity Leave and Paid Adoption Leave	7
	Return to Work on a Part Time Basis	8
	Family Carer's Leave	9
	Reimbursement of Reasonable Child Care Costs	9
	Reimbursement of Reasonable Travel Costs	9
10.	ON-CALL/RECALL	10
11.	NIGHT SHIFT PENALTY	11
12.	OCCUPATIONAL HEALTH SAFETY AND WELFARE	11
13.	TRAINING AND DEVELOPMENT	12
14.	WORKPLACE FLEXIBILITY	12
15.	RECLASSIFICATION DATE	13
16.	TOIL ENTITLEMENTS	13
17.	LIMIT ON PUBLIC HOLIDAY WORK	13
18.	MINIMUM HOURS OF ENGAGEMENT	13
19.	SPECIAL LEAVE	13
20.	AWARD VARIATIONS	14
21.	PERSONAL LEAVE – INJURY AND SICKNESS	14
22.	PERFORMANCE IMPROVEMENT	14
23.	NO EXTRA CLAIMS	15
24.	CONSULTATIVE PROCESSES	15
25.	GRIEVANCE AND DISPUTE AVOIDANCE PROCEDURES	16
26.	VARIATIONS	17
27.	REVIEWS	17
28.	NEW WORK LEVEL DEFINITIONS	18
29.	RENEGOTIATION	18
30.	SIGNATORIES	18
	APPENDIX 1: PARITY WAGES	20
	Schedule 1.1: Child Care Worker - Department Of Further Education, Employment, Science And Technology	20
	Schedule 1.1A: Child Care Worker – October 2009	20
	Schedule 1.1B: Child Care Worker – After Date of Approval of Commission	21
	Schedule 1.2: Chauffeurs (Ministerial) Public Service Award	22
	Schedule 1.3: Intellectual Disability Services (IDSC) Award	23
	Schedule 1.4: Integrated Wages Schedule	24
	Schedule 1.4A: Integrated Wages – October 2009	24
	Schedule 1.4B: Integrated Wages – After Date of Approval of Commission	25
	Schedule 1.5: Government Stores Employees Interim Award	26

Schedule 1.5A: Government Stores – October 2009	26
Schedule 1.5B: Government Stores Employees – After Date of Approval of Commission	27
Schedule 1.6: Ngerin Industrial Agreement	28
Schedule 1.7: SA Government Civil Construction And Maintenance Award	29
Schedule 1.7A: Civil Construction and Maintenance – October 2009	29
Schedule 1.7B: Civil Construction and Maintenance – After Date of Approval of Commission	30
Schedule 1.8: SA Government Health Etc. Ancillary Employees Award	31
Schedule 1.8A: Health Ancillary – From October 2009	31
Schedule 1.8B: Health Ancillary – After Date of Approval of Commission	32
Schedule 1.9: SA Government Printing Interim Award	33
Schedule 1.9A: Printing – October 2009	33
Schedule 1.9B: Printing – After Date of Approval of Commission	34
Schedule 1.10: SA Government Services Award	35
Schedule 1.10A: Government Services – October 2009	35
Schedule 1.10B: Government Services – After Date of Approval of Commission	36
Schedule 1.11: SA Government Transport Workers Award.....	37
APPENDIX 2: SAVED CLAUSES.....	39
Appendix 2.1 - Department of Primary Industries and Resources	39
Appendix 2.2 – Child Care Workers in the Department of Further Education, Employment, Science and Technology	40
APPENDIX 3: SHARED SERVICES PRINCIPLES	48
APPENDIX 4: WORKPLACE FLEXIBILITY AGREEMENTS	49
Appendix 4.1 Ministerial Chauffeurs	49
APPENDIX 5: AWARD VARIATIONS	50
APPENDIX 6: TRANSLATION ARRANGEMENTS	51
Schedule 1: Child Care Workers - Department Of Further Education, Employment, Science And Technology	51
Schedule 2: Integrated Wages Structure.....	52
Schedule 3: South Australian Government Health Etc Ancillary Employees Award	54
Schedule 3.1: Direct Care	54
Schedule 3.2: Sterilisation Services.....	56
Schedule 3.3: Client, Theatre and Allied Care	58
Schedule 3.4: Catering, Utility Services, Gardening and Grounds Services, Transport, Facility Services and Security.....	61
APPENDIX 7: NEW WORK LEVEL DEFINITIONS	63
Schedule 1: Child Care Workers – Department of Further Education, Employment, Science and Technology	63
Schedule 2: South Australian Government Stores Employees Interim Award	67
Schedule 3: South Australian Government Civil Construction And Maintenance Award.....	69
Schedule 3.1: Construction and Maintenance Worker	69
Schedule 3.2: Technical Support Operative	76
Schedule 3.3: Plant Operator	80
Schedule 4: South Australian Government Health Etc. Ancillary Employees Award.....	85
Schedule 4.1: Catering	87
Schedule 4.2: Client, Theatre And Allied Care	93
Schedule 4.3: Direct Care.....	99
Schedule 4.4: Sterilisation Services.....	103
Schedule 4.5: Utility Services	107
Schedule 4.6: Gardening And Grounds Services	112
Schedule 4.7: Transport	117
Schedule 4.8: Facility Services	122
Schedule 4.9: Security	127
Schedule 5: South Australian Government Printing Interim Award.....	132
Schedule 6: South Australian Government Services Award	139
Schedule 6.1: Catering Services	140
Schedule 6.2: Guide, Recreational and Personal Services	145
Schedule 6.3: Horticultural Services	150
Schedule 6.4: Primary Industries	155
Schedule 6.5: Security Services	161

Schedule 6.6: Support Services	166
Attachment A	171

1. ENTERPRISE AGREEMENT

- 1.1 This Enterprise Agreement is made pursuant to the *Fair Work Act 1994, Chapter 3, Part 2*.
- 1.2 This Enterprise Agreement may be referred to as the "South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2010".
- 1.3 This Enterprise Agreement will have effect only if approved by the Industrial Relations Commission of South Australia.
- 1.4 The term of this Enterprise Agreement shall be from the date of approval by the Industrial Relations Commission of South Australia until 1 October 2012.
- 1.5 The parties to this Enterprise Agreement acknowledge that issues of Government policy, service levels, Commissioner for Public Sector Employment (CPSE) PSM Act Standards, Directions, Circulars, Guidelines, including as may be issued under the *Public Sector Act 2009*, Chief Executive determinations and resource allocation fall outside the parameters of this Enterprise Agreement. The employer parties undertake to, wherever possible, keep relevant employees informed of these issues.

2. OBJECTS AND COMMITMENTS

- 2.1 The objects of this Enterprise Agreement are to:
 - 2.1.1 Enable the SA public sector agencies and employees party to this Enterprise Agreement to be dynamic productive and responsive to the service needs of government, the public and customers;
 - 2.1.2 Effect wages parity and increases in accordance with this Enterprise Agreement for weekly paid employees bound by this Enterprise Agreement and employed in positions classified at the same level;
 - 2.1.3 Support South Australia's Strategic Plan, the South Australian Health Care Plan and the achievement of government and agency objectives;
 - 2.1.4 Advance the objects of, and the public sector principles and practices referred to in, the *Public Sector Act 2009*;
 - 2.1.5 Support workforce flexibility, mobility, development and performance;
 - 2.1.6 Acknowledge the extension of operation of the Memorandum of Understanding (MOU) for the life of this Enterprise Agreement;
 - 2.1.7 Continue to apply to particular agencies terms as detailed in Appendix 2.
- 2.2 In making and applying this Enterprise Agreement, the parties are committed to:
 - 2.2.1 The continued evolution of the SA public sector as a dynamic, productive and customer responsive entity;
 - 2.2.2 Recognising that initiatives will continue to be introduced to improve the efficiency and effectiveness of the service and to enable the provision of quality services to government, the public and customers;
 - 2.2.3 Consultation in the development and implementation of public sector and agency based reform and change programs;
 - 2.2.4 Employment security for employees bound by this Enterprise Agreement for the life of the Enterprise Agreement;
 - 2.2.5 Obtaining the approval by the Industrial Relations Commission of South Australia to this Enterprise Agreement; and
 - 2.2.6 Existing conditions of employment applying to a party not being reduced, subject to the terms of this Enterprise Agreement and any applicable Workplace Flexibility Agreement. This commitment does not prevent the operation of other commitments in this clause, but not to the effect that (considered as a whole) would result in a diminution of conditions existing as at the date of approval by the Commission.

3. INTERPRETATION

3.1 In this Enterprise Agreement, unless the contrary intention appears:

"Act"	Means the <i>Fair Work Act 1994</i> ;
"administrative unit"	Means an administrative unit established under the <i>Public Sector Act 2009</i> and includes an administrative unit established while this Enterprise Agreement remains in force;
"agency"	Means an agency referred to in clause 4.2;
"approval"	Means approval by the Industrial Relations Commission of South Australia;
"association"	Means an association that is registered under the <i>Fair Work Act 1994</i> and is a party to this Enterprise Agreement;
"CE, DPC"	Means the Chief Executive of the Department of the Premier and Cabinet, delegate thereof, or person holding or acting in that position, or such other person as may from time to time be declared to be the employer of public employees for the purposes of the Act;
"Chief Executive"	Means the person who is the principal administrative officer within the named agency, or delegate thereof;
"Commission"	Means the Industrial Relations Commission of South Australia;
"Commissioner's Standard"	Means a Standard made, or varied or substituted for the by Commissioner for Public Employment under the <i>Public Sector Management Act 1995</i> , and includes any standard, determination, direction or other instrument that may be made, varied or substituted for by the CPSE pursuant to the <i>Public Sector Act 2009</i> ;
"CPSE"	Means the Commissioner for Public Sector Employment, delegate thereof, or person holding or acting in the position of Commissioner for Public Sector Employment;
"employer"	Means the applicable employer bound by this Enterprise Agreement, or delegate thereof;
"employee"	Means an employee bound by this Enterprise Agreement;
"employee representative"	Includes an association, as defined above;
"1996 Memorandum Of Understanding" and "MOU"	Means the document entitled "Memorandum Of Understanding" made as between the Government and public sector unions (including the associations) on 20 December 1996;
"particular agency"	Means the agency or entity specifically referred to in the relevant clause;
"party"	Means the persons, entities and associations referred to in clause 4;
"salaried employee"	Means an employee covered by the South Australian Government Wages Parity (Salaried) Enterprise Agreement 2010, and does not include a weekly paid employee;
"this Enterprise Agreement"	Means the South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2010;

“Voluntary Flexible Working Arrangement” and “VFWA”	Means a working arrangement of a type dealt with in Commissioner’s Standard 3.1 and made available by a Chief Executive to the agency or to a workplace or group of employees within the agency;
“weekly paid employee”	Means an employee proposed to be covered by this Agreement, and includes an employee whose rate of pay is specified in the applicable award or industrial instrument as a weekly rate, and includes an employee employed as a “Chauffeur” or as a “Disability Services Officer”.

3.2 Subject to this clause, this Enterprise Agreement will be read and interpreted in conjunction with the following:

- 3.2.1 Chauffeurs (Ministerial) Public Service Award;
- 3.2.2 Intellectual Disability Services Award;
- 3.2.3 Government Stores Employees Interim Award;
- 3.2.4 South Australian Government Civil Construction and Maintenance Award;
- 3.2.5 South Australian Government Health Etc. Ancillary Employees Award;
- 3.2.6 South Australian Government Printing Interim Award;
- 3.2.7 South Australian Government Services Award; and
- 3.2.8 South Australian Government Transport Workers Award.

3.3 A clause in this Enterprise Agreement will prevail over any provision in an applicable award referred to in the preceding sub-clause to the extent of any inconsistency.

3.4 The objects and commitments clause will apply to the interpretation and operation of this Enterprise Agreement.

3.5 The Appendices form part of this Enterprise Agreement.

3.6 In relation to Appendix 2: Saved Clauses and Appendix 4: Workplace Flexibility Agreements:

- 3.6.1 A clause in Appendix 2 and Appendix 4 will prevail over any other clause of this Enterprise Agreement to the extent of any inconsistency;
- 3.6.2 In interpreting or applying a clause in Appendix 2 and Appendix 4, regard may be had, in the event of ambiguity or uncertainty, to the context within which the clause appeared in the relevant superseded Enterprise Agreement or was agreed (respectively); and
- 3.6.3 Clauses in each part of “Appendix 2: Saved Clauses” will apply only to the particular agency to which the part refers, unless the clause otherwise provides; and clauses in any schedule in “Appendix 4: Workplace Flexibility Agreements” will apply only to the workplace specified in the schedule.

3.7 Where a clause or Appendix refers to a particular agency, unless otherwise specified, the clause or Appendix shall have effect only in respect of the named agency, employees within that agency, and association/s with members within that agency.

3.8 Words and expressions that are defined in South Australian legislation shall, unless a contrary intention is specifically indicated, have the same respective meanings in this Enterprise Agreement.

3.9 In this Enterprise Agreement references to statutes shall include regulations made under those statutes and all statutes amending, consolidating or replacing the statutes referred to.

3.10 The headings and clause numbers appearing in this Enterprise Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of the clauses of this Enterprise Agreement nor in any way affect this Enterprise Agreement.

4. PARTIES BOUND

4.1 Subject to this clause, this Enterprise Agreement is binding upon the following employers or their successors within Government, associations and employees:

- 4.1.1 Chief Executive of the Department of the Premier and Cabinet (CE, DPC) in respect of weekly paid employees employed in an agency specified in clause 4.2 and who have a classification specified within Appendix 1: Parity Wages;
- 4.1.2 Liquor, Hospitality and Miscellaneous Union – SA Branch (LHMU);
- 4.1.3 Australian Workers' Union – Greater South Australian Branch (AWU);
- 4.1.4 Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union (AFMEPKIU);
- 4.1.5 Public Service Association of South Australia Incorporated (PSA);
- 4.1.6 National Union of Workers, General Branch (NUW);
- 4.1.7 Transport Workers' Union of Australia, SA/NT Branch (TWU); and
- 4.1.8 Weekly paid employees employed in an agency (or part of an agency) specified in clause 4.2 and who have a classification specified within Appendix 1: Parity Wages.

4.2 Agencies

4.2.1 Agencies which are administrative units established pursuant to the *Public Sector Act 2009*, including:

- Attorney-General's Department
- Department for Correctional Services
- Department of Education and Children's Services
- Department of Environment and Natural Resources
- Department for Families and Communities
- Department for Transport, Energy and Infrastructure
- Department of Further Education, Employment, Science and Technology
- Department of Health (including health services and incorporated hospitals under the *Health Care Act 2008*)
- Department of Primary Industries and Resources
- Department of the Premier and Cabinet
- Department of Treasury and Finance
- Department for Water
- South Australian Police Department
- Any other administrative unit as may be established from time to time pursuant to the *Public Sector Act 2009*.

4.2.2 Other Agencies:

- History Trust of SA
- South Australian Country Fire Service
- South Australian Fire and Emergency Services Commission
- South Australian Metropolitan Fire Service
- South Australian State Emergency Service
- South Australian Tourism Commission.

4.3 This Enterprise Agreement is not binding on persons appointed, employed, or holding a position:

- 4.3.1 As Chief Executive, Chief Executive Officer or Executive, whether appointed pursuant to the *Public Sector Act 2009* or not (except that this Agreement shall be binding on the CE, DPC in the capacity as employer of public employees pursuant to the *Fair Work Act 1994*);
- 4.3.2 Subject to a contract (whether at common law or pursuant to statute) which specifies a salary at or above Executive Officer level 1 (unless the employee is employed in a position that has a classification specified in Appendix 1: Parity Wages);
- 4.3.3 Subject to a contract (whether at common law or pursuant to statute) which contains a provision providing for a review of salary during the period of the contract;

- 4.3.4 Subject to an Award or agreement pursuant to the Fair Work Act 2009 (Cth);
- 4.3.5 Pursuant to the *Police Act 1998* (including those persons whose appointment or employment is continued pursuant to that Act but excluding employees engaged pursuant to clause 4.16 of the Police Officers Award);
- 4.3.6 Whose remuneration is fixed pursuant to the *Remuneration Act, 1990*;
- 4.3.7 As an employee or officer employed under the provisions of the *Electoral Act 1985*;
- 4.3.8 As Aboriginal Education Workers whose employment is subject to the Aboriginal Education Workers (DECS) Award;
- 4.3.9 As Early Childhood Workers whose employment is subject to the Early Childhood Workers Award;
- 4.3.10 As Firefighters employed by the South Australian Metropolitan Fire Service;
- 4.3.11 As Hourly Paid Instructors;
- 4.3.12 As Lecturer and Lecturer related employees whose employment is subject to the TAFE (Educational Staff) Interim Award;
- 4.3.13 As Managers Legal Services (Attorney-General's Department/Crown Solicitor's Office/Legal Services Commission);
- 4.3.14 As Ministerial Contract Employees;
- 4.3.15 As Nurses;
- 4.3.16 As Personal Assistants to Members of Parliament;
- 4.3.17 As Officers of the Parliament of SA (including employees of the Joint Parliamentary Services Committee);
- 4.3.18 As Salaried Medical Officers, Visiting Medical Specialists or Clinical Academics;
- 4.3.19 As School Bus Drivers in the Department of Education and Children's Services;
- 4.3.20 As School Services Officers;
- 4.3.21 As Statutory Office Holders;
- 4.3.22 As Teachers (including teachers holding or employed in other positions where the teacher continues to be entitled to payment as a teacher);
- 4.3.23 As Trainees (but not trade apprentices) who are undertaking a training contract as defined by the *Training and Skills Development Act 2008*;
- 4.3.24 As an employee who is subject to the South Australian Ambulance Service Enterprise Agreement 2007 (or successor);
- 4.3.25 As an employee who is subject to the South Australian Government Wages Parity (Plumbing, Metal and Building Trades Employees) Enterprise Agreement 2008 (or successor);
- 4.3.26 As a salaried employee who is subject to the South Australian Government Wages Parity (Salaried) Enterprise Agreement 2010 (or successor).

5. OTHER ENTERPRISE AGREEMENTS

- 5.1 This Enterprise Agreement supersedes all previous enterprise agreements that applied to some or all of the employees bound by this Agreement and no party will oppose an application to formally rescind a superseded enterprise agreement.
- 5.2 The clauses in each Part of Appendix 2 are "saved clauses" from superseded Enterprise Agreements. Each Part of Appendix 2 will only apply to the particular agency, or part of the particular agency; and the weekly paid employees within the particular agency or part, as is specified in the Part.

6. WAGE ADJUSTMENTS

- 6.1 This clause refers to the wages schedules appearing in Appendix 1: Parity Wages.
- 6.2 Except as provided by this clause, the wage rates payable to employees are those detailed in Appendix 1: Parity Wages which provides for wage rates which will operate from the first full pay period to commence on or after the dates specified (the “applicable date”), namely:
- 1 October 2009; and
 - 1 October 2010; and
 - 1 October 2011 respectively.
- 6.3 The wage payable to an employee as at the applicable date shall not reduce by reason of a wage schedule in this Enterprise Agreement.
- 6.4 This sub-clause applies to “pegged employees”. A “pegged employee” is an employee who is in receipt of a wage rate which has been pegged at a rate above that which is generally payable in relation to the employee’s classification or position.
- 6.4.1 A pegged employee will not be entitled to any percentage or other increase in wage rate by reason of this Enterprise Agreement, unless the increase to the substantive rate of pay for an employee’s classification, or position, brings that rate up to an amount higher than the pegged rate. In that event, the increase payable will be the difference between the new substantive rate and the pegged rate.
- 6.4.2 Once the rate of pay for a pegged employee’s classification equals or exceeds the employee’s pegged rate, the employee will, for all purposes, be regarded as not being subject to a pegged rate of pay.
- 6.5 Where applicable, a reference in Appendix 1: Parity Wages to date of approval will be taken to mean the first pay period to commence on or after the date on which the Commission approves this Enterprise Agreement.

7. SALARY PACKAGING ARRANGEMENTS

- 7.1 This clause applies for the period an employee enters into a Salary Sacrifice Agreement. A Salary Sacrifice Agreement (SSA) is the formal administrative instrument between the employer and the employee which enables salary packaging arrangements to be put in place.
- 7.1.1 Subject to this clause, the rate of pay payable to an employee, or applicable to a position where the occupant elects to enter into a SSA, pursuant to this Wages Parity (Weekly Paid) Enterprise Agreement (WPEA) will be the rate of pay payable under the SSA, notwithstanding any other provision in, or Schedule of, this WPEA.
- 7.1.2 Any entitlement to payment of overtime, leave loading or shift allowance will be based on the rate of pay that would have been payable had the employee not entered into a SSA.
- 7.1.3 Where, on cessation of employment, the employer makes a payment in lieu of notice; or a payment in respect of accrued recreation or long service leave entitlements (instead of transferring leave credits to another employer party to this WPEA in the event the employee immediately becomes employed by that employer party), the payment thereof shall be based on the rate of pay that would have been payable had the employee not entered into a SSA.

8. MEMORANDUM OF UNDERSTANDING

- 8.1 Subject to this clause and conditional on approval of this Enterprise Agreement, the Government and associations which are signatories to the 1996 Memorandum of Understanding (MOU) each hereby acknowledge their recommitment to that MOU to the following effect:
- 8.1.1 The operation of that MOU will be extended for the life of this Enterprise Agreement, but only in relation to the persons, entities and associations referred to in clause 4 hereof;
- 8.1.2 There will be no forced redundancy for employees bound by this Enterprise Agreement for the period during which the MOU has been extended;

- 8.1.3 Employers will endeavour to find appropriate work for employees before they are formally declared excess; and
- 8.1.4 The terms of the MOU do not form part of this Enterprise Agreement.
- 8.2 For the purposes of this Enterprise Agreement, a reference to the MOU is to be taken as a reference to the MOU varied in the manner provided in Attachment A to this Enterprise Agreement. The terms of Attachment A are agreed by the parties. Attachment A is included only for the purpose of information and does not form part of this Enterprise Agreement.

9. WORKLIFE FLEXIBILITY

VOLUNTARY FLEXIBLE WORKING ARRANGEMENTS

- 9.1 The parties acknowledge the mutual benefit to the employer and employee of Voluntary Flexible Working Arrangements (VFWA) to balance work and other (including family) commitments.
 - 9.1.1 Agencies will promote and improve the awareness of VFWAs in the public sector during the life of this Enterprise Agreement.
 - 9.1.2 A Chief Executive will consider an employee's request to participate in a VFWA having regard both to the operational needs of the agency or particular workplace, and the employee's circumstances.
 - 9.1.3 This clause applies for the period an employee participates in a VFWA.
 - (a) Subject to this clause, the wages payable to an employee, or applicable to a position, where the employee elects to participate in a VFWA, will be adjusted to take account of the VFWA in which the employee is participating, notwithstanding any other provision in, or Schedule of, this Enterprise Agreement or relevant Award.
 - (b) Where an employee is participating in a Purchased Leave type of VFWA, the rate of pay to be used for calculating overtime payments, leave loading or shift penalties will be the rate of pay that would have been payable had the employee not been participating in the Purchased Leave arrangement.
 - (c) Where an employee is participating in a Compressed Weeks type of VFWA, the nominated normal hours for any day will constitute the employee's ordinary hours for the day. Overtime will only be payable where the employee is required to work hours in excess of those ordinary hours on any day or in excess of the total of those ordinary hours in a week.
 - (d) Where, on cessation of employment, the employer makes a payment in lieu of notice; or a payment in respect of accrued recreation or long service leave entitlements (instead of transferring leave credits to another employer party to this Enterprise Agreement in the event the employee immediately becomes employed by that employer party), the payment thereof (or the transferred leave credits) shall have regard to any period/s in which the employee participated in a VFWA and be adjusted accordingly.

PAID MATERNITY LEAVE AND PAID ADOPTION LEAVE

- 9.2 Paid maternity leave and paid adoption leave applies in accordance with this clause. This clause comes into effect on [insert date of approval by the Commission].
 - 9.2.1 Subject to this clause, an employee, other than a casual employee, who has completed 12 months continuous service immediately prior to the birth of the child, or immediately prior to taking custody of an adopted child (as applicable), is entitled to sixteen (16) weeks paid maternity or adoption leave (as applicable) on or after [insert date of approval by the Commission] (the "applicable maximum period").
 - 9.2.2 An employee who, at the time of taking such paid maternity or adoption leave, has been employed in the SA public sector for not less than five (5) years (including any periods of approved unpaid leave), will be entitled to eighteen (18) weeks on or after [insert 12 months after date of approval by the Commission] (the "applicable maximum period").

- 9.2.3 The following conditions apply to an employee applying for paid maternity leave or paid adoption leave:
- (a) The total of paid and unpaid maternity/adoption/parental/special leave is not to exceed 104 calendar weeks in relation to the employee's child. For the purposes of this clause, child includes children of a multiple birth/adoption.
 - (b) An employee will be entitled to the applicable maximum period, paid at the employee's ordinary rate of pay (excluding allowances, penalties or other additional payments) from the date maternity/adoption leave commences. The paid maternity/adoption leave is not to be extended by public holidays, rostered days off, programmed days off or any other leave falling within the period of paid leave.
- 9.2.4 At the time of applying for paid maternity leave or paid adoption leave, the employee may elect in writing:
- (a) To take the paid leave in 2 periods split into equal proportions during the first 12 months of the commencement of their paid leave; or
 - (b) To take the paid leave at half pay in which case, notwithstanding any other clause of this Enterprise Agreement, the employee will be entitled, during the period of leave, to be paid at half the ordinary rate of pay (excluding allowances, penalties or other additional payments) from the date maternity/adoption leave commences; or
 - (c) A combination of (a) and (b).
- 9.2.5 Part time employees will have the same entitlements as full time employees, but paid on a pro-rata basis according to the average number of contracted hours during the immediately preceding 12 months (disregarding any periods of leave).
- 9.2.6 During periods of paid or unpaid maternity leave, sick leave with pay will not be granted for a normal period of absence for confinement. However, any illness arising from the incidence of the pregnancy may be covered by sick leave to the extent available, subject to the usual provisions relating to production of a medical certificate and the medical certificate indicates that the illness has arisen from the pregnancy.
- 9.2.7 Where both prospective parents are employees covered by this Enterprise Agreement the period of paid maternity or adoption leave (as applicable) may be shared by both employees, provided that the total period of paid maternity or adoption leave does not exceed the applicable maximum and that the leave is taken in periods of not less than four weeks and has regard to the operational needs of the agency or agencies.
- 9.2.8 The entitlements of this clause will be in addition to, but cannot be taken at the same time as, leave that may be taken as a result of the Commonwealth's Paid Parental Leave Scheme.

RETURN TO WORK ON A PART TIME BASIS

- 9.3 Subject to this clause, an employee is entitled to return to work after maternity or adoption leave on a part time basis, at the employee's substantive level, until the child's second birthday.
- 9.3.1 The following conditions apply to an employee applying to return on a part time basis:
- (a) The employee will provide such request at least 6 weeks prior to the date on which the employee's maternity or adoption leave is due to expire, and will provide to the Chief Executive such information as may reasonably be required, including the proportion of time sought, and the date of the relevant child's second birthday;
 - (b) At least 6 weeks prior to the relevant child's second birthday, the employee will advise the Chief Executive whether the employee will revert to employment on a full time basis or seeks to continue to be employed on a part time basis;
 - (c) An employee's return to work part time will be on a non-discriminatory basis so as to operate in the same manner as any other employee returning from a period of leave.

FAMILY CARER'S LEAVE

- 9.4 For the purpose of this clause, the following are to be regarded as members of a person's family: a spouse (including a defacto spouse or a former spouse); a child or step child; a parent or parent in-law; any other member of the person's household; a grandparent or grandchild; any other person who is dependent on the person's care.
- 9.4.1 An employee (other than a casual employee) with responsibilities in relation to a member of the employee's family who needs the employee's care and support due to personal injury or for the purposes of caring for a family member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency, is entitled to up to 10 days (or the equivalent in hours) of their accrued sick leave entitlement in any completed year of continuous service (pro rata for part time employees) to provide care and support for such persons when they are ill.
- 9.4.2 This access is available if the following conditions are satisfied: the employee must have responsibility for the care of the family member concerned; and the employee produces satisfactory evidence of sickness of the family member, if requested.
- 9.5 The ability to access this leave does not in any way limit an employee's right to apply for special leave in accordance with arrangements provided elsewhere for this leave.

REIMBURSEMENT OF REASONABLE CHILD CARE COSTS

- 9.6 Where an employee, other than a casual employee, is given less than 24 hours prior notice that the employee is required to work outside of their ordinary hours of work, and consequently the employee utilises paid child care, the agency will reimburse the reasonable child care costs incurred by the employee arising from performing such work, subject to this clause.
- 9.6.1 The prior period of 24 hours is to be calculated from the time at which the work is to begin.
- 9.6.2 The work, or the hour/s to be worked, is not part of a regular or systematic pattern of work or hour/s performed by the employee.
- 9.6.3 The reimbursement will be in respect of the reasonable costs incurred by the employee in respect of the work.
- 9.6.4 Reimbursement will be made for child care costs in respect of Registered Care or Approved Care after all other sources of reimbursement have been exhausted. Where the child care costs are incurred for child care not in a registered or approved centre, reimbursement will be made in accordance with a child care reimbursement rate, and guidelines, published from time to time by the CPSE or the employee's agency.
- 9.6.5 The employee will provide the agency with a Child Benefit Claim Form for either Registered Care or Approved Care, tax invoice/receipt, or other supporting documentation as may from time to time be required detailing the cost incurred, or reimbursement sought, in respect of the work.
- 9.6.6 For the purposes of this clause, a reference to work is a reference to the work outside the employee's ordinary hours, or regular or systematic pattern of work or hour/s, for which less than 24 hours prior notice is given.

REIMBURSEMENT OF REASONABLE TRAVEL COSTS

- 9.7 Where an employee, other than a casual employee, is required to work outside of their ordinary hours of work and the period of work starts or finishes outside of the ordinary timetabled operating hours of public transport, the employee will be entitled to reimbursement of reasonable home to work or work to home (as applicable) travel costs, subject to this clause.
- 9.7.1 The work, or the hour/s to be worked, is/are not part of a regular or systematic pattern of work or hour/s performed by the employee.
- 9.7.2 The employee ordinarily uses public transport.
- 9.7.3 Travel is by the most direct or appropriate route.
- 9.7.4 Reimbursement of reasonable taxi costs, or mileage at a rate determined from time to time by the CPSE.

- 9.7.5 The employee will provide the agency with such tax invoice/receipt or other supporting documentation as may from time to time be required detailing the cost incurred or reimbursement sought.

10. ON-CALL/RECALL

- 10.1 The provisions relating to on-call and recall, which are prescribed in the awards, etc. listed in clause 3.2 and which are not specifically referred to in this clause, will continue to apply.

10.2 On-Call Allowances

- 10.2.1 Employees bound by this Enterprise Agreement, who are rostered to be on-call of a night time, will be paid an allowance for each night as follows:
- (a) \$25.70 from the first pay period to commence on or after 1 October 2009;
 - (b) \$26.30 from the first pay period to commence on or after 1 October 2010;
 - (c) \$27.00 from the first pay period to commence on or after 1 October 2011.
- 10.2.2 Employees bound by this Enterprise Agreement, who are rostered to be on-call during a full Saturday, Sunday or public holiday or any day that the employee would normally be rostered off duty, will be paid an allowance per day as follows:
- (a) \$44.95 from the first pay period to commence on or after 1 October 2009;
 - (b) \$46.10 from the first pay period to commence on or after 1 October 2010; and
 - (c) \$47.20 from the first pay period to commence on or after 1 October 2011.

10.3 On-Call Conditions

- 10.3.1 No employee should be rostered or required to be on-call more frequently than a total of 7 days every 14 days. Any arrangement that would require an employee to be on-call more frequently than this must only be introduced where the employee concerned genuinely agrees to same.
- 10.3.2 The frequency, duration, etc. of being on-call is to be established through consultation with the employees affected and if requested by the employees, their representatives, having particular regard to occupational, health and safety considerations.
- 10.3.3 Employees who are on-call must be contactable whilst on-call but will not be restricted to their residence.
- 10.3.4 Employees who are on-call will be provided with any equipment required for their work (except where existing award provisions or other agreed arrangements, which require employees to provide their own equipment, are in place).
- 10.3.5 Existing telephone rental and business calls reimbursement provisions contained in the relevant awards, Commissioner's Standards and other manuals of conditions of employment, etc. covering the employees bound by this Enterprise Agreement are not affected by these provisions and will continue to apply.

10.4 Recall to Work

- 10.4.1 Subject to 10.4.3 below, employees bound by this Enterprise Agreement, will be entitled to payment for all time worked, with a minimum of 3 hours paid, at overtime rates (or time off in lieu by agreement) when on-call and recalled to work necessitating their attendance at the workplace or other worksite.
- 10.4.2 Subject to 10.4.3 below, employees bound by this Enterprise Agreement, will be entitled to payment at overtime rates (or time off in lieu by agreement) for work performed from home when on-call, provided that the total time spent so working on any day and/or night is at least 30 minutes.
- 10.4.3 The rate of pay to be used for calculating the payment for overtime worked in the circumstances described in 10.4.1 and 10.4.2, is an employee's normal rate for overtime purposes.
- 10.4.4 All employees who travel to work as a result of receiving a recall to work will be:
- (a) reimbursed for use of a private motor vehicle for the journey to and from the workplace using the shortest, most practicable route (together with any parking

- fees) (provided that no employee will be required to use a private vehicle for work purposes); or
- (b) permitted to use a taxi at the employer's expense to travel to and from the workplace; or
- (c) permitted to use a Government vehicle to travel to and from the workplace (with any parking fees to be reimbursed).

11. NIGHT SHIFT PENALTY

11.1 A night shift penalty of 20.5% will apply in lieu of the penalty specified in:

- 11.1.1 Clause 4.2.1 in the Intellectual Disability Services Award;
- 11.1.2 Clause F1(g)(i) of the Government Stores Employees Interim Award;
- 11.1.3 Clause 6.1.71 of the South Australian Government Civil Construction and Maintenance Award;
- 11.1.4 Clause 6.1.6.1 of the South Australian Government Health Etc. Ancillary Employees Award;
- 11.1.5 Clause 6.1.6.1 of the South Australian Government Printing Interim Award;
- 11.1.6 Clause 6.1.7.1 of the South Australian Government Services Award; and
- 11.1.7 Clause 6.1.7.1 of the South Australian Government Transport Workers Award.

12. OCCUPATIONAL HEALTH SAFETY AND WELFARE

- 12.1 The parties are committed to, and acknowledge the mutual benefit to, and responsibility of, the employer and employees for maintaining a safe and healthy work environment in accordance with applicable legislation.
- 12.2 Agencies will strive to achieve best practice in preventing and minimising workplace injuries, illness and periods of absence from work in order to:
- 12.2.1 Improve workplace health and safety;
 - 12.2.2 Improve return to work performance; and
 - 12.2.3 Reduce human and workplace costs of injury and illness.
- 12.3 The parties will work towards achieving and maintaining applicable occupational health and safety and injury management standards and practices, including:
- Ensuring understanding of the importance of systematically managing OHS in all work activities and workplaces through consultative processes.
 - Supporting and engendering a safety culture within agencies that promotes the adoption of safe work practices.
 - Achieving continuous improvement, and best practice, in occupational health and safety and injury management performance.
 - Introduction and maintenance of monitoring and reporting systems.
 - Introduction and implementation of more flexible "return to work" options aimed at improving return to work performance.
 - A collaborative approach to identifying hazards, assessing risks and implementing reasonable measures to eliminate or minimise those risks.
 - Participation in pro-active prevention strategies aimed at improving the health, safety and well-being of all employees.
 - Achieving improved outcomes from preventative, rehabilitation and return to work strategies.

- 12.4 In establishing and maintaining a safe and healthy work environment, an agency will not require an employee to have an unreasonable workload in the ordinary discharge of the employee's duties.

13. TRAINING AND DEVELOPMENT

- 13.1 The parties are committed to, and acknowledge the mutual benefit to the employer and employee of planned human resource development and the provision and participation in relevant development opportunities (including accredited training).
- 13.2 The parties acknowledge that value is created for employees, agencies, and the public by building employee capability and by investing in the development of skills and capabilities that will support a continually changing public sector environment, career opportunities, flexibility and responsiveness to client and agency needs and the reputation of the public sector as an employer of choice.
- 13.3 The parties acknowledge that agencies will continue to implement the principles contained in the Guideline for Planned Human Resource Development and the Guideline for Individual Performance Development issued by the CPSE (or other such guidelines as may be issued by an agency).
- 13.4 Mobility and Secondments
- 13.4.1 The parties acknowledge the potential development opportunities for:
- (a) Employees being able to undertake temporary positions at their substantive or higher remuneration level; and
 - (b) Existing employees of the agency or employees of other agencies within the portfolio grouping of agencies to fill a vacancy on a temporary or ongoing basis as a learning or development opportunity.

14. WORKPLACE FLEXIBILITY

- 14.1 The parties agree that an agency may negotiate and reach agreement at a workplace level with employees within that workplace (including an individual employee), on more flexible employment arrangements that will better meet the operational needs of the workplace having regard to the needs of employees (including taking into account employees' family and other non-work responsibilities).
- 14.2 This clause applies to a proposal by an agency or employee/s within a workplace to negotiate and agree flexible employment arrangements to operate within a workplace (a "Workplace Flexibility Proposal").
- 14.2.1 Where an agency or employee/s intends to initiate a Workplace Flexibility Proposal, the initiator will notify the agency or employee/s (as applicable) within the workplace likely to be affected, of the terms of the proposal and the manner in which it is intended to operate. The agency will provide such information to such employee representative/s party to this Enterprise Agreement that it believes may represent employees within the applicable workplace and will consult with the employee representative/s and affected employee/s in accordance with the consultative principles in this Enterprise Agreement.
- 14.2.2 Consultation in respect of a Workplace Flexibility Proposal will have regard to: operational efficiency and productivity; work and non-work impacts on individual affected employees; and whether the Proposal has policy implications across agencies in the public sector. Where such policy implications arise, the affected employee/s, or relevant employee representative/s party to this Enterprise Agreement, may refer the Proposal to the CPSE for consultation with those employee/s and with relevant employee representative/s party to this Enterprise Agreement.
- 14.2.3 A Workplace Flexibility Proposal may not be put to a vote by affected employees where it proposes employment arrangements that are less favourable (considered as a whole) than arrangements applying pursuant to this Enterprise Agreement (including a relevant Award) provided that this requirement will be deemed to be met where the relevant agency and the relevant employee representative/s party to this Enterprise Agreement have agreed that this requirement has been met.

- 14.2.4 Where a majority of affected employees agree (whether by ballot or otherwise) to a Workplace Flexibility Proposal, the employment arrangements agreed will be provided in writing and will apply as if incorporated as an appendix to this Enterprise Agreement (a "Workplace Flexibility Agreement").
- 14.2.5 A party may apply to vary this Enterprise Agreement to add any Workplace Flexibility Agreement as a schedule within Appendix 4: Workplace Flexibility Agreements to remove any uncertainty in the operation of this clause in giving effect to any Workplace Flexibility Agreement. The parties agree that any such application will be dealt with in accordance with the Variation clause in this Enterprise Agreement and will operate only in respect of the agency and workplace specified within the schedule.

15. RECLASSIFICATION DATE

- 15.1 Where an employee makes application for reclassification to the Chief Executive in writing on a form approved by the Chief Executive, and if that application is acceded to, the operative date for that application will be no earlier than the date of lodgement and no later than three calendar months from the date of lodgement.

16. TOIL ENTITLEMENTS

- 16.1 An employee who accrues time off in lieu (TOIL) of overtime in accordance with the applicable Award cannot lose that entitlement.
- 16.2 Where an employee accrues TOIL, that is to be taken as follows:
 - 16.2.1 At a time agreed with the employer within 3 months of accrual; or
 - 16.2.2 With the agreement of the employer, may accrue up to 5 days TOIL in a financial year before being subject to a direction to take the time; or
 - 16.2.3 At a time directed by the employer where the employee has not taken the time within 3 months of accrual or would otherwise carry forward to the next financial year more than 5 days TOIL.

17. LIMIT ON PUBLIC HOLIDAY WORK

- 17.1 An employee may be required to work on public holidays as part of their normal working arrangements, provided that generally an employee should not be required to work more than 7 public holidays in any one calendar year except with the agreement of the employee or in unavoidable circumstances.

18. MINIMUM HOURS OF ENGAGEMENT

- 18.1 During the life of this Enterprise Agreement, a casual employee will be engaged for a minimum period of three (3) hours, unless otherwise expressly agreed between the agency and the employee.
- 18.2 During the life of this Enterprise Agreement, a part-time employee will be engaged for a minimum shift period of three (3) hours, unless otherwise agreed between the agency and the employee.
- 18.3 Nothing in this clause affects the operation of clause 10 On-call/Recall.

19. SPECIAL LEAVE

- 19.1 This clause only deals with special leave with pay and does not deal with special leave without pay.
- 19.2 Chief Executives may grant up to the equivalent of 15 days special leave with pay each service year to employees in accordance with Commissioner's Standard 3.4, Attachment D - Special Leave With and Without Pay.

20. AWARD VARIATIONS

- 20.1 The parties agree to review and finalise the topics detailed in Appendix 5 by 30 June 2012.
- 20.2 If following completion of the review agreement cannot be reached, the CE, DPC or the relevant employee association may refer the issue to the Industrial Relations Commission of South Australia in accordance with clause 25, Grievance and Dispute Avoidance Procedures.

21. PERSONAL LEAVE – INJURY AND SICKNESS

Entitlement to personal leave

- 21.1 An employee (other than a casual employee) who has a personal leave credit is entitled to personal leave if the employee is too sick to work.

Accumulation of personal leave entitlement

- 21.2 A full-time employee will receive 12 days (or the equivalent hours) per annum for the purposes of personal leave.
- 21.3 Personal leave will be credited for individual employees based on their service year. Where an employee as at the date of approval of this Agreement has their personal leave credited as at 1 July, that arrangement will continue in place.
- 21.4 An employee's personal leave accumulates from year to year and any personal leave taken by the employee is deducted from the employee's personal leave credit.

Conditions for payment of personal leave

- 21.5 The employee is not entitled to payment for personal leave unless:
- 21.5.1 The employee gives the employer notice of the sickness, its nature and estimated duration before the period for which personal leave is sought begins (but if the nature or sudden onset of the sickness makes it impracticable to give the notice before the period begins, the notice is validly given if given as soon as practicable and not later than 24 hours after the period begins); and
 - 21.5.2 The employee, at the request of the employer, provides a medical certificate or other reasonable evidence of sickness. This clause is to be read in conjunction with and does not prevail over clauses in related Awards that deal with the production of medical certificates in the case of absence from work on account of personal illness or injury.
- 21.6 The employee is entitled to payment at the employee's ordinary rate of pay (not including payments in the nature of penalty rates, overtime, allowances or loadings) for a period of personal leave.

Exemptions

- 21.7 The provisions of sub-clause 21.2 do not apply to employees whose current annual entitlement to personal leave - injury and sickness exceeds 91.20 hours per annum.

22. PERFORMANCE IMPROVEMENT

- 22.1 This Agreement recognises that the SA Public Sector will continue to evolve as a dynamic productive and customer responsive entity.
- 22.2 Initiatives have been, and will continue to be, introduced to improve the efficiency and effectiveness of the service and provide quality services to clients.
- 22.3 In making and applying this Enterprise Agreement, the parties are committed to facilitating the implementation of initiatives aimed at achieving ongoing improvements in productivity and efficiency and enhanced performance of the South Australian public sector and its agencies, including:

- 22.3.1 Facilitating ongoing improvements to service delivery and achievement of “best practice”.
- 22.3.2 Facilitating the ongoing introduction of business reforms in agencies, including adoption and implementation of technologies such as e-learning, e-business and other technological advances.
- 22.3.3 Facilitating the assessment and reform of existing work processes and ongoing improvements to work practices.
- 22.3.4 Facilitating the achievement of an agency’s performance goals and performance measures.
- 22.3.5 Supporting an agency requiring employees to participate in performance or skills development and workplace related training/retraining (including accredited training).
- 22.3.6 Facilitating an agency identifying trends and assessing their relevance to its operations.
- 22.3.7 Enabling improvements in cost effectiveness, timely and transparent decision-making, and delegate decision-making.
- 22.4 The parties are also committed to achieving and facilitating productivity and efficiency improvements to, and improving career paths and development opportunities in, the SA Public Sector and its agencies through the examination and implementation of shared services and service centres within the public sector. The parties commit to the principles in Appendix 3 in relation to the implementation of any shared services initiatives.

23. NO EXTRA CLAIMS

- 23.1 This Enterprise Agreement and its wages schedules will be taken to have satisfied and discharged all claims of any description (whether as to monies or conditions).
- 23.2 The rates of pay provided for in this Enterprise Agreement are inclusive of all previously awarded safety net adjustments and all future increases during the term of this Enterprise Agreement, arising out of the *General Review of Award Wages and Minimum Standard for Remuneration* (or its equivalent), including safety net adjustments, living wage adjustments or general increases, howsoever described.
- 23.3 Subject to this clause, the employees and associations undertake that for the term of this Enterprise Agreement, they will not pursue any further or other claims within the parameters of this Enterprise Agreement, except where consistent with State Wage Case principles.
- 23.4 The above provisions do not preclude the reviews identified at clauses 20 and 27 or matters arising therefrom.
- 23.5 Subject to this sub-clause, the provisions of this clause do not preclude an application being made to the Industrial Relations Commission of South Australia to vary the Awards specified in clause 20 in respect of the topics specified therein.
 - 23.5.1 If an agreement is reached in relation to a topic/s, such agreement may be effected either as a variation to this Enterprise Agreement in accordance with clause 26, or as an agreed application to the Industrial Relations Commission of South Australia to vary the applicable Award.
 - 23.5.2 The parties agree that in the event the applicable employer and relevant employee representative/s party/ies to this Enterprise Agreement are unable to reach agreement about that topic, a party may make an application to the Industrial Relations Commission of South Australia seeking a variation to the applicable Award in respect of that topic.

24. CONSULTATIVE PROCESSES

- 24.1 The parties commit to the following consultative principles.
 - 24.1.1 Consultation involves the sharing of information and the exchange of views between employers and persons or bodies that must be consulted and the genuine opportunity for them to contribute effectively to any decision making process.
 - 24.1.2 Employers and Agencies consult in good faith, not simply advise what will be done.

- 24.1.3 It is an accepted principle that effective workplace relationships can only be achieved if appropriate consultation between the parties occurs on a regular basis.
- 24.1.4 Workplace change which will affect a significant number of employees should not be implemented before appropriate consultation has occurred with employee representatives.
- 24.1.5 Employee representatives will be given the opportunity to adequately consult with the people they represent in the workplace, in relation to any proposed changes that may affect employees' working conditions or the services employees provide.
- 24.2 In relation to significant issues of public sector wide reform, the CPSE will consult with the "SA Unions" (ie formerly known as the UTLC) in accordance with the above principles.

25. GRIEVANCE AND DISPUTE AVOIDANCE PROCEDURES

- 25.1 This procedure aims to avoid industrial disputes in the agencies covered by this Enterprise Agreement. Where a dispute occurs, it provides a means of settlement based on consultation, co-operation and discussion with the aim of the avoidance of interruption to work performance.
- 25.2 Except where a bona fide health and safety issue is involved, during any dispute the status quo existing immediately prior to the matter giving rise to the dispute will remain. Work will continue as it was prior to the matter giving rise to dispute.
- 25.3 No party will be prejudiced as to final settlement by the continuance of work in accordance with this clause.
- 25.4 All parties have a right to seek representation in order to resolve any dispute.
- 25.5 Any grievance or dispute, except for workload disputes which are dealt with in accordance with sub-clause 25.11 of this clause will be handled as follows:
 - Stage 1 Discussions between the employee/s and supervisor.
 - Stage 2 Discussions involving the employee/s and/or nominated representatives or delegates with the relevant agency management representative or nominated delegate.
 - Stage 3 Discussions involving employees and/or nominated representatives or delegates and the relevant agency management representative or nominated delegate. At this stage, discussions may include representatives of the CE, DPC.
- 25.6 A dispute will not be referred to the next stage until a genuine attempt to resolve the matter has been made at the appropriate level.
- 25.7 There will be a commitment by the parties to achieve adherence to this procedure including the earliest possible advice by one party to the other of any issue or problem which may give rise to a grievance or dispute. Throughout all stages of the procedure all relevant facts will be clearly identified and recorded.
- 25.8 Sensible time limits will be allowed for the completion of the various stages of the discussions. Discussions outlined in each of the first two stages above should, if possible, take place within 24 hours after the request of the employee/s or their representative.
- 25.9 Emphasis should be placed on a negotiated settlement. However, if the process breaks down, or is exhausted without the dispute being resolved, any party may refer the matter to the Industrial Relations Commission of South Australia, where appropriate. In order to allow for peaceful resolution of grievances the parties will be committed to avoid industrial disputation while the procedures of negotiation and conciliation are being followed.
- 25.10 The parties will ensure that all practices applied during the operation of the procedure are in accordance with safe working practices.
- 25.11 Any grievance or dispute concerning workload will be handled as follows:
 - 25.11.1 The employee/s will notify their manager in writing of the workload issue/s.
 - 25.11.2 The manager should initiate discussions with the employee/s within 24 hours.

- 25.11.3 Should the matter not be resolved, discussions should occur between the employee, employee's representative, the employee's manager and the relevant Director.
- 25.11.4 If the matter remains unresolved a record of the discussions at paragraph 25.11.3 shall be forwarded to the Chief Executive, or in the case of an incorporated hospital or health centre, the Chief Executive Officer, who may issue directions as to the issue/s.

26. VARIATIONS

- 26.1 Where a party believes that a variation is required by reason of ambiguity or uncertainty, that party will give notice of the basis for its belief to the CE, DPC or the associations as applicable. Parties receiving such notice will respond as soon as practicable and preferably within 28 days of receipt.
- 26.2 The parties recognise that the Act permits the Commission to vary an Enterprise Agreement.
- 26.3 The parties agree that amendments to this Enterprise Agreement can be developed to facilitate:
- 26.3.1 Consistent application within a particular agency of clauses identified at Appendix 2: Saved Clauses;
 - 26.3.2 The implementation of a Workplace Flexibility Agreement;
 - 26.3.3 An agreed matter arising from a review identified at clauses 20 and 27; and
 - 26.3.4 Any other agreed changes within the agency.
- 26.4 For the purposes of facilitating variations in respect of particular agencies which have been agreed by employees (or their representatives) within the particular agency/ies; to give effect to a Workplace Flexibility Agreement; or to give effect to an agreed matter, the parties undertake and agree that where a proposed variation:
- 26.4.1 Is in respect of a part of, or a clause in a part of, Appendix 2; or will affect a particular agency/ies referred to in the proposed variation, the variation will be taken to have been agreed by the parties if a majority of the employees within the particular agency/ies agree to the variation; or
 - 26.4.2 Is to give effect to a Workplace Flexibility Agreement, the variation will be taken to have been agreed by the parties if a majority of affected employees agree to the variation; or
 - 26.4.3 Is to give effect to an agreed matter, the variation will be taken to have been agreed by the parties if the applicable employer and relevant employee representative/s party/ies to this Enterprise Agreement agree to the variation.

27. REVIEWS

- 27.1 The following issues will be reviewed during the life of this Enterprise Agreement or as indicated. Reviews will be undertaken in a consultative manner by the development of a discussion paper/s having regard to available information, including from employees or their representative/s, which will be made available to the relevant employees or their representatives before being finalised (in consultation with Public Sector Workforce Relations (PSWR)) as a review paper. Matters agreed by the employer, or an applicable agency, consequent on a review may become the subject of administrative arrangements, one or more Workplace Flexibility Agreements, or inform future enterprise bargaining.
- 27.1.1 During the life of this Enterprise Agreement, PSWR will in consultation with the PSA review the taking of meal breaks and the basis and application of the overtime allowance paid to Ministerial Chauffeurs.
 - 27.1.2 During the life of this Enterprise Agreement, the Chief Executive of the Department of the Premier and Cabinet (or delegate) will in consultation and agreement with the AFMEPKIU seek to vary clause 6.1.7 Hansard Night Shift Work, of the South Australian Government Printing Interim Award, consistent with the principles for the future operation of the Hansard Night Shift, as previously agreed between the parties.
 - 27.1.3 During the life of this Enterprise Agreement, the Chief Executive of the Department for Families and Communities (or delegate) will in consultation with the LHMU and PSA review the passive duty provisions in the Intellectual Disability Services Award.

- 27.1.4 During the life of this Enterprise Agreement, the Chief Executive of the Department of Primary Industries and Resources (or delegate) will in consultation with the LHMU review the Marine Research Vessel "Ngerin" Industrial Agreement as referred to in Appendix 2.1 of this Agreement.
- 27.1.5 During the life of this Enterprise Agreement, the Chief Executive of the Department for Families and Communities (or delegate) and the relevant employee association(s) will review in a consultative manner the terms and conditions and applicability of the Department of Health (Health Care Act) Human Resources Manual as it applies to certain employees of the Department for Families and Communities with a view to substituting the provisions of the Department of Health (Health Care Act) Human Resources Manual with a Department for Families and Communities Human Resources Manual for relevant employees and/or seeking appropriate Award variations.

28. NEW WORK LEVEL DEFINITIONS

- 28.1 New work level definitions detailed in Appendix 7 will be operative from the first full pay period commencing on or after [date of approval by the Commission].
- 28.2 Translation arrangements are detailed in Appendix 6.

29. RENEGOTIATION

- 29.1 Negotiations for a new Enterprise Agreement may commence not earlier than 6 months prior to the expiry of this Agreement.

30. SIGNATORIES

Chief Executive, Department of the
Premier and Cabinet

Witness

Automotive, Food, Metals, Engineering,
Printing and Kindred Industries Union
(AFMEPKIU)

Witness

Australian Workers' Union –Greater South
Australian Branch

Witness

Liquor, Hospitality and Miscellaneous
Union – SA Branch

Witness

National Union of Workers –General
Branch

Witness

Public Service Association of South
Australia Incorporated

Witness

Transport Workers Union of Australia,
SA/NT Branch

Witness

APPENDIX 1: PARITY WAGES

SCHEDULE 1.1: CHILD CARE WORKER - DEPARTMENT OF FURTHER EDUCATION, EMPLOYMENT, SCIENCE AND TECHNOLOGY

Schedule 1.1A: Child Care Worker – October 2009

Classification	Step	Current	First full pay period on or after 1/10/2009
		(per week)	
Child Care Worker - Trainee Level	1	\$660.90	\$685.90
Child Care Worker - 1	1	\$680.60	\$705.60
	2	\$690.60	\$715.60
	3	\$700.50	\$725.50
Child Care Worker - 2	1	\$710.40	\$735.40
	2	\$720.40	\$745.40
Child Care Worker - 3	1	\$772.60	\$797.60
	2	\$782.70	\$807.70
Child Care Worker - 4	1	\$827.50	\$852.50
	2	\$839.20	\$864.20
Child Care Coordinator - 1	1	\$986.60	\$1,011.60
	2	\$1,000.40	\$1,025.40
	3	\$1,014.30	\$1,039.30
Child Care Coordinator - 2	1	\$1,055.70	\$1,080.70
	2	\$1,069.60	\$1,094.60
	3	\$1,083.30	\$1,108.30
Child Care Coordinator - 3	1	\$1,094.70	\$1,119.70
	2	\$1,108.70	\$1,133.70
	3	\$1,122.30	\$1,147.30
Juvenile Child Care Workers shall receive the following percentages of the appropriate adult rate. These percentages shall only apply if the Juvenile Worker is performing duties at the level of a Child Care Worker Trainee Level or Level 1:			
Under 18 years of age	55%		
Under 19 years of age	65%		
Under 20 years of age	80%		
20 years of age and over	90%		

Schedule 1.1B: Child Care Worker – After Date of Approval of Commission

Classification	Step	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Child Care Worker - Trainee Level	1	\$704.50	\$729.50	\$754.50
Child Care Worker - 1	1	\$725.50	\$750.50	\$775.50
	2	\$735.40	\$760.40	\$785.40
	3	\$745.40	\$770.40	\$795.40
Child Care Worker - 2	1	\$797.60	\$822.60	\$847.60
	2	\$807.60	\$832.60	\$857.60
	3	\$821.60	\$846.60	\$871.60
Child Care Worker - 2.5	1	\$864.20	\$889.20	\$914.20
Children's Services Professional 1	1	\$878.30	\$903.30	\$928.30
	2	\$895.60	\$920.60	\$945.60
	3	\$914.10	\$939.10	\$964.10
Children's Services Professional 2	1	\$926.80	\$951.80	\$976.80
Children's Services Professional 3	1	\$954.80	\$979.80	\$1,004.80
Child Care Coordinator 1	1	\$1,050.80	\$1,075.80	\$1,100.80
	2	\$1,064.70	\$1,089.70	\$1,114.70
Child Care Coordinator - 2	1	\$1,120.00	\$1,145.00	\$1,170.00
	2	\$1,133.70	\$1,158.70	\$1,183.70
Child Care Coordinator - 3	1	\$1,158.70	\$1,183.70	\$1,208.70
	2	\$1,172.30	\$1,197.30	\$1,222.30
Juvenile Child Care Workers shall receive the following percentages of the appropriate adult rate. These percentages shall only apply if the Juvenile Worker is performing duties at the level of a Child Care Worker Trainee Level or Level 1:				
Under 18 years of age	55%			
Under 19 years of age	65%			
Under 20 years of age	80%			
20 years of age and over	90%			

SCHEDULE 1.2: CHAUFFEURS (MINISTERIAL) PUBLIC SERVICE AWARD

Classification	Step	Current	First full pay period on or after 1/10/2009	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
		(per annum)			
Chauffeur	1	\$38,327	\$39,631	\$40,935	\$42,239
	2	\$38,669	\$39,973	\$41,277	\$42,581
	3	\$38,999	\$40,303	\$41,607	\$42,911

SCHEDULE 1.3: INTELLECTUAL DISABILITY SERVICES (IDSC) AWARD

Classification	Current (per annum)	First full pay period on or after 1/10/2009	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Disability Services Officer Level 1	\$36,968	\$38,272	\$39,576	\$40,880
	\$37,559	\$38,863	\$40,167	\$41,471
	\$38,494	\$39,798	\$41,102	\$42,406
Disability Services Officer Level 2*	\$39,763	\$41,067	\$42,371	\$43,675
	\$40,301	\$41,605	\$42,909	\$44,213
Disability Services Officer Level 3**	\$42,916	\$44,220	\$45,524	\$46,828
	\$44,555	\$45,859	\$47,163	\$48,467
	\$46,523	\$47,827	\$49,131	\$50,435
Disability Services Officer Level 4	\$49,505	\$50,809	\$52,113	\$53,417
	\$50,719	\$52,023	\$53,327	\$54,631
	\$51,931	\$53,235	\$54,539	\$55,843
Disability Services Officer Level 5	\$54,356	\$55,660	\$56,964	\$58,268
	\$55,565	\$56,869	\$58,173	\$59,477
	\$56,219	\$57,523	\$58,827	\$60,131
	\$57,417	\$58,721	\$60,025	\$61,329

* appointment on the basis of qual (Certificate III - Community Services, Disability)

** Appointment by Merit - Supervisory Level

SCHEDULE 1.4: INTEGRATED WAGES SCHEDULE**Schedule 1.4A: Integrated Wages – October 2009**

Level	Step	Current	First full pay period on or after 1/10/2009
		(per week)	
Training Level		\$660.90	\$685.90
Level 1	1	\$680.60	\$705.60
	2	\$690.60	\$715.60
	3	\$700.50	\$725.50
Level 2	1	\$710.40	\$735.40
	2	\$720.30	\$745.30
Level 3 (Stores 1)	1	\$730.30	\$755.30
	2	\$740.40	\$765.40
Level 4 (Stores 2)	1	\$750.00	\$775.00
	2	\$760.10	\$785.10
Level 5 (Stores 3)	1	\$772.60	\$797.60
	2	\$782.60	\$807.60
Level 6 (Stores 4)	1	\$796.60	\$821.60
	2	\$807.80	\$832.80
Level 7	1	\$827.60	\$852.60
	2	\$839.20	\$864.20
8 Printing grade	1	\$858.30	\$883.30
	2	\$870.60	\$895.60
9 Printing grade	1	\$889.10	\$914.10
	2	\$901.80	\$926.80

Schedule 1.4B: Integrated Wages – After Date of Approval of Commission

Level	Step	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Level 1	1	\$725.50	\$750.50	\$775.50
Level 2	1	\$735.40	\$760.40	\$785.40
	2	\$745.30	\$770.30	\$795.30
Level 3 (Stores 1)	1	\$755.30	\$780.30	\$805.30
	2	\$765.40	\$790.40	\$815.40
Level 4 (Stores 2)	1	\$775.00	\$800.00	\$825.00
	2	\$785.10	\$810.10	\$835.10
Level 5 (Stores 3)	1	\$797.60	\$822.60	\$847.60
	2	\$807.60	\$832.60	\$857.60
Level 6 (Stores 4)	1	\$821.60	\$846.60	\$871.60
	2	\$832.80	\$857.80	\$882.80
Level 7	1	\$852.60	\$877.60	\$902.60
	2	\$864.20	\$889.20	\$914.20
8 Printing grade	1	\$883.30	\$908.30	\$933.30
	2	\$895.60	\$920.60	\$945.60
9 Printing grade	1	\$914.10	\$939.10	\$964.10
	2	\$926.80	\$951.80	\$976.80

SCHEDULE 1.5: GOVERNMENT STORES EMPLOYEES INTERIM AWARD**Schedule 1.5A: Government Stores – October 2009**

Classification	Increment	Current (per week)	First full pay period on or after 1/10/2009
Storeperson Training Level (WSE-2)		\$660.90	\$685.90
Storeperson Level 1 (WSE-3)	1st	\$730.30	\$755.30
	2nd	\$740.40	\$765.40
Storeperson Level 2 (WSE-4)	1st	\$750.00	\$775.00
	2nd	\$760.10	\$785.10
Storeperson Level 3 (WSE-5)	1st	\$772.60	\$797.60
	2nd	\$782.60	\$807.60
Storeperson Level 4 (WSE-6)	1st	\$796.60	\$821.60
	2nd	\$807.80	\$832.80

Schedule 1.5B: Government Stores Employees – After Date of Approval of Commission

Classification	Increment	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Storeperson Level 1 (WSE-3)	1st	\$755.30	\$780.30	\$805.30
	2nd	\$765.40	\$790.40	\$815.40
Storeperson Level 2 (WSE-4)	1st	\$775.00	\$800.00	\$825.00
	2nd	\$785.10	\$810.10	\$835.10
Storeperson Level 3 (WSE-5)	1st	\$797.60	\$822.60	\$847.60
	2nd	\$807.60	\$832.60	\$857.60
Storeperson Level 4 (WSE-6)	1st	\$821.60	\$846.60	\$871.60
	2nd	\$832.80	\$857.80	\$882.80

SCHEDULE 1.6: NGERIN INDUSTRIAL AGREEMENT

Classification	Increment	Current (per week)	First full pay period on or after 1/10/2009	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Research Vessel Employee Level 1	1st	\$772.60	\$797.60	\$822.60	\$847.60
(RVE – 1)	2nd	\$782.60	\$807.60	\$832.60	\$857.60
Research Vessel Employee Level 2	1st	\$858.30	\$883.30	\$908.30	\$933.30
(RVE – 2)	2nd	\$870.60	\$895.60	\$920.60	\$945.60
Research Vessel Employee Level 3	1st	\$889.10	\$914.10	\$939.10	\$964.10
(RVE – 3)	2nd	\$901.80	\$926.80	\$951.80	\$976.80

SCHEDULE 1.7: SA GOVERNMENT CIVIL CONSTRUCTION AND MAINTENANCE AWARD

Schedule 1.7A: Civil Construction and Maintenance – October 2009

Classification	Current	First full pay period on or after 1/10/2009
	(per week)	
Construction and Maintenance Worker Training Level	\$660.90	\$685.90
Construction and Maintenance Worker Level 1	\$680.60	\$705.60
(CMW – 1)	\$690.60	\$715.60
	\$700.50	\$725.50
Construction and Maintenance Worker Level 2	\$710.40	\$735.40
(CMW –2)	\$720.30	\$745.30
Construction and Maintenance Worker Level 3	\$730.30	\$755.30
(CMW - 3)	\$740.40	\$765.40
Construction and Maintenance Worker Level 4	\$750.00	\$775.00
(CMW -4)	\$760.10	\$785.10
Construction and Maintenance Worker Level 5	\$772.60	\$797.60
(CMW - 5)	\$782.60	\$807.60
Construction and Maintenance Worker Level 6	\$796.60	\$821.60
(CMW - 6)	\$807.80	\$832.80
Construction and Maintenance Worker Level 7	\$827.60	\$852.60
(CMW - 7)	\$839.20	\$864.20

Schedule 1.7B: Civil Construction and Maintenance – After Date of Approval of Commission

Classification	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Construction and Maintenance Worker Level 1 (CMW – 1)	\$725.50	\$750.50	\$775.50
Construction and Maintenance Worker Level 2 (CMW –2)	\$735.40	\$760.40	\$785.40
	\$745.30	\$770.30	\$795.30
Construction and Maintenance Worker Level 3 (CMW - 3)	\$755.30	\$780.30	\$805.30
	\$765.40	\$790.40	\$815.40
Construction and Maintenance Worker Level 4 (CMW -4)	\$775.00	\$800.00	\$825.00
	\$785.10	\$810.10	\$835.10
Construction and Maintenance Worker Level 5 (CMW - 5)	\$797.60	\$822.60	\$847.60
	\$807.60	\$832.60	\$857.60
Construction and Maintenance Worker Level 6 (CMW - 6)	\$821.60	\$846.60	\$871.60
	\$832.80	\$857.80	\$882.80
Construction and Maintenance Worker Level 7 (CMW - 7)	\$852.60	\$877.60	\$902.60
	\$864.20	\$889.20	\$914.20

SCHEDULE 1.8: SA GOVERNMENT HEALTH ETC. ANCILLARY EMPLOYEES AWARD**Schedule 1.8A: Health Ancillary – From October 2009**

Classification	Step	Current (per week)	First full pay period on or after 1/10/2009
Training Level		\$660.90	\$685.90
Level 1	1	\$680.60	\$705.60
	2	\$690.60	\$715.60
	3	\$700.50	\$725.50
Level 2	1	\$710.40	\$735.40
	2	\$720.30	\$745.30
Level 3	1	\$730.30	\$755.30
	2	\$740.40	\$765.40
Level 4	1	\$750.00	\$775.00
	2	\$760.10	\$785.10
Level 5	1	\$772.60	\$797.60
	2	\$782.60	\$807.60
Level 6	1	\$796.60	\$821.60
	2	\$807.80	\$832.80
Level 7	1	\$827.60	\$852.60
	2	\$839.20	\$864.20

Schedule 1.8B: Health Ancillary – After Date of Approval of Commission

Classification	Step	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Level 1*	1	\$725.50	\$750.50	\$775.50
Level 2**	1	\$735.40	\$760.40	\$785.40
	2	\$745.30	\$770.30	\$795.30
Level 3***	1	\$755.30	\$780.30	\$805.30
	2	\$765.40	\$790.40	\$815.40
Level 4	1	\$775.00	\$800.00	\$825.00
	2	\$785.10	\$810.10	\$835.10
Level 5	1	\$797.60	\$822.60	\$847.60
	2	\$807.60	\$832.60	\$857.60
Level 6	1	\$821.60	\$846.60	\$871.60
	2	\$832.80	\$857.80	\$882.80
Level 7	1	\$852.60	\$877.60	\$902.60
	2	\$864.20	\$889.20	\$914.20

* Introductory Level for Catering, Utility Services, Gardening and Grounds Services, Transport, Facility Services and Security

** Introductory Level for Client, Theatre and Allied Care

*** Introductory Level for Direct Care and Sterilisation

SCHEDULE 1.9: SA GOVERNMENT PRINTING INTERIM AWARD**Schedule 1.9A: Printing – October 2009**

Classification	Current (per week)	First full pay period on or after 1/10/2009
Training Level	\$660.90	\$685.90
Printing Employee Grade 1 (PE-1)	\$680.60	\$705.60
	\$690.60	\$715.60
	\$700.50	\$725.50
Printing Employee Grade 2 (PE-2)	\$710.40	\$735.40
	\$720.30	\$745.30
Printing Employee Grade 3 (PE-3)	\$730.30	\$755.30
	\$740.40	\$765.40
Printing Employee Grade 4 (PE-4)	\$750.00	\$775.00
	\$760.10	\$785.10
Printing Employee Grade 5 (PE-5)	\$772.60	\$797.60
	\$782.60	\$807.60
Printing Employee Grade 6 (PE-6)	\$796.60	\$821.60
	\$807.80	\$832.80
Printing Employee Grade 7 (PE-7)	\$827.60	\$852.60
	\$839.20	\$864.20
Printing Employee Grade 8 (PE-8)	\$858.30	\$883.30
	\$870.60	\$895.60
Printing Employee Grade 9 (PE-9)	\$889.10	\$914.10
	\$901.80	\$926.80

Schedule 1.9B: Printing – After Date of Approval of Commission

Classification	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Printing Employee Grade 1 (PE-1)	\$725.50	\$750.50	\$775.50
Printing Employee Grade 2 (PE-2)	\$735.40	\$760.40	\$785.40
	\$745.30	\$770.30	\$795.30
Printing Employee Grade 3 (PE-3)	\$755.30	\$780.30	\$805.30
	\$765.40	\$790.40	\$815.40
Printing Employee Grade 4 (PE-4)	\$775.00	\$800.00	\$825.00
	\$785.10	\$810.10	\$835.10
Printing Employee Grade 5 (PE-5)	\$797.60	\$822.60	\$847.60
	\$807.60	\$832.60	\$857.60
Printing Employee Grade 6 (PE-6)	\$821.60	\$846.60	\$871.60
	\$832.80	\$857.80	\$882.80
Printing Employee Grade 7 (PE-7)	\$852.60	\$877.60	\$902.60
	\$864.20	\$889.20	\$914.20
Printing Employee Grade 8 (PE-8)	\$883.30	\$908.30	\$933.30
	\$895.60	\$920.60	\$945.60
Printing Employee Grade 9 (PE-9)	\$914.10	\$939.10	\$964.10
	\$926.80	\$951.80	\$976.80

SCHEDULE 1.10: SA GOVERNMENT SERVICES AWARD**Schedule 1.10A: Government Services – October 2009**

Classification	Step	Current (per week)	First full pay period on or after 1/10/2009
Training Level		\$660.90	\$685.90
Government Services Employee Level 1	1	\$680.60	\$705.60
	2	\$690.60	\$715.60
	3	\$700.50	\$725.50
Government Services Employee Level 2	1	\$710.40	\$735.40
	2	\$720.30	\$745.30
Government Services Employee Level 3	1	\$730.30	\$755.30
	2	\$740.40	\$765.40
Government Services Employee Level 4	1	\$750.00	\$775.00
	2	\$760.10	\$785.10
Government Services Employee Level 5	1	\$772.60	\$797.60
	2	\$782.60	\$807.60
Government Services Employee Level 6	1	\$796.60	\$821.60
	2	\$807.80	\$832.80
Government Services Employee Level 7	1	\$827.60	\$852.60
	2	\$839.20	\$864.20

Schedule 1.10B: Government Services – After Date of Approval of Commission

Classification	Step	First full pay period on or after 1/09/2010	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Government Services Employee Level 1	1	\$725.50	\$750.50	\$775.50
Government Services Employee Level 2	1	\$735.40	\$760.40	\$785.40
	2	\$745.30	\$770.30	\$795.30
Government Services Employee Level 3	1	\$755.30	\$780.30	\$805.30
	2	\$765.40	\$790.40	\$815.40
Government Services Employee Level 4	1	\$775.00	\$800.00	\$825.00
	2	\$785.10	\$810.10	\$835.10
Government Services Employee Level 5	1	\$797.60	\$822.60	\$847.60
	2	\$807.60	\$832.60	\$857.60
Government Services Employee Level 6	1	\$821.60	\$846.60	\$871.60
	2	\$832.80	\$857.80	\$882.80
Government Services Employee Level 7	1	\$852.60	\$877.60	\$902.60
	2	\$864.20	\$889.20	\$914.20

SCHEDULE 1.11: SA GOVERNMENT TRANSPORT WORKERS AWARD

Classification	Step	Current	First full	First full	First full
		(per week)	pay period on or after 1/10/2009	pay period on or after 1/10/2010	pay period on or after 1/10/2011
Car Pool	1	\$702.40	\$727.40	\$752.40	\$777.40
Attendants	2	\$708.90	\$733.90	\$758.90	\$783.90
	3	\$715.10	\$740.10	\$765.10	\$790.10
Motor Freight	1	\$703.10	\$728.10	\$753.10	\$778.10
Driver 0-1.2 ton	2	\$709.90	\$734.90	\$759.90	\$784.90
	3	\$716.00	\$741.00	\$766.00	\$791.00
1.3-3 Tonnes	1	\$731.60	\$756.60	\$781.60	\$806.60
	2	\$738.00	\$763.00	\$788.00	\$813.00
	3	\$744.60	\$769.60	\$794.60	\$819.60
3-6 Tonnes	1	\$736.90	\$761.90	\$786.90	\$811.90
	2	\$743.40	\$768.40	\$793.40	\$818.40
	3	\$749.50	\$774.50	\$799.50	\$824.50
6-6.9 Tonnes	1	\$738.00	\$763.00	\$788.00	\$813.00
	2	\$744.80	\$769.80	\$794.80	\$819.80
	3	\$750.90	\$775.90	\$800.90	\$825.90
7-7.9 Tonnes	1	\$739.70	\$764.70	\$789.70	\$814.70
	2	\$746.10	\$771.10	\$796.10	\$821.10
	3	\$752.60	\$777.60	\$802.60	\$827.60
9 Tonnes and over but under 10 Tonnes	1	\$742.40	\$767.40	\$792.40	\$817.40
	2	\$749.00	\$774.00	\$799.00	\$824.00
	3	\$755.40	\$780.40	\$805.40	\$830.40
10 Tonnes and over under 11 Tonnes	1	\$743.60	\$768.60	\$793.60	\$818.60
	2	\$749.90	\$774.90	\$799.90	\$824.90
	3	\$756.50	\$781.50	\$806.50	\$831.50
11 Tonnes and over under 12 Tonnes	1	\$744.60	\$769.60	\$794.60	\$819.60
	2	\$751.00	\$776.00	\$801.00	\$826.00
	3	\$757.30	\$782.30	\$807.30	\$832.30
12 Tonnes and over under 13 Tonnes	1	\$745.40	\$770.40	\$795.40	\$820.40
	2	\$751.90	\$776.90	\$801.90	\$826.90
	3	\$758.10	\$783.10	\$808.10	\$833.10
15 Tonnes and over under 16 Tonnes	1	\$748.90	\$773.90	\$798.90	\$823.90
	2	\$755.70	\$780.70	\$805.70	\$830.70
	3	\$761.10	\$786.10	\$811.10	\$836.10
19 –19.9 Tonnes	1	\$752.70	\$777.70	\$802.70	\$827.70
	2	\$759.00	\$784.00	\$809.00	\$834.00
	3	\$765.20	\$790.20	\$815.20	\$840.20

Schedule 1.11: SA Government Transport Workers Award - Continued

Classification	Step	Current (per week)	First full pay period on or after 1/10/2009	First full pay period on or after 1/10/2010	First full pay period on or after 1/10/2011
Over 23 Tonnes	1	\$757.60	\$782.60	\$807.60	\$832.60
	2	\$764.00	\$789.00	\$814.00	\$839.00
	3	\$770.10	\$795.10	\$820.10	\$845.10
Motor Car Driver	1	\$729.00	\$754.00	\$779.00	\$804.00
	2	\$736.10	\$761.10	\$786.10	\$811.10
	3	\$741.80	\$766.80	\$791.80	\$816.80
Driver of Pass. Veh. Under 25 Passengers	1	\$730.60	\$755.60	\$780.60	\$805.60
	2	\$737.40	\$762.40	\$787.40	\$812.40
	3	\$743.50	\$768.50	\$793.50	\$818.50
Driver of Pass. Veh. 25 Pass. or more	1	\$734.40	\$759.40	\$784.40	\$809.40
	2	\$740.70	\$765.70	\$790.70	\$815.70
	3	\$747.40	\$772.40	\$797.40	\$822.40
Drivers Assist.	1	\$671.00	\$696.00	\$721.00	\$746.00
	2	\$676.70	\$701.70	\$726.70	\$751.70
	3	\$683.60	\$708.60	\$733.60	\$758.60
Greasers, Cleaners or Tyre Fitters	1	\$675.90	\$700.90	\$725.90	\$750.90
	2	\$682.70	\$707.70	\$732.70	\$757.70
	3	\$689.00	\$714.00	\$739.00	\$764.00
Driver of Artic. Veh. 16 tonnes but under 17	1	\$755.90	\$780.90	\$805.90	\$830.90
	2	\$761.90	\$786.90	\$811.90	\$836.90
	3	\$768.70	\$793.70	\$818.70	\$843.70
Driver of Artic. Veh. 18 tonnes but under 19	1	\$757.70	\$782.70	\$807.70	\$832.70
	2	\$764.30	\$789.30	\$814.30	\$839.30
	3	\$770.20	\$795.20	\$820.20	\$845.20
Driver of Mach. Float 25 tonnes under 26	1	\$769.50	\$794.50	\$819.50	\$844.50
	2	\$775.70	\$800.70	\$825.70	\$850.70
	3	\$782.30	\$807.30	\$832.30	\$857.30
33 tonnes and Over	1	\$778.20	\$803.20	\$828.20	\$853.20
	2	\$784.80	\$809.80	\$834.80	\$859.80
	3	\$791.50	\$816.50	\$841.50	\$866.50

APPENDIX 2: SAVED CLAUSES

Appendix 2.1 - Department of Primary Industries and Resources

Fixed Term Contracts

A number of staff at SARDI are employed under contracts which specify that they are employed for a fixed term. The employment of such staff members terminates at the end of the fixed term of their contracts unless they are offered and accept a further contract of employment with SARDI. Where the contract of such staff members expires, and where such staff members have been employed for a continuous period of 5 years or more, they will be offered a further period of employment subject to the following conditions:

- SARDI is not able to make available a further fixed term contract either because a project has been completed or because a lack of further industry funds has precluded further work on the project; and
- the staff member has not succeeded in winning a new position on the basis of merit;
- the staff member in question has demonstrated a satisfactory work performance;
- the offer of a further contract of employment will be for a minimum period of 3 months and for a maximum period of 12 months.
- although SARDI is unable to predict the terms on which any such offer will be made prior to the offering of any such further contract of employment, SARDI anticipates that any such offer is likely to include terms and conditions such as location at which the work will be offered.
- an offer of a further contract of employment in accordance with this clause will be made to the staff member concerned approximately 6 weeks prior to the expiry of the staff member's fixed term of employment.

Time in Lieu of Overtime

The parties agree that approved additional hours worked involved with meeting seasonal work demands or work required for completion of projects or experiments may be managed by the use of time off in lieu (TIL) of payment for overtime hours worked.

In respect to the operation of TIL in SARDI the parties agree that where an employee has elected to access TIL and not overtime payment:

- each employee eligible for overtime payments for approved additional hours worked as defined in Commissioners Determination No. 1, may accumulate a balance of up to 100 hours TIL.
- Balances of TIL are to be taken as soon as practicable following the accumulation of overtime hours, and not more than seven months after the time was accumulated.
- Local managers must approve all hours recorded as TIL and be responsible for management of records of TIL balances and ensure that all employees are treated equitably and fairly in regard to accumulation of hours and take out of accumulated time.
- Where an employee cannot access TIL balances because of operational demands a local manager may present a case to the relevant delegate that the outstanding balance be paid at normal rates of pay.

Employees in receipt of a specific allowance or loading for out of hours work are not eligible for the accumulation of TIL under the conditions described above.

South Australian Research and Development Institute (SARDI) Enterprise Agreement

Schedule 2 – Marine Research Vessel “Ngerin” Industrial Agreement, conditions of employment and allowances.

Appendix 2.2 – Child Care Workers in the Department of Further Education, Employment, Science and Technology

CLAUSE 1. ARRANGEMENT

<u>Subject Matter,</u>	<u>Clause No.</u>
Arrangement	1
Contract of Hiring	5
General Employment Conditions	10
Hours	7
Locality	2
Mixed Functions	4
Non-Contact Time	6
Provisions referred to SA Government Services Award	9
Right of Entry	8
Wages	3
Work Level Definitions	11

CLAUSE 2. LOCALITY

This Appendix will apply throughout the State of South Australia.

CLAUSE 3. WAGES

3.1. Rates of Pay

3.1.1 Except as elsewhere provided in this Appendix, an employee will be paid at the rate of pay prescribed in Appendix 1, Schedule 1.1 of the South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2010 for the classification level in which the employee is employed.

3.1.2 An employee will progress by annual increment until the relevant maximum rate is reached for the appropriate classification.

3.2 Juvenile Workers

Juvenile childcare workers will receive the following percentages of the appropriate adult rate. These percentages will only apply if the Juvenile Worker is performing duties at the level of a Child Care Worker Trainee Level or Level 1:

	<i>Percent %</i>
Under 18 years of age	55
Under 19 years of age	65
Under 20 years of age	80
20 years of age and over	90

Provided however, that employees 18 years or over who perform all of the duties usually performed by an adult employee at the same level will be paid the adult rate of pay for that level.

CLAUSE 4. MIXED FUNCTIONS

4.1 An employee who is required to do work (not being the work of a Co-ordinator) carrying a higher rate than her/his ordinary classification, for more than 2 hours of any day or shift will be paid at the higher rate for the whole day or shift.

4.2 An employee who is required to do the work of a Co-ordinator for greater than 5 days will be paid the Co-ordinator rate of pay for the whole period such work is undertaken.

4.3 Employees, subject to subclause 4.1, who on any day or shift is required to do the work of a higher paid classification for less than 2 hours will be paid the rate prescribed for such work whilst so engaged.

- 4.4 Any employee, who for any day or shift or any part of it is required to do work carrying a lower than her/his ordinary classification will suffer no reduction in consequence of it and if such an employee is required to work overtime she/he will be paid overtime rates for such work calculated upon the rate for her/his ordinary classification.

CLAUSE 5. CONTRACT OF HIRING

5.1 Weekly Employment

Unless otherwise stated in this Appendix, employment will be by the week. An employee not specifically engaged on a part-time basis or as a casual employee will be deemed to be employed by the week.

5.2 Minimum Term of Engagement

An employee, hired to work on either a part-time or a casual basis will be given not less than two - (2) hours continuous work on any one day.

5.3 Part-Time Employment

5.3.1 A part-time employee is defined as:

5.3.1.1 an employee who is required to work for less than 38 hours per week, for at least 41 weeks per calendar year, provided that they are engaged for at least 18 hours per week, and the hours to be worked are regular, or

5.3.1.2 is an employee who is normally required to work 38 hours per week for a total period of 41 weeks per calendar year, or

5.3.1.3 is an employee engaged by the week to work on a part-time basis for a constant number of hours less than thirty-eight (38) per week.

5.3.2 An employee so engaged will be paid per hour one thirty eighth (1/38) of the weekly rate prescribed in Appendix 1, Schedule 1.1 of the South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2010 for the work performed.

5.3.3 An employee engaged on a part-time basis shall be entitled to receive pro-rata entitlements to sick leave, annual leave, and bereavement leave and public holidays.

5.4 Casual Employment

5.4.1 A casual employee is an employee engaged and paid as such provided that the employee is employed for less than 18 hours per week or the engagement is less than two college terms or if the ordinary hours to be worked are to vary from week to week irrespective of the span of hours or the period of engagement.

5.4.2 A casual employee will be paid per hour worked one thirty-eighth of the weekly rate prescribed at Appendix 1, Schedule 1.1 of the South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2010 for the work performed and a twenty (20) per cent casual loading will be applied to the actual hours worked to compensate for the lack of sick and annual leave entitlements and payment of public holidays not worked.

5.5 Temporary Employment

An employee engaged for a specific purpose of limited duration provided that they are engaged for more than two college terms and at least 18 hours per week.

CLAUSE 6. NON-CONTACT TIME

Where the employee is appointed to be responsible for the development and implementation of programs of activities, that employee will be allowed not less than 2 paid non-contact hours per week for preparation and planning.

CLAUSE 7. HOURS

7.1 Subject to the exceptions in this clause, the ordinary hours of work will be an average of 38 per week to be worked on one of the following bases:

- 7.1.1 38 hours within a work cycle not exceeding seven consecutive days; or
- 7.1.2 76 hours within a work cycle not exceeding fourteen consecutive days; or
- 7.1.3 114 hours within a work cycle not exceeding twenty-one consecutive days; or
- 7.1.4 152 hours within a work cycle not exceeding twenty-eight consecutive days.

7.2 The ordinary hours of work prescribed in sub-clause 7.1 must be worked:

- 7.2.1 on any day or all of the days of the week, Monday to Friday; or
- 7.2.2 according to roster over six or 7 days per week as required.

7.3 The ordinary hours of work prescribed in this agreement must be worked continuously, except for meal breaks, at the discretion of the employer between 6.30 a.m. and 6.30 p.m. Provided that the spread of ordinary hours may be altered by mutual agreement between an employer and the majority of employees in the centre concerned.

7.4 The ordinary hours of work prescribed must not exceed 10 hours on any day, provided that:

7.4.1 In any arrangement of ordinary working hours where the ordinary working hours are to exceed 8 on any day, the arrangement of hours will be subject to the agreement of the employer and the majority of employees in the centre concerned following discussion in which the Union may be involved.

7.4.2 By arrangement between an employer, the Union concerned and the majority of employees in the centre concerned, ordinary hours not exceeding 12 on any day could be worked subject to:

7.4.2.1 the employer and the employees concerned being guided by the occupational health and safety provisions of the ACTU Code of Conduct on 12-Hour Shifts;

7.4.2.2 proper health monitoring procedures being introduced;

7.4.2.3 suitable roster arrangements being made; and

7.4.2.4 proper supervision being provided.

CLAUSE 8. RIGHT OF ENTRY

For the purpose of interviewing employees on legitimate Union business, a duly accredited Union representative of The Liquor Hospitality Miscellaneous Union shall have the right to enter employers' premises. Such a right may be exercised consistent with the terms as set out in the Conditions of Employment for Weekly Paid Employees Manual.

CLAUSE 9. PROVISIONS REFERRED TO SA GOVERNMENT SERVICES AWARD

The following provisions, which are prescribed in the Government Services Award, but are not referred to in this Appendix, will apply.

- Absence from Duty
- Termination of Employment
- Abandonment of Employment
- Direction of Employees
- Higher Duties
- Close Down
- Weekend Duty
- Shift Work
- Meal Breaks
- Overtime Shift Workers
- Meal Allowance – Shift Workers
- Union Delegate

CLAUSE 10. GENERAL EMPLOYMENT CONDITIONS

Where the provisions of the Conditions of Employment for Weekly Paid Employees Manual, as amended from time to time, provide for a benefit to employees, such provisions will be available to employees covered by this Schedule. This will include but not be limited to:-

- Annual Leave
- Bereavement Leave
- Educational Assistance and Study Leave
- Parental Leave
- Public Holidays
- Sick Leave
- Special Leave with Pay
- Trade Union Training Leave

CLAUSE 11. WORK LEVEL DEFINITIONS

11.1 CHILD CARE WORKER TRAINEE LEVEL

Employees at this level will acquire, predominantly through on-the-job training, the basic skills and knowledge necessary to perform a range of activities, applicable to the base level of work for which they have been recruited.

- Appointment to this level will be for a maximum period of three months.
- Employees will be provided with information about the conditions of work, policies, procedures and objectives of the agency concerned.
- Information will be provided about Occupational Health and Safety regulations, procedures and legislation and Equal Employment Opportunity and practise.
- Direct instruction and monitoring by a skilled and experienced employee will be provided to employees at this level.

11.2 CHILD CARE WORKER LEVEL 1

Characteristics of the Level

Employees at this level will be required to perform a broad range of routine tasks.

Work at this level is characterised by the following:

- generally labour intensive in nature, may require the operation of equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level;
- performed under direct instruction;
- instruction given is by way of verbal, written or diagrammatic direction;
- provided assistance and co-operation to other employees;
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Tasks typical of level 1 are described in the Activities Schedule as agreed between the parties.

Activities Schedule

To contribute to the operational objectives of the work area a position at this level may include some of the following inputs or those of similar value:

- assist with the implementation of the early childhood programme as directed;
- assist with daily routines;
- ensure the health, hygiene and safety of the children in care;
- give each child individual attention and comfort as required;
- work as directed in accordance with licensing requirements under the Act;
- maintenance of routine records as appropriate;
- maintain clear immediate work area (not including general centre cleaning);
- assist catering staff in preparation of snacks and beverages not including preparation of meals;
- have input to programme development;
- day to day laundry tasks.

11.3 CHILD CARE WORKER LEVEL 2

Characteristics of the Level

Employees at this level will be required to perform either a range of higher level operative tasks above or beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and/or experience;
- may require the operation of basic equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1;
- perform under general direction;
- require the exercise of limited judgement in the execution of their own work;
- instruction given is by way of general verbal, written or diagrammatic direction;
- provision of assistance and cooperation to other employees;
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member;
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Tasks typical of Level 2 are described in the Activities Schedule.

Activities Schedule

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- apply established practices and procedures;
- assist with the preparation and implementation and evaluation of Child Care developmental programmes;
- undertake work with individual children with particular needs under direction;
- assist in the preparation and implementation of programmes suited to the needs of individual children and groups;
- report observations of individual children or groups for programme planning purposes;

- assist in oversight of students and volunteers;
- assist qualified workers in the assessment of children;
- be aware of and check the safety and storage of equipment and material used by children.

11.4 CHILD CARE WORKER LEVEL 3

Characteristics of the Level

Employees at this level will be required to perform or apply trade skills, or trade equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skills and knowledge;
- may require the setup, programme and operation of complex equipment and/or facilities requiring the exercise of skill and knowledge;
- performed under broad guidelines;
- a capacity to programme detailed work functions;
- the ability to interpret complex instructions and procedures;
- the provision of trade or trade equivalent guidance and assistance;
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member;
- may from time to time perform work of a lower level or incidental to their area of expertise.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Tasks typical of Level 3 are described in the Activities Schedule.

Activities Schedule

To contribute to the operational objectives of the programme, a position at this level may include some of the following inputs or those of similar value:

- guidance and direction of unqualified workers as appropriate;
- to develop, plan, implement and evaluate a Child Care programme designed to create a nurturing environment under supervision;
- liaise with parents;
- ensure a safe environment is provided for the children;
- ensure that records are maintained and are up to date concerning each child in their care;
- develop, implement and evaluate daily routines;
- the assessment of students on placement;
- ensure the Centre or Service's policies are adhered to;
- assist in staff development and appraisals;
- contribute to overall centre planning;
- assist in the selection and maintenance of appropriate equipment and supplies;
- administer medication on parent or medical authority consistent with any restriction placed upon their approval, and keep appropriate records.

11.5 CHILD CARE WORKER LEVEL 4

Characteristics of the Level

Employees at this level will be required to apply a combination of advanced post-trade skills derived from accredited training or equivalent including team leader activities.

Work at this level is characterised by the following:

- employees at this level will have advanced post-trade qualifications or equivalent skills developed through industry experience and accredited training;
- work will be completed independently, with reference to supervisors only on issues or problems outside the employee's area of responsibility;
- work performed will require high levels of knowledge, skill and responsibility;
- exercise judgement and advise on matters requiring the application of her/his skills and knowledge;
- assist in on-the-job leadership role;
- prepare and maintain records and reports as appropriate;
- allocate and determine work priorities;
- thorough knowledge of work activities performed within the work area;
- sound knowledge of procedural/operational methods of the work area;
- utilise professional or specialised knowledge.

Employees at this level may train others both on and off the job, in levels one, two and three skills. They may develop training plans based on industry standards.

Activities Schedule

Within the context of the group for which they are Team Leader:

- any of the duties of a Child Care Worker Level 3;
- work as the person in charge of a group of children in the age range from birth to 12 years;
- contribute through the Co-ordinator (or Line Manager) to the development of the Centre or services policies;
- liaise with appropriate college staff on matters requiring Co-ordinator (or Line Manager) with recruitment of staff;
- assist Co-ordinator (or Line Manager) with recruitment of staff on matters requiring Co-ordinator (or Line Manager) input, in an adjunct care centre;
- monitor and ensure the standard of other workers in the group;
- take responsibility in consultation with the Co-ordinator (or Line Manager) for the preparation, implementation and evaluation of a Child Care programme for individual children or groups of children in care;
- co-ordinate and direct the activities of qualified and unqualified workers engaged in the implementation and evaluation of developmental programmes and activities in a group setting;
- be responsible to the Co-ordinator (or Line Manager) for the assessment of students on placement;
- assist with the enrolment of children.
- assist Co-ordinator (or Line Manager) with basic administrative duties including record keeping, enrolment of children, answering of telephone and supply of appropriate of records/information to College staff;
- assist Co-ordinator (or Line Manager) in the implementation of relevant acts policies and procedures;
- assist Co-ordinator (or Line Manager) in liaison with the Management Committee.

11.6 CHILD CARE CO-ORDINATOR LEVEL 1

Characteristics of the Level

A Co-ordinator, Level 1 is an employee who is a Co-ordinator in charge of a Child Care Centre or service. The Co-ordinator would be responsible for the overall administration of the Centre or service.

Duties would include some or all of the following:

- recruit staff in consultation with the management of a Centre;
- keep day to day accounts and handle clerical matters;
- ensure that the Centre or service adheres to all relevant regulations;
- formulate and evaluate annual budgets in liaison with relevant authorities where necessary;
- develop, plan and supervise the implementation of educational and/or developmental programs for the children in their Centre/service;
- ensure that submissions for funding to the relevant authorities are made and monies received;
- ensure that Government guidelines on access to Centres or services are adhered to;
- liaise with management committees or proprietors as appropriate.

A Co-ordinator, Level 1 will be employed to manage a Child Care Centre or service of no more than 39 places.

11.7 CHILD CARE CO-ORDINATOR LEVEL 2

Characteristics of the Level

A Co-ordinator, Level 2 is an employee who would have the same duties as a Co-ordinator Level 1 however they will be employed to manage a Child Care Centre(s) or service(s) with a total of between 40-59 places.

11.8 CHILD CARE CO-ORDINATOR LEVEL 3

Characteristics of the Level

A Co-ordinator, Level 3 is an employee who would have the same duties as a Co-ordinator Level 1, however they will be employed to manage a Child Care Centre(s) or service(s) with 60 or more places.

APPENDIX 3: SHARED SERVICES PRINCIPLES

The following principles apply where an Employer or Agency party to this Enterprise Agreement proposes to implement a shared services arrangement:

1. Employment security protection for employees transferred from an Agency to a shared service will be in accordance with Clause 8 “Memorandum of Understanding”, of this Enterprise Agreement.
2. An employee required to transfer from an Employer or Agency to a shared service agency (or division of an agency) will be entitled to the more favourable of the salary rates of the applicable Enterprise Agreement.
3. Where the employee's rate of pay exceeds the applicable rate of pay at the expiry of the industrial instrument which contains the more favourable rate of pay, that rate of pay will be pegged until the rate that is generally paid equals or exceeds that pegged rate of pay.
4. The terms and conditions of employment applicable to staff who are required to transfer to a shared service agency (or division of an agency) will be those generally applicable to employees covered under this Agreement. Consultation on this matter will occur with the relevant associations, including the maintenance of, or making other appropriate, superannuation arrangements.
5. The following Human Resource Principles will be applied:
 - All positions will have an agency endorsed job and person specification.
 - It is the intention that as many ongoing employees affected by the shared service initiative as possible from the existing structures be placed into the new structure at their substantive classification level to meet the requirements of the shared services structure.
 - Approval can be sought from the Commissioner for Public Sector Employment to approve the filling of vacancies arising from the shared service initiative outside of the requirements of Commissioner's Standard 2 Quality Staffing. This may include:
 - i. Where there are more ongoing employees at a substantive level and skill set than required positions, a merit based selection process will be conducted between those employees only;
 - ii. Unplaced ongoing employees will be given priority consideration for new positions in the shared services structure matching their substantive level and skill set in the new structure prior to general recruitment procedures;
 - iii. Where an employee accepts a position classified below their substantive level income maintenance will be as prescribed in Commissioner's Standard 2 Quality Staffing.
 - Any formal applications for reclassification lodged prior to the announcement of the shared service initiative must be determined by the relevant Agency prior to any transition process.
 - Any employee who is declared a redeployee as a result of a shared service initiative will be considered an internal redeployee in both agencies affected by the shared service initiative. Such employees will be provided with retraining and development opportunities by the declaring agency. This retraining will commence within six months of being declared a redeployee.

The implementation of any shared service initiative and the restructuring processes arising from that initiative shall not be used as a mechanism for addressing any perceived individual performance issues.

APPENDIX 4: WORKPLACE FLEXIBILITY AGREEMENTS

Appendix 4.1 Ministerial Chauffeurs

This schedule provides for Programmed Day Off (PDO) arrangements for Ministerial Chauffeurs.

This Schedule applies only to those employees bound by the Enterprise Agreement and who are classified as "Ministerial Chauffeurs" pursuant to the *Chauffeurs (Ministerial) Public Service Award* (the Award) and are employed in the Ministerial/VIP Chauffeur Service of Fleet SA, Department of Treasury and Finance (or any successor of Fleet SA).

This schedule will come into effect on and from the first full pay period to commence on or after the date of approval of this Enterprise Agreement.

1. PDO's

- 1.1 Where an employee is given a PDO in accordance with 5.1.6.3 and 5.1.6.4 of the Award such PDO will be subject to the following terms.
 - 1.1.1 The PDO system will operate on a credit basis with PDO's taken only after they have accrued.
 - 1.1.2 The PDO's will be accumulated on a yearly basis to a maximum of 12 in any one financial year.
 - 1.1.3 Accumulation of PDO's is to be monitored by the Manager and the taking of accrued PDO's must be scheduled and authorised by the Manager in advance of the PDO or PDO's taken.
 - 1.1.4 Accrued PDO's must be taken prior to any period of annual leave and within the financial year.
 - 1.1.5 If, due to work demands, accrued PDO's cannot be taken within the financial year, the Manager and the employee will negotiate a suitable period for the PDO's to be taken as soon as practicable in the next financial year.

APPENDIX 5: AWARD VARIATIONS

1. South Australian Government Health Etc. Ancillary Employees Award

- a) Public holidays – payment for;
- b) Public holidays occurring during annual leave;
- c) Public holidays occurring during absence on weekend;
- d) Public holidays falling on a PDO;
- e) Travelling time;
- f) Special leave without pay;
- g) Trade union training leave;
- h) First aid;
- i) Motor vehicle reimbursement rates;
- j) Travelling expenses reimbursement;
- k) Education assistance and study leave;
- l) Licence to drive a motor vehicle;
- m) Personal files;
- n) Payment of private telephone rental and official calls;
- o) Shop stewards;
- p) Passive duty;
- q) Annual leave as it applies to employees assigned to psychiatric institutions;
- r) Disability allowance.

2. Intellectual Disability Service Award

- a) Higher duties;
- b) Mixed functions;
- c) Public holidays occurring during absence on weekend;
- d) Public holidays falling on a PDO;
- e) Special leave without pay;
- f) Trade union training leave;
- g) Shift work;
- h) Overtime – shift workers;
- i) Overtime – day workers;
- j) Education assistance and study leave;
- k) Personal files;
- l) Training wage arrangements;
- m) Supported wage provision;
- n) Hours of work as applied to 10 and 12 hour shifts;
- o) Annual leave as provided in a psychiatric institution;
- p) Shop stewards;
- q) Sick leave.

APPENDIX 6: TRANSLATION ARRANGEMENTS

SCHEDULE 1: CHILD CARE WORKERS - DEPARTMENT OF FURTHER EDUCATION, EMPLOYMENT, SCIENCE AND TECHNOLOGY

“Existing” in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for Child Care Workers employed in the Department of Further Education, Employment, Science and Technology (DFEEST).

1. This Enterprise Agreement contains new work level definitions (refer to Appendix 7), which will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
2. Existing Child Care Workers will translate based on the following:
 - 2.1 Child Care Worker Trainee Level: translate to Child Care Worker Trainee.
 - 2.2 Child Care Worker Level 1, increments 1 to 3: translate to the corresponding increments Child Care Worker Level 1.
 - 2.3 Child Care Worker Level 2, increments 1 and 2: translate to the corresponding increments Child Care Worker Level 2.
 - 2.4 Child Care Worker Level 3 and Child Care Worker Level 4 will be subject to the classification assessment process.
 - 2.5 Child Care Co-ordinator Level 1 increments 1 and 2: translate to Child Care Co-ordinator Level 1, increment 1.
 - 2.6 Child Care Co-ordinator Level 1 increment 3: translate to Child Care Co-ordinator Level 1, increment 2.
 - 2.7 Child Care Co-ordinator Level 2 increments 1 and 2: translate to Child Care Co-ordinator Level 2, increment 1.
 - 2.8 Child Care Co-ordinator Level 2 increment 3: translate to Child Care Co-ordinator Level 2, increment 2.
 - 2.9 Child Care Co-ordinator Level 3 increments 1 and 2: translate to Child Care Co-ordinator Level 3, increment 1.
 - 2.10 Child Care Co-ordinator Level 3, increment 3: translate to Child Care Co-ordinator Level 3, increment 2.

CLASSIFICATION ASSESSMENT PROCESS

1. DFEEST will be responsible for undertaking a classification assessment of existing Child Care Workers classified at Level 3 and Level 4 against the new work level definitions.
2. This process will be finalised by [insert date - six (6) months following approval of the Agreement by the Industrial Relations Commission of SA].
3. An employee will be entitled to the new rate of pay for the new classification from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
4. Any issues arising from the implementation of the new work level definitions and translation arrangements for Child Care Workers will be dealt with in accordance with the Grievance and Dispute Avoidance Procedures of this Agreement.

SCHEDULE 2: INTEGRATED WAGES STRUCTURE

1. This Enterprise Agreement contains new work level definitions for the following IWS Awards which will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA]:
 - Government Stores Employees Interim Award
 - South Australian Government Civil Construction and Maintenance Award
 - South Australian Government Printing Interim Award
 - South Australian Government Services Award
2. For the purposes of this Schedule the following table is to be used in determining the IWS level for the above IWS Awards.

AWARDS

IWS Level	Government Stores Employees Interim Award	SA Government Civil Construction & Maintenance Award			SA Government Printing Interim Award	SA Government Services Award
1		Construction & Maintenance Worker Level 1			Printing Employee Grade 1	Government Services Employee Level 1
2		Construction & Maintenance Worker Level 2	Technical Support Operative Level 1		Printing Employee Grade 2	Government Services Employee Level 2
3	Storeperson Level 1	Construction & Maintenance Worker Level 3	Technical Support Operative Level 2	Plant Operator Level 1	Printing Employee Grade 3	Government Services Employee Level 3
4	Storeperson Level 2	Construction & Maintenance Worker Level 4	Technical Support Operative Level 3		Printing Employee Grade 4	Government Services Employee Level 4
5	Storeperson Level 3	Construction & Maintenance Worker Level 5	Technical Support Operative Level 4	Plant Operator Level 2	Printing Employee Grade 5	Government Services Employee Level 5
6	Storeperson Level 4	Construction & Maintenance Worker Level 6	Technical Support Operative Level 5	Plant Operator Level 3	Printing Employee Grade 6	Government Services Employee Level 6
7		Construction & Maintenance Worker Level 7			Printing Employee Grade 7	Government Services Employee Level 7

3. "Existing" in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for all Integrated Wages Structure (IWS) Awards.
4. Existing IWS Employees who undertake the duties in the new work level definitions will translate based on the following:
 - 4.1 An employee who is currently classified at IWS Employee Level 1 and who has:
 - (a) less than 6 months employment as an IWS Employee Level 1 will translate to the Introductory Level. Service at IWS Employee Level 1 will count in aggregate towards the 6 month period at the Introductory Level.
 - (b) More than 6 months employment as an IWS Employee Level 1 will translate to IWS Employee Level 2, first increment.
 - 4.2 IWS Employee Level 2, first and second increment: translate to the corresponding increments in Level 2.
 - 4.3 IWS Employee Level 3, first and second increment: translate to the corresponding increments in Level 3.
 - 4.4 IWS Employee Level 4, first and second increment: translate to the corresponding increments in Level 4.
 - 4.5 IWS Employee Level 5, first and second increment: translate to the corresponding increments in Level 5.
 - 4.6 IWS Employee Level 6, first and second increment: translate to the corresponding increments in Level 6.
 - 4.7 IWS Employee Level 7, first and second increment: translate to the corresponding increments in Level 7.
5. Existing Employees employed pursuant to the South Australian Government Printing Employees Interim Award who are classified at Grade 8 or Grade 9 will translate based on the following:
 - 5.1 Printing Employee Grade 8, first and second increment: translate to the corresponding increments in Grade 8.
 - 5.2 Printing Employee Grade 9, first and second increment: translate to the corresponding increments in Grade 9.

Incremental Progression

Incremental progression dates are not amended as a result of these translation arrangements.

SCHEDULE 3: SOUTH AUSTRALIAN GOVERNMENT HEALTH ETC ANCILLARY EMPLOYEES AWARD

Schedule 3.1: Direct Care

“Existing” in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for Health Ancillary Employees.

1. This Enterprise Agreement contains a new Direct Care Schedule (refer to Appendix 7), which will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
2. A “Direct Care Employee” and “in service experience” are defined in the Direct Care Schedule.
3. Existing Health Ancillary Employees who meet the definition of a Direct Care Employee and who do not undertake Team Leader activities as defined in the Direct Care Schedule, will translate based on the following:
 - 3.1 An employee who is currently classified at Health Ancillary Employee Level 1 will translate to the first increment of the Introductory Level (Level 3).
 - 3.2 An employee who is currently classified at Health Ancillary Employee Level 2 and who has:
 - (a) Less than 12 months employment as a Health Ancillary Employee Level 2 will translate to the first increment of the Introductory Level (Level 3). Service at Health Ancillary Employee Level 2 will count in aggregate towards the 12 months at the Introductory Level.
 - (b) More than 12 months employment as a Health Ancillary Employee Level 2 will translate to the second increment of the Introductory Level (Level 3).
 - 3.2 An employee who has completed an AQF Certificate III relevant to the employee’s position will translate to Health Ancillary Employee Level 4.
 - 3.3 An employee who has completed an AQF Certificate III relevant to the employee’s position and at least 560 hours satisfactory in service experience will translate to Health Ancillary Employee Level 5.
 - 3.4 An employee who has completed an AQF Certificate IV relevant to the employee’s position will translate to Health Ancillary Employee Level 6.
 - 3.5 An employee who does not hold an AQF Certificate III will be eligible to apply to be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement.
 - (a) Where an employee is recognised as holding an AQF Certificate III that employee will translate in accordance with clause 3.2 or 3.3 and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
 - (b) Where an employee is not recognised as holding an AQF Certificate III that employee will translate to Health Ancillary Employee Level 3. The employee may apply for a further assessment in accordance with the Recognition of Prior Learning Process. If that employee is then recognised as holding an AQF Certificate III that employee will be classified in accordance with the Direct Care Schedule operative from the date the approved recognition is given.
 - 3.6 An existing employee who is currently classified above Health Ancillary Employee Level 3 and does not hold an AQF Certificate III who applies for Recognition of Prior Learning and is not recognised as holding an AQF Certificate III, will remain at that classification level until that employee is recognised as holding an AQF Certificate III.
 - 3.7 An employee who does not hold an AQF Certificate III and does not apply to be assessed in accordance with the Recognition of Prior Learning Process within 12 months following approval of this Agreement will translate to Health Ancillary Employee Level 3. If an employee is subsequently recognised as holding an AQF Certificate III that employee will be classified in accordance with the Direct Care Schedule operative from the date the approved recognition is given.

4. Existing Health Ancillary Employees who meet the definition of a Direct Care Employee **and who undertake Team Leader activities** as defined in the Direct Care Schedule, will translate based on the following:
 - 4.1 An employee who has completed an AQF Certificate IV relevant to the employee's position will translate to Health Ancillary Employee Level 6.
 - 4.2 An employee who does not hold an AQF Certificate IV will be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement
 - (a) Where an employee is recognised as holding an AQF Certificate IV that employee will translate in accordance with clause 4.1 and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
 - (b) Where an employee is not recognised as holding an AQF Certificate IV that employee will be required to undertake the necessary training within 12 months following approval of this Agreement. Following recognition of holding an AQF Certificate IV that employee will be classified as a Health Ancillary Employee Level 6 operative from the date the approved recognition is given.
5. Existing Health Ancillary Employees who meet the definition of a Direct Care Employee and who are presently classified as Health Ancillary Employee Level 7 will translate to Health Ancillary Employee Level 7.

Incremental Progression

Incremental progression dates are not amended as a result of these translation arrangements.

Schedule 3.2: Sterilisation Services

"Existing" in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for Health Ancillary Employees.

1. This Enterprise Agreement contains a new Sterilisation Services Schedule (refer to Appendix 7), which will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
2. A Sterilisation Services Employee undertakes the duties as prescribed in the Sterilisation Services Schedule. "In service experience" is defined in the Sterilisation Services Schedule.
3. Existing Health Ancillary Employees who undertake the duties of a Sterilisation Services Employee and who do not undertake Team Leader activities as defined in the Sterilisation Services Schedule, will translate based on the following:
 - 3.1 An employee who is currently classified at Health Ancillary Employee Level 2 and who has:
 - (a) Less than 12 months employment as a Health Ancillary Employee Level 2 will translate to the first increment of the Introductory Level (Level 3). Service at Health Ancillary Employee Level 2 will count in aggregate towards the 12 month period at the Introductory Level.
 - (b) More than 12 months employment as a Health Ancillary Employee Level 2 will translate to the second increment of the Introductory Level (Level 3).
 - 3.2 An employee who has completed an AQF Certificate III relevant to the employee's position will translate to Health Ancillary Employee Level 4.
 - 3.3 An employee who has completed an AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory in service experience will translate to Health Ancillary Employee Level 5.
 - 3.4 An employee who has completed an AQF Certificate IV relevant to the employee's position will translate to Health Ancillary Employee Level 6.
 - 3.5 An employee who does not hold an AQF Certificate III will be eligible to apply to be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement.
 - (a) Where an employee is recognised as holding an AQF Certificate III that employee will translate in accordance with clause 3.2 or 3.3 and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
 - (b) Where an employee is not recognised as holding an AQF Certificate III that employee will translate to Health Ancillary Employee Level 3. The employee may apply for a further assessment in accordance with the Recognition of Prior Learning Process. If that employee is then recognised as holding an AQF Certificate III that employee will be classified in accordance with the Sterilisation Services Schedule operative from the date the approved recognition is given.
 - 3.6 An existing employee who is currently classified above Health Ancillary Employee Level 3 and does not hold an AQF Certificate III who applies for Recognition of Prior Learning and is not recognised as holding an AQF Certificate III, will remain at that classification level until that employee is recognised as holding an AQF Certificate III.
 - 3.7 An employee who does not hold an AQF Certificate III and does not apply to be assessed in accordance with the Recognition of Prior Learning Process within 12 months following approval of this Agreement will translate to Health Ancillary Employee Level 3. If an employee is subsequently recognised as holding an AQF Certificate III that employee will be classified in accordance with the Sterilisation Services Schedule operative from the date the approved recognition is given.
4. Existing Health Ancillary Employees who undertake the duties of a Sterilisation Services Employee and **Team Leader activities as defined** in the Sterilisation Services Schedule, will translate based on the following:

- 4.1 An employee who has completed an AQF Certificate IV relevant to the employee's position will translate to Health Ancillary Employee Level 6.
- 4.2 An employee who does not hold an AQF Certificate IV will be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement.
 - (a) Where an employee is recognised as holding an AQF Certificate IV that employee will translate in accordance with clause 4.1 and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
 - (b) Where an employee is not recognised as holding an AQF Certificate IV that employee will be required to undertake the necessary training within 12 months following approval of this Agreement. Following recognition of holding an AQF Certificate IV that employee will be classified as a Health Ancillary Employee Level 6 operative from the date the approved recognition is given.
- 5. Existing Health Ancillary Employees who undertake the duties of a Sterilisation Services Employee and who are presently classified as Health Ancillary Employee Level 7 will translate to Health Ancillary Employee Level 7.

Incremental Progression

Incremental progression dates are not amended as a result of these translation arrangements.

Schedule 3.3: Client, Theatre and Allied Care

“Existing” in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for Health Ancillary Employees.

1. This Enterprise Agreement contains a new Client, Theatre and Allied Care Schedule (refer to Appendix 7) which will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
2. A Client, Theatre and Allied Care Employee undertakes the duties as prescribed in the Client, Theatre and Allied Care Schedule.
3. For the purposes of these Translation Arrangements, an existing Health Ancillary Employee who undertakes “theatre orderly duties” means an employee who assists medical and nursing staff in performing a full range of duties both inside and outside of the Operating Theatre area including transportation and position of patients, set-up, collection and delivery of theatre equipment, etc and any associated cleaning and ancillary duties. Reference to “in service experience” is defined in the Client, Theatre and Allied Care Schedule and only applies to Health Ancillary Employees who are undertaking “theatre orderly duties”.
4. Existing Health Ancillary Employees who undertake the duties of a Client, Theatre and Allied Care Employee (excluding “theatre orderly duties”) and who do not undertake Team Leader activities as defined in the Client, Theatre and Allied Care Schedule, will translate based on the following:
 - 4.1 An employee who is currently classified at Health Ancillary Employee Level 1 who is working in a crèche setting will translate to the first increment of the Introductory Level (Level 2). Service at Health Ancillary Employee Level 1 will count in aggregate towards the 12 month period at the Introductory Level.
 - 4.2 An employee who is currently classified at Health Ancillary Employee Level 2 and who has:
 - (a) Less than 12 months employment as a Health Ancillary Employee Level 2 will translate to the first increment of the Introductory Level (Level 2). Service at Health Ancillary Employee 2 will count in aggregate towards the 12 month period at the Introductory Level.
 - (b) More than 12 months employment as a Health Ancillary Employee Level 2 will translate to Health Ancillary Employee Level 3, first increment.
 - 4.3 Health Ancillary Employee Level 3, first and second increment: translate to the corresponding increments in Level 3.
 - 4.4 Health Ancillary Employee Level 4, first and second increment: translate to the corresponding increments in Level 4.
 - 4.5 Health Ancillary Employee Level 5, first and second increment: translate to the corresponding increments in Level 5.
 - 4.6 Health Ancillary Employee Level 6, first and second increment: translate to the corresponding increments in Level 6.

Theatre Orderly Duties

5. Existing Health Ancillary Employees who undertake “theatre orderly duties” and who do not undertake Team Leader activities as defined in the Client, Theatre and Allied Care Schedule will translate based on the following:
 - 4.7 An employee who has completed an AQF Certificate III relevant to the employee’s position will translate to Health Ancillary Employee Level 4.
 - 4.8 An employee who has completed an AQF Certificate III relevant to the employee’s position and at least 560 hours satisfactory in service experience will translate to Health Ancillary Employee Level 5.
 - 4.9 An employee who has completed an AQF Certificate IV relevant to the employee’s position will translate to Health Ancillary Employee Level 6.

- 4.10 An employee who does not hold an AQF Certificate III will be eligible to apply to be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement.
- (a) Where an employee is recognised as holding an AQF Certificate III that employee will translate in accordance with clause 5.1 or 5.2 and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
 - (b) Where an employee is not recognised as holding an AQF Certificate III that employee will translate to Health Ancillary Employee Level 3. The employee may apply for a further assessment in accordance with the Recognition of Prior Learning Process. If that employee is then recognised as holding an AQF Certificate III that employee will be classified in accordance with the Client, Theatre and Allied Care Services Schedule operative from the date the approved recognition is given.
- 5.5 An existing employee who is currently classified above Health Ancillary Employee Level 3 and does not hold an AQF Certificate III who applies for Recognition of Prior Learning and is not recognised as holding an AQF Certificate III, will remain at that classification level until that employee is recognised as holding an AQF Certificate III.
- 5.6 An employee who does not hold an AQF Certificate III and does not apply to be assessed in accordance with the Recognition of Prior Learning Process within 12 months following approval of this Agreement will translate to Health Ancillary Employee Level 3. If an employee is subsequently recognised as holding an AQF Certificate III that employee will be classified in accordance with the Client, Theatre and Allied Care Schedule operative from the date the approved recognition is given.

Team Leaders

6. Existing Health Ancillary Employees who undertake the duties of a Client, Theatre and Allied Care Employee and **who undertake Team Leader activities as defined** in the Client, Theatre and Allied Care Schedule, will translate based on the following:
- 6.1 An employee who does not undertake “theatre orderly duties” will translate in accordance with the following:
- (a) Health Ancillary Employee Level 3, first and second increment: translate to the corresponding increments in Level 3.
 - (b) Health Ancillary Employee Level 4, first and second increment: translate to the corresponding increments in Level 4.
 - (c) Health Ancillary Employee Level 5, first and second increment: translate to the corresponding increments in Level 5.
 - (d) Health Ancillary Employee Level 6, first and second increment: translate to the corresponding increments in Level 6.
 - (e) Health Ancillary Employee Level 7, first and second increment: translate to the corresponding increments in Level 7.
- 6.2 An employee who undertakes “theatre orderly duties” will translate in accordance with the following:
- (a) If the employee has completed an AQF Certificate IV relevant to the employee’s position will translate to Health Ancillary Employee Level 6.
 - (b) If the employee does not hold an AQF Certificate IV the employee will be assessed in accordance with the Recognition of Prior Learning Process within the first 12 months following approval of this Agreement.
 - (i) Where an employee is recognised as holding an AQF Certificate IV that employee will translate in accordance with subclause (a) and be entitled to that rate of pay from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].

- (ii) Where an employee is not recognised as holding an AQF Certificate IV that employee will be required to undertake the necessary training within 12 months following approval of this Agreement. Following recognition of holding an AQF Certificate IV that employee will be classified as a Health Ancillary Employee Level 6 operative from the date the approved recognition is given.
- 7. Existing Health Ancillary Employees who undertake the duties of a Client, Theatre and Allied Care Employee and who are presently classified as Health Ancillary Employee Level 7 will translate to Health Ancillary Employee Level 7.

Incremental Progression

Incremental progression dates are not amended as a result of these translation arrangements.

Schedule 3.4: Catering, Utility Services, Gardening and Grounds Services, Transport, Facility Services and Security

“Existing” in these Translation Arrangements is a reference to that which applied immediately prior to the commencement of operation of the new work level definitions for Health Ancillary Employees.

1. This Enterprise Agreement contains a new Schedules relating to the occupational groups of:
 - Catering
 - Utility Services
 - Gardening and Grounds Services
 - Transport
 - Facility Services
 - Security
2. The new work level definitions (refer to Appendix 7) for the above occupational groups will be implemented from the first full pay period on or after [date of approval of the Agreement by the Industrial Relations Commission of SA].
3. Existing Health Ancillary Employees who undertake the duties of these occupational groups will translate based on the following:
 - 3.1 An employee who is currently classified at Health Ancillary Employee Level 1 and who has:
 - (a) less than 6 months employment as a Health Ancillary Employee Level 1 will translate to the Introductory Level (Level 1). Service at Health Ancillary Employee 1 will count in aggregate towards the 6 months period at the Introductory Level.
 - (b) More than 6 months employment as a Health Ancillary Employee Level 1 will translate to Health Ancillary Employee Level 2, first increment.
 - 3.2 Health Ancillary Employee Level 2, first and second increment: translate to the corresponding increments in Level 2.
 - 3.3 Health Ancillary Employee Level 3, first and second increment: translate to the corresponding increments in Level 3.
 - 3.4 Health Ancillary Employee Level 4, first and second increment: translate to the corresponding increments in Level 4.
 - 3.5 Health Ancillary Employee Level 5, first and second increment: translate to the corresponding increments in Level 5.
 - 3.6 Health Ancillary Employee Level 6, first and second increment: translate to the corresponding increments in Level 6.
 - 3.7 Health Ancillary Employee Level 7, first and second increment: translate to the corresponding increments in Level 7.

Incremental Progression

Incremental progression dates are not amended as a result of these translation arrangements.

TABLE OF CONTENTS

Appendix 7: New Work Level Definitions	63
Schedule 1: Child Care Workers – Department of Further Education, Employment, Science and Technology	63
Schedule 2: South Australian Government Stores Employees Interim Award	67
Schedule 3: South Australian Government Civil Construction And Maintenance Award	69
Schedule 3.1: Construction and Maintenance Worker	69
Schedule 3.2: Technical Support Operative	76
Schedule 3.3: Plant Operator	80
Schedule 4: South Australian Government Health Etc. Ancillary Employees Award	85
Schedule 4.1: Catering	87
Schedule 4.2: Client, Theatre And Allied Care	93
Schedule 4.3: Direct Care	99
Schedule 4.4: Sterilisation	103
Schedule 4.5: Utility Services	107
Schedule 4.6: Gardening And Grounds Services	112
Schedule 4.7: Transport	117
Schedule 4.8: Facility Services	122
Schedule 4.9: Security	127
Schedule 5: South Australian Government Printing Interim Award	132
Schedule 6: South Australian Government Services Award	139
Schedule 6.1: Catering Services	140
Schedule 6.2: Guide, Recreational and Personal Services	145
Schedule 6.3: Horticultural Services	150
Schedule 6.4: Primary Industries	155
Schedule 6.5: Security Services	161
Schedule 6.6: Support Services	166

APPENDIX 7: NEW WORK LEVEL DEFINITIONS

SCHEDULE 1: CHILD CARE WORKERS – DEPARTMENT OF FURTHER EDUCATION, EMPLOYMENT, SCIENCE AND TECHNOLOGY

The work level definitions in this Schedule replace those detailed in Clause 11 of Appendix 2.2 of this Agreement from the first full pay period commencing on and from the date of approval of this Agreement.

Child Care Worker Trainee

Employees at this level will acquire, predominantly through on the job training, the basic skills and knowledge necessary to perform a range of activities, applicable to the base level of work for which they have been recruited.

- Appointment to this level will be for a maximum period of twelve months;
- Employees will be provided with information about the conditions of work, policies, procedures and objectives of the agency concerned;
- Employees will learn the policies, procedures and routines of the service;
- Information will be provided about Occupational Health and Safety regulations, procedures and legislation and Equal Employment Opportunity and practice;
- Direct instruction and monitoring by a skilled and experienced employee will be provided to employees at this level;
- Employees will learn the basic skills required to work in the environment;
- Employees will learn to prepare the environment for programmed activities;
- Employees will learn how to establish relationships and interacting with children;
- Employees will learn to implement activities for children;
- Employees will provide each child with individual attention and comfort as required.

Child Care Worker Level 1

Characteristics of the Level

Employees at this level will be required to perform a broad range of routine tasks.

Work at this level is characterised by the following:

- Generally labour intensive in nature, may require the operation of equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level;
- Performed under direction and instruction;
- Instruction given is by way of verbal, written or diagrammatic direction;
- Employees will provide assistance and co-operation to other employees;
- Tasks performed are relevant to a particular worksite or location, and are performed either as an individual or as a team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress to higher levels subject to work and training availability.

Tasks typical of Level 1 are described in the Activities Schedule as agreed between the parties.

Activities Schedule

To contribute to the operational objectives of the work area in a position at this level may include some of the following inputs or those of similar value:

- Assisting with the implementation of the early childhood programme and activities under supervision;
- Assisting in the implementation of daily care routines;
- Assisting in the maintenance of the health, hygiene and safety of children in care;
- Demonstrate the ability to form relationships and appropriate interactions with children;
- Demonstrating a basic knowledge of and work in accordance with the policies, procedures and routines of the centre;
- Working as directed in accordance with licensing requirements under the Act;
- In limited circumstances, assisting catering staff in the preparation of snacks and beverages but not including the preparation of meals.

Child Care Worker Level 2

Characteristics of the Level

Employees at this level have completed relevant AQF Certificate III training or an equivalent qualification or have acquired skills, knowledge or experience to perform duties at this level.

Work at this level is characterised by the following:

- Employees will understand and apply quality control techniques to a level equivalent to their skills and knowledge;
- Employees may be required to set-up, programme and operate complex equipment and/or facilities requiring the exercise of skill and knowledge;
- Work is performed under broad guidelines;
- The ability to interpret complex instructions and procedures;
- The provision of AQF Certificate III or equivalent guidance and assistance;
- Tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member;
- Employees may, from time to time, perform work of a lower level or incidental to their area of expertise.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress to higher levels, subject to work and training availability.

Tasks typical of Level 2 are described in the Activities Schedule as agreed between the parties.

Activities Schedule

To contribute to the operational objectives of the programme, a position at this level may include some of the following inputs or those of similar value:

- Any duties of a Child Care Worker Level 1;
- Assisting in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups;
- Recording observations of individual children or groups for program planning purposes for qualified staff;
- Under direction, working with individual children with particular needs;
- Assisting in the provision of training to level 1 employees;
- Demonstrating an ability to form relationships and appropriate interactions with children and families;
- Assisting in providing a safe environment for the children;
- Assisting in the provision of the daily care routine;
- Demonstrating a basic knowledge of and working in accordance with the policies, procedures and routines of the centre.

Child Care Worker Level 2.5

Characteristics and Activities of the Level

An employee at this level holds a Diploma in Children's Services or equivalent and in the ongoing performance of work exercises acquired skills and knowledge beyond those required for AQF Certificate III, but below those required for a Professional Level 1.

Tasks typical of Level 2.5 are described in the Activities Schedule for a Child Care Worker Level 2, as agreed between the parties.

Children's Services Professional Level 1

Characteristics of the Level

An employee at this level holds a Diploma in Children's Services or equivalent qualification recognised by licensing authorities and will be required to apply a combination of advanced post AQF Certificate III skills.

Work at this level is characterised by the following:

- Work will be completed as part of the general team, with reference to supervisors only on issues or problems outside the employee's areas of responsibility;
- Exercising judgement and advising on matters requiring the application of skills and knowledge;
- Preparing and maintaining records and reports for children in their care;
- Allocating and determining work priorities;
- Possessing thorough knowledge of work activities performed within the work area;
- Possessing sound knowledge of procedural/operational methods of the work area;
- Utilising professional or specialised knowledge.

Employees at this level may train others both on and off the job, in levels one, two and 2.5 skills.

Tasks typical of a Professional Level 1 are described in the Activities Schedule as agreed between the parties.

Activities Schedule

An employee at this level undertakes some or all of the following indicative duties to the extent of their skills and competence.

- Any duties of a Child Care Worker Level 2;
- Working as the person in charge of a group of children in the age range from birth to 12 years;
- Taking responsibility in consultation with the Co-ordinator for the preparation, implementation and evaluation of a Child Care programme for individual children or groups of children in care;
- Preparing experiences that facilitate and enhance children's development based on theoretical and practical knowledge;
- Liaising with families;
- Co-ordinating and directing the activities of qualified and unqualified workers engaged in the implementation and evaluation of developmental programs and activities in a group setting;
- Assisting in the supervision and training of unqualified staff and assessment of students;
- Planning, implementing and evaluating care routines for individual children and groups of children;
- Implementing the policies, procedures and routines of the centre;
- Assisting with the enrolment of children.

Children's Services Professional Level 2

An employee at this level holds a Diploma in Children's Services or equivalent qualification recognised by licensing authorities and has been appointed by the employer to coordinate and direct the activities of other qualified staff.

Characteristics of work and activity schedules are as described in Children's Services Professional Level 1.

Children's Services Professional Level 3 - Assistant Director/Coordinator

Characteristics and Activities Schedule

An employee appointed at this level holds a Diploma in Children's Services or equivalent qualification recognised by licensing authorities or possesses the skills and experience to carry out the duties at this level.

An employee at this level undertakes some or all of the following indicative duties to the extent of their skills and competence, in conjunction with the Director:

- Assisting the Director in the co-ordination, direction and supervision of service employees;

- Responsibility for the day-to-day management of the service during the temporary absence of the Director;
- Responsibility for management and compliance with licensing and all statutory and quality assurance issues during the temporary absence of the Director;
- Contributing to the development of the centre or services policies.

Qualification Allowance

An Assistant Director who holds a graduate qualification in management or other relevant qualification is entitled to an all-purpose allowance equivalent to 5% of the rate of pay for CSP 3.

Child Care Co-ordinator Level 1

Characteristics of the Level

A Co-ordinator is an employee who holds a relevant Degree or a 3 or 4 year Early Childhood Education qualification, or an AQF Advanced Diploma, or a Diploma in Children's Services; or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer or the relevant legislation to be appropriate or required for the position, and who is appointed as the Co-ordinator of a service.

Duties will include some or all of the following:

- Responsibility for the overall administration and management of the service;
- Recruiting staff in consultation with the management of a Centre;
- Providing leadership and professional development to staff;
- Overseeing trainee and student placement programs;
- Maintaining day-to-day accounts and handling administrative matters;
- Ensuring compliance with relevant regulations local/state/federal;
- Developing and maintaining policies;
- Formulating and evaluating annual budgets in liaison with relevant authorities where necessary;
- Supervising the implementation of educational and/or developmental programs for children in the Centre(s) or Service(s);
- Ensuring that submissions for funding to the relevant authorities are made and that monies are received;
- Ensuring that the centre meets or exceeds quality assurance;
- Ensuring that Government guidelines on access to Centres or services are adhered to;
- Liaising with management committees, other agencies, or families as appropriate.

A Co-ordinator, Level 1 will be employed to manage a Child Care Centre or Service of no more than 39 licensed places.

Child Care Co-ordinator Level 2

Characteristics of the Level

A Co-ordinator, Level 2 is an employee who has the same duties as a Co-ordinator Level 1 however they will be employed to manage a Child Care Centre(s) or Service(s) with a total of between 40-59 licensed places.

Child Care Co-ordinator Level 3

Characteristics of the Level

A Co-ordinator, Level 3 is an employee who has the same duties as a Co-ordinator Level 2, however they will be employed to manage a Child Care Centre(s) or Service(s) with 60 or greater licensed places.

SCHEDULE 2: SOUTH AUSTRALIAN GOVERNMENT STORES EMPLOYEES INTERIM AWARD

The work level definitions in this Schedule replace those detailed in Clause A.6 of the South Australian Government Stores Employees Interim Award from the first full pay period commencing on and from the date of approval of this Agreement.

TEAM LEADER ACTIVITIES

Team Leader activities means:

-
- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT STORES EMPLOYEE LEVEL 1

Employees at this level will be required to perform a broad range of routine and higher level operative tasks.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge appropriate to this level,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

GOVERNMENT STORES LEVEL 2

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

* Activities associated with Level 1 and Team Leader activities as defined.

GOVERNMENT STORES LEVEL 3

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for Government Stores.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

GOVERNMENT STORES LEVEL 4

Employees at this level will be required to perform activities associated with Level 3 and Team Leader activities as defined.

SCHEDULE 3: SOUTH AUSTRALIAN GOVERNMENT CIVIL CONSTRUCTION AND MAINTENANCE AWARD

The work level definitions in this Schedule replace those detailed in Clause 1.7 and the Activities detailed in Schedule 4 of the South Australian Government Civil Construction and Maintenance Award from the first full pay period commencing on and from the date of approval of this Agreement.

Schedule 3.1: Construction and Maintenance

Schedule 3.2: Technical Support Operative

Schedule 3.3: Plant Operator

Schedule 3.1: Construction and Maintenance Worker

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Civil Construction and Maintenance Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Civil Construction and Maintenance Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

CONSTRUCTION/MAINTENANCE WORKER LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo up to 6 months orientation program relating to the provision of civil construction and maintenance services,
- perform work of a general nature under supervision of either a Civil Construction and Maintenance Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- Learn to mix, place, work with and float concrete or composition mortar,
- Assist in operation and day to day maintenance of mechanical, air, hydraulic or electrically powered hand tools, portable pumps, or walk behind plant and tools,
- Incidental driving of motor vehicles or similar units,
- Assist with the construction, repair, maintenance of pipe lines and services including cleaning of drainage facilities such as culverts, open drains, inlets and kerbs,
- Assisting a Tradesperson,
- Learn to operate tip bar of a vehicle to control distribution of material,
- Assist in installing, maintaining, removing or repairing guardrail, posts, signs and other traffic control devices or roadside furniture, including cleaning and painting,
- Assist with the laying of asphalt or premix used in maintenance patching, edging or in construction of roads,
- Assist in pavement marking activities,
- Provide general assistance to support drilling operations,
- Planting of tree seedlings using spades, dibbers or similar hand tools or machine drawn by tractor,
- Pruning of branches from pine trees using manual tools such as shears, saws or axes,
- Assist in spreading of mineral fertilisers by hand or by using manually operated aids such as knapsacks,
- Straightening of young wind blown trees by means of stakes, sods of earth or similar,
- Pine nursery operations including sowing, cutting preparation, fertilising, watering, weeding and the lifting, sorting and packaging of seedlings,
- Unskilled general labouring duties on work sites, depots or camps,
- Assist in transferring seedlings from germination trays to grow containers,
- Assist in restocking or packaging of plants which requires limited botanical knowledge.

CONSTRUCTION/MAINTENANCE WORKER LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- Construction of pipe lines and services including the installation of close timbering and proprietary shoring and cleaning and disinfecting of tanks and facilities,
- Read Meters, (except specials),
- Undertake a range of more specialised gardening activities, including simple pruning, tree lopping and simple tree and shrub transplanting,
- Undertake traffic signal lantern maintenance,
- Provide traffic control,
- Under supervision assist with manufacture of asphalt including unloading, storage and transfer of fuels and bitumen, and record details,
- Operate a hot meld adhesive machine and line removal equipment, and associated duties,
- Undertake traffic surveys in the field using manual techniques,
- General facility, building and equipment maintenance, but not to trade standard, including such things as painting of and minor repairs to buildings,
- Concrete work to finishing stage,
- Semi skilled gardening, nursery, construction and maintenance duties,
- Measurement of logs using log rule and/or weighbridge, not including electronic data entry,
- Weed spraying under supervision, use of power spray equipment including that operated from a vehicle, mixing of chemicals as prescribed, application of sprays and recording of application rates, etc,
- Use and routine maintenance of chainsaws for simple crosscutting, pruning,
- Selling, packing and restocking of goods and plants involving only limited or elementary botanical knowledge and cash handling and invoicing,
- Revegetation work including setting out of work,
- Track and roadworks including construction on walking trails,
- Driving/operation and day-to-day maintenance of boats in inshore waters and on large lakes. (Subject to licensing).

CONSTRUCTION/MAINTENANCE WORKER LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Operation of a two-way radio base station and network,
- Incidental driving and associated routine maintenance of a motor freight vehicle having a makers capacity over 1.2 tonnes and up to and including 6.99 tonnes,
- Carry out chemical handling and dosing procedures of water supply systems,
- Locate, assess and repair water or sewer mains, irrigation services and connections including the laying of pipework around facilities,

- Liaise with customers and report customer complaints,
- Operation of cranes at River Murray Locks and Weirs,
- Operation of pavement marking machinery including hand spray, thermo-plastic applicator, hermix adhesive machines, and associated duties,
- Undertake field traffic surveys including vehicle recording by automatic meters (including use of electronic traffic counters), radar or advisory speed surveys and distance marker surveys, and take responsibility for the operation and field service of equipment,
- Operate a storage facility in a depot, camp or plant situation, arranging transfer or despatch of goods or materials, recording quantities and monitoring quality,
- Controlling of vertebrate pests by using pesticide treated baits, fumigants and physical methods,
- Use and routine maintenance of brushcutters (certification required),
- Measurement of logs including electronic data entry,
- Operation and associated routine maintenance of a forklift (subject to licensing),
- Routine maintenance and use of chainsaws for felling (which requires L.I.T.A. Chainsaw Maintenance and User Course).

CONSTRUCTION/MAINTENANCE WORKER LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Carry out blasting operations. (Licence required),
- Carry out scaffolding operations. (Licence required),
- Set up, operate, and carry out routine maintenance of a levelling laser. (Licence required),
- Carry out licensed rigging work. (Licence required),
- Operator of a self propelled linemarking machine,
- Maintenance, repair and servicing of vehicles and plant not to trade standard,
- Maintenance of reservoirs including vegetation, installation, roads and involves liaison with the public,
- Recording of data for Quality System and Maintenance Management System including maintenance activity recording system (MARS), maintenance planning and scheduling system (MPSS), and maintenance activity data entry system (MADES),
- Incidental driving and associated routine maintenance of a motor freight vehicle having a makers capacity over 7 tonnes,
- Monitor computer controlled telemetry systems, communication centres and co-ordinating movement of maintenance and other services and dealing with public enquiries,
- Operate and maintain large disinfection plant and equipment,
- Take special water meter readings,
- Ongoing management and care of cutting pans, seed pans and plant beds,

- Selective plant propagation such as vegetative methods needed for experimental work,
- Responsible for the daily operation of a plant retail outlet or an event such as a field day or sales trip,
- Use and routine maintenance of chainsaws for felling (which requires L.I.T.A. New Fellers Course),
- Weed spray operation - under limited direction implement short to medium term routine spraying programmes, formulate sprays, keep detailed records work carried out, conditions and rates of application, record and assess results of application and maintain equipment,
- Identifying and marking of trees for harvesting operations and the collection and recording of data,
- Record data associated with park management i.e. wildlife sightings.

CONSTRUCTION/MAINTENANCE WORKER LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for civil construction and maintenance services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Maintain, implement and update preventative and breakdown maintenance schedules,
- Operator of self propelled linemarking machines over 200 litres but less than 250 litres capacity,
- Specialised fertiliser and chemical application which involves understanding the purpose and nature of the specific task,
- Responsible for the provision of building services including program maintenance and initiate breakdown maintenance to buildings, plant and equipment,
- Undertake surveys and investigations and prepare reports e.g. soil surveys, growth plots,
- Under broad guidelines be responsible for the field control of water supply and sewerage functions in a district, including liaising with customers, working with maintenance gangs, liaison with emergency services and liaison with outside authorities,
- Responsibility for the maintenance of a rural sewerage treatment works,
- Responsible for the implementation of reservoir maintenance programs including vegetation, equipment, plant and liaising with the public,
- Collection, interpretation and recording of data associated with experiments or forest management,
- Assess and order quantities of material required for road pavement and shoulder works.

CONSTRUCTION/MAINTENANCE WORKER LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Application and monitoring of quality control systems at a level appropriate to the level of training and the requirements of the worksite,
- Be accountable for work groups engaged on operation and maintenance of water and sewerage systems, and water and sewage treatment plants,
- Responsible for the field control of water supply and sewerage function including supervision and co-ordination of the daily activities of maintenance gangs and preparation of reports.

CONSTRUCTION/MAINTENANCE WORKER LEVEL 7

Engineer – Maratata

Tradespersons who have completed requirements for classification to level 7 of the Metal trades Award and is required to use those skills in the execution of their work.

OR

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- keeping of day to day records and assisting with timekeeping function,
- job planning including ordering of materials, and allocation of resources and equipment,
- identifying and setting out of works,
- assessing the most appropriate procedures to be used, giving instructions and ensuring adherence to these procedures,
- ensuring the exercise of safe work practices,
- on the job training of subordinate employees in work skills, including Occupational Health and Safety, discipline and assist with selection of employees,
- control of a remote or satellite depot,
- control of day to day use of plant,
- liaison with the public and other organisations,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities for no more than 10 employees as defined.

Schedule 3.2: Technical Support Operative

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Civil Construction and Maintenance Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Civil Construction and Maintenance Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

TECHNICAL SUPPORT OPERATIVE LEVEL 1 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 2)

Employees at this level perform a range of tasks above and beyond the skill and knowledge of the duties contained in Level 1 of Schedule 3.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of the duties contained in Level 1 of Schedule 3,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level.
- performed under direct instruction,

- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- Under close technical direction and supervision, assist more senior laboratory staff, in duties associated with the sampling and testing of soils, concrete or bitumen,
- Provision of general assistance in support of survey operations, either in the field or in the Depot, including the driving of survey vehicles as required,
- Provision of general support service to laboratory staff either in the field or in a laboratory,
- Assist in the operation and day to day maintenance of drilling rigs.

TECHNICAL SUPPORT OPERATIVE LEVEL 2 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 3)

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1. Employees at this level may undertake lower level duties covered by Schedule 3.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an Technical Support Operative employee at Level 1 or other lower level duties covered by Schedule 3,,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Sampling and testing of soils, concrete and/or bitumen and the maintenance of associated records.
- Assist in the operation of a drilling plant (geotechnical) with some understanding of the process involved,
- Conduct and monitor P.H. and soil resistivity tests,
- Laboratory and field testing in one of the following areas: soils and aggregates, concrete, bituminous, or paints and corrosion,
- Operation and day to day maintenance of drilling rigs engaged on basic drilling operations. Provide guidance to lower level employees,
- Assist senior laboratory staff including the preparation of media, monitoring of chemical stores and involvement in technical/laboratory procedures.

TECHNICAL SUPPORT OPERATIVE LEVEL 3 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 4)

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.. Employees at this level may undertake lower level duties covered by Schedule 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Provision of support services to laboratory staff, either in the field or in a laboratory,
- Collection of water samples according to a predetermined schedule,
- Mixing of reagents and the preparation of standard solutions,
- Preparation of statistical summaries,
- Conducting tests using chemical additives, including tests to identify "standard" reactions,
- Under direction, the operation of all types of survey instruments and equipment,
- Responsible to a survey party leader for office tasks, including the use of computers,
- Obtain and update as required, departmental plans showing the location of below ground services and other obstructions,
- Carry out search, location and proving duties for road materials,
- Operate a Geotechnical drilling rig and understanding of process involved,
- Operation and day to day maintenance of drilling rigs engaged on deep drilling and/or drilling projects requiring calculation of quantities. Provide training to lower level employees,

TECHNICAL SUPPORT OPERATIVE LEVEL 4 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 5)

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of a Technical Support Operative employee at Level 3,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for technical support services..

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Locate test sites, install, commission and adjust Cathodic Protection systems and determine their effectiveness,
- Complex testing including the reporting of results and outcomes, in any area of soils and aggregates, concrete, bitumen or paints, and corrosion,
- Operations and day to day maintenance of drilling rigs engaged on deep and complex drilling projects. Provide training to lower level employees.

TECHNICAL SUPPORT OPERATIVE LEVEL 5 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 6)

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- State Water Laboratory employees classified at Level 5 in this stream be experienced in the collection of water samples for laboratory analysis and will have demonstrated a sustained ability to exercise significant initiative.

Schedule 3.3: Plant Operator

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Civil Construction and Maintenance Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Civil Construction and Maintenance Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

PLANT OPERATOR LEVEL 1

(CONSTRUCTION/MAINTENANCE WORKER LEVEL 3)

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks. Employees at this level may undertake lower level duties covered by Schedule 3.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond the Level 2 duties covered by Schedule 3,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

* Operation, routine maintenance and assist in more complex maintenance of mechanical equipment up to and including Group 1 items.

Group (1) includes:-

1. Operator lance type hand sprayer,
2. Operator aggregate drier,
3. Operator premix-mix drag spreader,
4. Operator aggregate belt spreader,
5. Operator of joint inserting machine,
6. Operator concrete spray curing machine, self-propelled,
7. Operator pneumatic tyred tractor (below class 3) without power operated attachments,
8. Operator crawler tractor without power operated attachments up to and including class 3,
9. Operator crawler tractor with power operated attachments up to and including class 2,
10. Operator pneumatic tyred tractor without power operated attachments above class 2 up to and including class 6 (this includes tractor titling or one man hitch trailer),
11. Operator pneumatic tyred tractor with power operated attachments, below class 3,
12. Operator rear and bottom dump up to and including 2.5 cubic metres struck capacity,
13. Operator back hoe self-powered (not self-propelled),
14. Operator roller powered, under eight tonnes,
15. Operator roller powered, vibrating, under four tonnes,
16. Operator trenching machine of the small Ditch-Witch type,
17. Operator bitumen sprayer,
18. Screed operator, asphalt paver,
19. Mixer operator, asphalt plant (capacity of less than 10 tonnes of hot mix per hour),
20. Operator concrete spreader, powered, self-propelled,
21. Second driver navy and dragline or dredge type excavator,
22. Operator crawler tractor without power operated attachments class 4 and class 5,
23. Operator crawler tractor with power operated attachments class 3 and class 4,
24. Operator pneumatic tyred tractor without power operated attachments above class 6. (See Note 2 (a) up to and including 170 kW net engine power),
25. Operator pneumatic tyred tractor with power operated attachments classes 3 to 6. (Not including titling or one man hitch trailer),
26. Operator trenching machine chain type up to and including 300 mm width,
27. Operator pile driver (power operated winch),
28. Operator rear and bottom dump of capacity greater than 2.25 cubic metres struck, up to and including 15.2 cubic metres struck,
29. Operator mobile crane up to and including eight tonnes capacity,
30. Operator of concrete paver,
31. Operator roadroller, powered, eight tonnes and up to 25 tonnes.
32. Operator roadroller, powered, vibrating, four tonnes and over,
33. Operator crawler loader class 1 to class 4 (see Note 3),
34. Operator pneumatic tyred loader up to and including class 3 (see Note 2).

PLANT OPERATOR LEVEL 2 (CONSTRUCTION/MAINTENANCE WORKER LEVEL 5)

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,

- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for plant operator services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Operation, routine maintenance and assist in more complex maintenance of mechanical equipment up to and including Group 2,
- Operation of double steel drum variable vibrating rollers over 4 ton used in pavement construction and laying of asphalt,
- Assist Operator at asphalt production plant,
- Operation and day to day maintenance of a Road Profiler, under 1.0m width.

Group (2) includes:-

1. Operator crawler tractor without power operated attachments above class 5,
2. Operator crawler tractor with power operated attachments class 5 and class 6,
3. Operator grader power operated, below 35 kW net engine power,
4. Operator excavator up to and including 0.5 cubic metre,
5. Operator trenching machine ladder type, depth greater than 1.5 metres up to 2.4 metres and width above 300 mm up to 450 mm and bucket wheel trencher with equivalent capacity in cubic metres per hour,
6. Operator pneumatic tyred tractor with power operated attachments above class 6 up to and including 170 kW net engine power,
7. Operator self-powered scraper up to and including 12 cubic metres struck capacity,
8. Operator rear and bottom dump exceeding 15.2 cubic metres struck capacity up to and including 30.5 cubic metres,
9. Operator mobile crane with lifting capacity in excess of 8 tonnes up to and including 15 tonnes,
10. Operator pneumatic tyred tractor without power operated attachments above 170 kW net engine power,
11. Operator crawler loader classes 5 and 6 (see Note 3),
12. Operator pneumatic tyred loader above class 3 (see Note 2) up to and including 110 kW net engine power,
13. Operator roadroller, powered, over 25 tonnes,
14. Operator ferry,
15. Operator excavator or pneumatic tyred loader with pneumatically powered rock breaking machine attachment,
16. Operator crawler tractor with power operated attachments classes 7 and 8,
17. Operator grader power operated 35 to 75 kW net engine power inclusive,
18. Operator pneumatic tyred tractor with power operated attachments in excess of 170 kW net engine power,
19. Operator self-powered scraper above 12 cubic metres struck capacity.
20. Operator excavator above 0.5 cubic metres up to and including 2.25 cubic metres. (This group including Gradall),
21. Operator trenching machine ladder type, greater than 2.4 metres depth, and minimum 450 mm width and bucket wheel trencher equivalent in cubic metres per hour,
22. Operator mobile crane of capacity greater than 15 tonnes up to and including 40 tonnes,
23. Operator rear and bottom dump exceeding 30.5 cubic metres struck capacity,
24. Operator crawler loader above class 6 (see Note 3).
25. Operator pneumatic tyred loader above 110 kW net engine power up to and including 220 kW net engine power.

**PLANT OPERATOR LEVEL 3
(CONSTRUCTION/MAINTENANCE WORKER LEVEL 6)**

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures
- contribute to the development and implementation of such policies and procedures as required
- ensure maintenance of documentation to meet workplace requirements
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 duties contained in Schedule 3 and Team Leader activities for no more than 10 employees as defined.

Typical duties include all lower level duties plus:

- Operation and routine maintenance of a Road Profiler, over 1.0 m width,
- Operation routine maintenance and assist in more complex maintenance of up to and including Group 3 mechanical equipment items,
- Operate a grader involving patrol grading of open surface roads, maintenance of shoulders and spreading of materials not to design levels,
- Operate asphalt or pavement paving machine.

Group (3) includes:-

1. Operator excavator above 2.25 cubic metres,
 2. Operator grader power operated, above 70 kW net engine power,
 3. Operator pneumatic tired loader above 220 kW net engine power,
 4. Operator mobile crane greater than 40 tonnes capacity,
 5. Operator mobile chipper above 220 kW net engine capacity,
 6. Operator crawler tractor with power operated attachments Class 9,
 7. Operator asphalt paver,
- Operate a grader involving grading to design levels. (N.B. Grading definition, Level 3).
 - Provide servicing, fuelling and minor repairs for plant within gangs, assist in major repairs, provide advice on plant operation and administer/suggest training where required.
 - Operate asphalt manufacturing plant.
 - Train operators in the use of plant up to and including Level Plant operator Level 3 items;
 - Operate other non-specified complex major plant items.

NOTE:

1. Crawler Tractors are classified in accordance with Australian Standard D4-1964 'Classification of Crawler Tractor by Weight' as follows:

Class	Shipping weight-pounds ~
1	Up to 3000
2	Over 3000 up to 6000
3	Over 6000 up to 10000
4	Over 10000 up to 15000
5	Over 15000 up to 25000
6	Over 25000 up to 40000
7	Over 40000 up to 60000
8	Over 60000 up to 80000
9	Over 80000

Metric addition of Standard not yet available.

- 2(a) Pneumatic tyred tractors up to and including 170 kW net engine power and pneumatic tyred loaders up to and including 110 kW net engine power are classified in accordance with Australian Standard D10-1967 'Classification of Wheeled Tractors for Agriculture Purposes' as follows:

Class	Power Take-off Horse-Power
1	Up to 15
2	Over 15 up to 25
3	Over 25 up to 35
4	Over 35 up to 45
5	Over 45 up to 60
6	Over 60 up to 80
7	Over 80 up to 100
8	Over 100

Metric addition of Standard not yet available.

- (b) Pneumatic tyred tractors above 170 kW net engine power and pneumatic tyred loaders above 110 kW net engine power are classified as indicated in the wages table of this clause.
3. Crawler tractor front-end loaders are to be classified using the weight of the tractor including the loader attachment in lieu of the bare shipping weight.
4. Self-propelled rollers are classified by weight complete including maximum ballast.
5. Mobile cranes constructed as an attachment to or modification of a tractor, fall into the appropriate group for the tractor with power operated attachment. Mobile cranes are defined as those mounted on a specially designed chassis or lorry and capable of load manipulation, slewing and levelling under their own power.
6. Tractors without power operated attachment includes tractors:
 - (i) with power operated attachments not in use; and
 - (ii) with items which, although they have a power-unit of their own are not controlled by the operator of the tractor except for starting and stopping (for example - Drawn Vibrating Roller).
7. Back hoe when attached to a tractor shall be considered as a power operated attachment to the tractor.
8. Reference to bituminous surfacing equipment or materials includes tar, sprayed work and hot mix work.

All Plant Operator classifications inter alia take into consideration the nature of the work, skill, conditions, under which work is performed (other than those enumerated in Construction Work provisions of the Award) and wear and tear of clothes as a result of the work performed.

SCHEDULE 4: SOUTH AUSTRALIAN GOVERNMENT HEALTH ETC. ANCILLARY EMPLOYEES AWARD

The work level definitions in this Schedule replace those detailed in Clause 1.7 and the Activities detailed in Schedule 4 of the South Australian Government Health Etc. Ancillary Employees Award from the first full pay period commencing on and from the date of approval of this Agreement.

- Schedule 4.1: Catering**
- Schedule 4.2: Client, Theatre and Allied Health**
- Schedule 4.3: Direct Care**
- Schedule 4.4: Sterilisation Services**
- Schedule 4.5: Utility Services**
- Schedule 4.6: Gardening and Grounds Services**
- Schedule 4.7: Transport**
- Schedule 4.8: Facility Services**
- Schedule 4.9: Security**

For the purposes of this Enterprise Agreement the following table is provided for information only.

SOUTH AUSTRALIAN GOVERNMENT HEALTH ETC ANCILLARY EMPLOYEES AWARD

Health Ancillary Level	Catering, Utility Services, Gardening & Grounds Services, Transport, Facility Services & Security	Client, Theatre & Allied Care	Sterilisation Services	Direct Care
1	Health Ancillary Employee Level 1			
2	Health Ancillary Employee Level 2	Health Ancillary Employee Level 2		
3	Health Ancillary Employee Level 3	Health Ancillary Employee Level 3	Health Ancillary Employee Level 3	Health Ancillary Employee Level 3
4	Health Ancillary Employee Level 4	Health Ancillary Employee Level 4	Health Ancillary Employee Level 4	Health Ancillary Employee Level 4
5	Health Ancillary Employee Level 5	Health Ancillary Employee Level 5	Health Ancillary Employee Level 5	Health Ancillary Employee Level 5
6	Health Ancillary Employee Level 6	Health Ancillary Employee Level 6	Health Ancillary Employee Level 6	Health Ancillary Employee Level 6
7	Health Ancillary Employee Level 7	Health Ancillary Employee Level 7	Health Ancillary Employee Level 7	Health Ancillary Employee Level 7

Schedule 4.1: Catering

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

CATERING

To cover all duties of catering employees at the appropriate level associated with:-

- food and liquids, including ordering, storage (including imprest) preparation, cooking and serving and delivery of the meal as appropriate but excluding the regulating of client food and liquid intake,
- work area, equipment and utensil cleaning including hygiene and removal of kitchen waste,
- café style, vending machines and canteens including food preparation serving, cashier duties and responsibilities and table arrangement.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of catering services,
- perform work of a general nature under supervision of either a Catering Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include:

- preparation of vegetables, meat, salads and sandwiches,
- open can foods,
- prepare breakfast trolleys,
- make toast,
- preset trays,
- deliver trolleys and food,
- assist in serving meals,
- assist to serve, plate and deliver food,
- tea and coffee making,
- wash, refill and distribute jugs to clients,
- serve beverages,
- load and unload goods,
- issue lunch items,
- assist to stock and clean vending machines,
- clean servery,
- wash utensils and equipment, kitchen floors and dishes,
- spot cleaning and tidy fridges, stoves, canteen etc,
- empty bins,
- arrange cafe tables and chairs,
- food preparation and serving in deli/canteen/café,
- notify equipment faults and stock shortages to the relevant Team Leader.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the catering industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities,
- requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include all lower level duties plus:

- preparation of breakfasts, soups, gravies and fast serve foods (for example sausage rolls, wraps and bacon and eggs),

- cut and portion ingredients for meal packs,
- receive stock, reconstitute (requiring decision on temperature and time selection) and plate frozen food,
- check off stock lists,
- switch on required equipment,
- cashier duties (not independent reconciliation of cash),
- notify food complaints,
- assist clients to fill-out menus (request for specific dietary requirements should be referred to the appropriate employee),
- stocking and maintaining cleanliness and notifying any damage to vending machines,
- initiate ordering for repairs,
- serve, plate and deliver food.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or in service training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- cook cafe style food items (eg french fries, pasta and hamburgers). This does not include food items which require complex recipes,
- order stocks of special dietary fluids (eg thickening agents),
- prepare special fluids,
- see clients re dietary requirements (complex dietary requirements should be referred to the appropriate employee),
- collate menus and make up bulk orders (manually),
- assist in and attend special functions,
- unlock work areas.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive in service training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- organise and supervise functions,
- responsible for the overseeing of all meals and beverages served,
- order and control non production food lines,
- high degree of client contact regarding correct food distribution,
- liaise with dietitian or nursing staff or designated representative on food requirements for all clients,
- preparation of formulation of special dietary fluids including all infant formulas which may require providing assistance and guidance to other employees,
- as required maintain daily rosters,
- collate menus and make up bulk orders,
- collate total food requirements by the use of electronic equipment.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills, or trade equivalent skills acquired from extensive in service training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

An employee who is a trade qualified cook will be appointed to this level.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for catering services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

To be either:-

(1) Trades Cook with associated duties of:-

- train apprentices as required,
- balance menu,
- special diet cooking,
- train apprentices,
- oversight of catering staff,
- liaise with procurement officers re food orders,
- order and control production food.

OR

(2) have skills in diet kitchen

- collate diet meal orders,
- liaise with cooks re diet requirements,
- assist other staff in diet kitchen functions,
- liaise with clients, families, nursing staff, nutritionists and nominated professional, e.g. speech pathologists,
- contribute to ongoing review, development and implementation of guidelines and procedures for client care services in relation to general nutrition and special diets,
- track client movements to ensure accurate diet-kitchen meal distribution,
- participate in reviews of the quality of food services,
- record food production requirements and ensure production lists are accurate,
- participate in reviews of equipment replacement programs,
- supervise dietary attendants.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive in service experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities and recording systems including computerised systems,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

Typical activities include all lower level tasks plus:

have post trade qualifications

- Pastry Cook with duties of:-

- make, bake and decorate cakes and pastries yeast preparation.

OR

- oversight of cooking and production/kitchen staff.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of instruments and consumables used in Catering Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.2: Client, Theatre And Allied Care

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. All employees are required to undertake ancillary administrative tasks including those associated with the legislative provisions relating to the preparation and storage of food, chemical safety and occupational health, safety and welfare.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

CLIENT THEATRE AND ALLIED CARE

To cover all duties of client theatre and allied care employees at the appropriate level associated with:-

- the provision and assistance in the provision of services to client care including those related to the distinct areas of surgical shaving, pathology, orthopaedic services, theatre, spinal and high dependency wards, and other areas as agreed,
- plastering, emergency, intensive care, coronary unit, burn and cardio thoracic,
- the processing and maintaining of x-ray films, including the cleaning of machines and darkrooms together with the mixing of processing agents,
- the transportation of clients with or without vehicle transport and client-focussed equipment, aides theatre equipment and associated objects including active client records, specimens, prescriptions, prevention of cross infection, medications and chemicals within or between the particular health units environment,
- the collection, erection, cleaning, safety-check and preliminary maintenance, dismantling and storage of client equipment and aides,
- responsible for cleaning processed to eliminate and reduce or remove the risk of cross infection,
- the provision of a child minding service in a creche setting.

THEATRE ORDERLY DUTIES

To cover all duties in assisting medical and nursing staff in performing a full range of duties both inside and outside of the Operating Theatre area including transportation and position of patients, set-up, collection and delivery of theatre equipment, etc and any associated cleaning and ancillary duties.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 12 month orientation program relating to the provision of utility services,
- perform work of a general nature under supervision of either a Client Theatre and Allied Care Employee classified at Level 3 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment and/or facilities,
- performed under direct instruction,
- instruction given is by way of general verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties to include:

- bed making,
- loading and unloading patients/clients,
- transport of patients/clients,
- assist in the admission of patients/clients,
- routine keyboard skills,
- assist in all aspects of patient/client care,
- assist with or without patient transport lifting of patients/clients including with the use of appropriate equipment,
- observe to be trained in surgical shaves, mortuary, plaster work,
- observe, to be trained in switchboard/call centre/dispatch duties incorporating a working knowledge of hospital procedures,
- collection, erection, dismantling, cleaning and maintenance of patient/client equipment and aides,
- clean and remake barouches,
- collection and transportation of blood and drugs for patient/client use as directed (Non DDAS),
- transfer specimens between Departments,
- assist in locating patients/clients,
- assist with the implementation of the early childhood program as directed,
- assist in ensuring the health hygiene and safety of children in care,
- assist in preparation of snacks and beverages for children.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,

- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties to include all lower level duties plus:

- assist in and provide a high standard of patient/client care,
- assist with patient/client menu's/ordering and/or serving meals,
- assist with surgical shaves,
- assist with plaster duties,
- assist with autopsies,
- as a member of a team, assist, under direction in the management of patients/clients,
- observe, to be trained in theatre, spinal injury care and high dependency ward work, pathology and orthopaedic work, plastering, emergency, intensive care, coronary units and cardiac thoracic,
- changing/exchanging and transport of gas cylinders,
- collection and transportation of DDA's,
- organise, plan and undertake the movement of furniture,
- collection and erection, dismantling, maintenance of patient equipment and aids,
- securing clients cash and valuables,
- switch on and off operating equipment (non surgical),
- transport patent files, specimens, equipment, pharmacy goods,
- performs general surgical shaves,
- work within the theatre unit,
- assist in the monitoring and plaster work,
- as a member of the team, assist under direction in the control of patients,
- comply with general security requirements including assessing and securing areas,
- assist in the preparation and implementation and evaluation of Child Care developmental programs and the implementation of programs suited to the needs of individual children and groups,
- be aware of and check the safety and storage of equipment and materials used by children,
- apply established child care practices and procedures.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have either:

- (a) experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

OR

- (b) may be undertaking **Theatre Orderly Duties** and have completed an AQF Certificate III relevant to the employee's position.

OR

- (c) Activities associated with Level 3 and Team Leader activities as defined.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,

- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties to include all lower level duties plus:

To provide a high standard of specialised patient/client care and/or skill in one of the following areas including:

- Theatres,
- cardio thoracic,
- intensive care,
- coronary unit,
- burns,
- pathology,
- high dependency,
- emergency,
- mental health,
- any other area agreed,
- theatre duties including
 - primary positioning of patient,
 - preparation of and adjustments to operating table and associated attachments,
 - maintenance, cleaning and safety checking of theatre equipment,
 - setting up of Monitor equipment e.g., diathermy, lights,
 - assist application of, and removal of plasters and traction techniques,
 - supportive services as required in theatre environment,
 - transportation of patients/clients,
 - theatre equipment,
 - microscopes,
 - diathermy,
 - lights,
 - plastering.

Employees at this level may perform duties in addition to duties set out in level 3, including some or all of the following:

- Supports, assist and Supervisor's of Patients Support Services in a designated area,
- Transport of patients.

As a member of team, assists with emergency restraints or threats within the Health Unit.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will have either:

- (a) be required to apply skills, acquired from extensive training and/or experience in a specialised function.

OR

- (b) may be undertaking **Theatre Orderly Duties** and have completed an AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory **in service experience**, or

OR

- (c) Activities associated with Level 4 and Team Leader activities as defined.

For the purposes of this Schedule "**in service experience**" means service with an agency which includes the same or similar functions to those performed by the employee provided that relevant service does not

include service which preceded a break of three years or more during which no relevant service was performed.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Work at this level may include contributing to the on-going review, development and implementation of guidelines and procedures for client, theatre and allied care services.

Typical duties to include all lower level duties plus:

- operative skills in three specialised functions described at level 4,
- provision of on the job training in specialists areas or functions described at level 4.

In addition to the duties set out at Level 4, employees at this level may perform the following skill specialisation across any three specialised functions of:

- Theatres,
- Intensive Care and Coronary Unit,
- Spinal Unit,
- High Dependency Unit,
- Emergency Unit,
- Plastering with the use of traction techniques,
- Orthopaedic service,
- Pathology and/or mortuary,
- Mortuary duties,
- Coordinate an emergency response team.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to either:

- (a) apply skills derived from specialised training and/or extensive experience in a range of functions.

OR

- (b) may be undertaking **Theatre Orderly Duties** and have completed an AQF Certificate IV relevant to the employee's position.

OR

- (c) Activities associated with Level 5 and Team Leader activities as defined.

Employees at this level will have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of this expertise.

Employees at this level are responsible and accountable for their own work and that of employees at lower levels. They work under broad guidelines and will report to more senior staff as required. They often exercise initiative, discretion and judgement in the performance of their duties.

Such employees may have delegated responsibility for the work under their control or supervision, in terms of scheduling workloads, resolving operational problems and monitoring the quality of work produced.

Employees at this level will be able to supervise other Health Ancillary employees and will also be able to train client, theatre and allied care services employees, including assisting in the delivery of training courses.

Employees at this level may perform the duties for Health Ancillary Employee Level 5 as required. In addition to the duties for Health Ancillary Employee Level 5, employees at this level may perform duties including some or all of the following:

- supervision of employees,
- monitor implementation of and compliance with workplace policies and procedures
- participate in the training of new employees and monitoring employees to ensure employees are performing all duties as required,
- contribute to the ongoing review, development and implementation of guidelines and procedures for client, theatre and allied care services employees,
- ensure maintenance of documentation to meet workplace requirements and other administrative functions as directed,
- responsible for the maintenance of safe environment for employees and clients,
- responsible for formalised training for employees,
- as necessary monitor and control the economical use of equipment and supplies.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities. An employee may hold a relevant AQF Certificate III or IV.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments,
- demonstrate an extensive knowledge of instruments and consumables used in Client, Theatre and Allied Care Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.3: Direct Care

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation and storage of food, chemical safety and occupational health, safety and welfare.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

DIRECT CARE

To cover all duties of direct care employees at the appropriate level associated with:-

- the provision of direct client care and service by assisting, under supervision, in a variety of therapy services including physiotherapy, occupational therapy, industrial therapy (including *diversional therapy*) and recreational services,
- the provision of Direct Care Attendant duties, as defined below,
- assistance in the care and supervision of clients except where otherwise defined,
- the provision of a specific direct client service such as personal grooming,
- the provision of in-home services consistent with the duties defined by this stream.

For the purposes of this Schedule, “diversional therapy” means the provision of diversional, leisure and/or recreational activities to individuals and/or groups of clients.

Direct Care Attendant duties include, but are not limited to:

1. Bathing, showering, personal hygiene, dressing and grooming of clients,
2. Assist with the feeding of clients,
3. Assist with pressure area care of clients,
4. Toileting/continence management of clients,
5. Maintenance of mobility/dexterity,
6. Transfer and lifting of patients, including use of mechanical aides,
7. Information recording,
8. Bed making,
9. Cleaning of equipment and tidying up of client's rooms.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 12 month orientation program relating to the provision of direct care services,
- perform work of a general nature under supervision of either a Direct Care Employee classified at Level 4 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Employees at this level may perform duties including some or all of the following:

- bed making,
- bathing, showering, personal hygiene and grooming,
- toileting/continence management,
- maintenance of mobility/dexterity,
- transfer/lifting, mechanical aids,
- communication/assistance with aids eg glasses and hearing aids,
- distribution of clean laundry/personal attire,
- cleaning of equipment, aids, utensils in work area (including personal possessions),
- cleanliness and neatness of client's environment,
- transportation of clients,
- assist in care of clients with identified special needs or requirements eg pressure areas,
- provide input into client assessment,
- assist in the self-administration of medication on medical authority to client,
- assist with the provision of routine treatments and procedures,
- provision of in-home services consistent with the duties defined by this stream.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level have completed an AQF Certificate III relevant to the employee's position.

Work at this level is characterised by the following:

- may require the set up, program and operation of machinery, equipment and/or facilities, and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member.

In addition to the duties for Health Ancillary Employee Level 3 employees may perform some or all of the following duties:

- report and record on general observations of individual clients,
- complete routine documentation in accordance with established policies and procedures,
- identify diversional therapy needs of individuals and/or groups,
- provision of diversional therapy to individual and/or groups in accordance with established programs,
- complete routine documentation in accordance with established policies and procedures including appropriate risk assessments of a client's home.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to either:

1. have completed an AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory **in service experience**, or
2. activities associated with Level 4 and Team Leader activities as defined.

For the purposes of this Schedule “**in service experience**” means service with an agency which includes the same or similar functions to those performed by the employee provided that relevant service does not include service which preceded a break of three years or more during which no relevant service was performed.

In addition to the duties for Health Ancillary Employee Level 4, employees at this level may perform duties including some or all of the following:

- collect and record data for use in identification of individual client’s special needs,
- care of clients with special needs,
- effectively liaise with nursing, maintenance and other appropriate staff and respond as required to needs identified,
- effectively consult with staff to maintain a safe work environment in accordance with the agency’s occupational health, safety and welfare policies and procedures,
- plan and organise diversional therapy programs for individuals and/or groups,
- plan, organise and provide diversional therapy to clients with identified needs,
- assist in the assessment of individual clients.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of guidance and assistance within their area of expertise to other employees which may include developing, arranging and delivering internal and external training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to the on-going review, development and implementation of guidelines and procedures for direct care services.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to either:

1. have completed an AQF Certificate IV relevant to the employee’s position, or
2. Activities associated with Level 5 and Team Leader activities as defined

Employees at this level will have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of this expertise.

Employees at this level are responsible and accountable for their own work and that of employees at lower levels. They work under broad guidelines and will report to more senior staff as required. They often exercise initiative, discretion and judgement in the performance of their duties.

Such employees may have delegated responsibility for the work under their control or supervision, in terms of scheduling workloads, resolving operational problems and monitoring the quality of work produced.

Employees at this level will be able to supervise other Health Ancillary employees and will also be able to train direct care employees, including assisting in the delivery of training courses.

In addition to the duties for Health Ancillary Employee Level 5, employees at this level may perform duties including some or all of the following:

- supervision of employees,
- monitor implementation of and compliance with workplace policies and procedures,
- participate in the training of new employees and monitoring employees to ensure employers are performing all duties as required,

- contribute to the ongoing review, development and implementation of guidelines and procedures for direct care services,
- ensure maintenance of documentation to meet workplace requirements and other administrative functions as directed,
- responsible for the maintenance of safe environment for employees and clients,
- responsible for formalised training for employees,
- co-ordination of the provision of diversional therapy for client/s.
- as necessary monitor and control the economical use of equipment and supplies.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities. An employee may hold a relevant AQF Certificate III or IV.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or an Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments,
- demonstrate an extensive knowledge of instruments and consumables used in Direct Care Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.4: Sterilisation Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

STERILISATION SERVICES

To cover all duties of sterilisation services employees at the appropriate level associated with the operations of the Central Sterile Supply Department, Theatre Sterile Supply Unit and the Hospital Sterilising Decontamination Unit.

The first classification level in the Sterilisation Services Stream is at Health Ancillary Employee Level 3.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 12 month orientation program relating to the provision of sterilising services,
- perform work of a general nature under supervision of a Sterilisation Services Employee classified at Level 4 and above or an appropriately qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in AS4187-2003; ACHS Quality System; and occupational health and safety legislation.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level have completed an AQF Certificate III relevant to the employee's position.

Work at this level is characterised by the following:

- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member.

Employees may perform duties including some or all of the following:

1. Decontamination:
 - a) Prepares decontamination area for processing of equipment,
 - b) Knowledge of departmental workflow utilising infection control principles,
 - c) Knowledge of how items from all departments are collected, identified and separated for processing,
 - d) Cleans equipment according to documented specifications complying with occupational health and safety requirements,
 - e) Identifies specific equipment requiring priority processing,
 - f) Identifies faulty or damaged instruments/items and report to designated authority,
 - g) Identify cycle faults occurring in any equipment and take appropriate action in accordance with policies and procedures,
 - h) Ensures items are clean, dry and suitable for packaging and dispatch,
 - i) Operates and validates equipment used for cleaning consistent with policies and procedures,
 - j) Reports and records any malfunction of electrical/mechanical equipment to designated authority,
 - k) Performs environmental cleaning consistent with policies and procedures.
2. Preparation and packaging:
 - a) Ensures items are clean, dry and suitable for packaging or dispatch, are checked for function and are completed with all components according to documented specifications,
 - b) Assembly, packaging, sealing and labelling methods are used to suit contents and appropriate sterilising processes used,
 - c) Identify cycle faults occurring in any equipment and take appropriate action in accordance with policies and procedures,
 - d) Perform weekly stores order and restock,
 - e) Monitors processing activities consistent with policies and procedures,
 - f) Demonstrates a knowledge and understanding of AS 4187-2003; ACHS Quality System and occupational health and safety legislation.

Employees will have demonstrated experience in the perioperative and CSSD department with knowledge of instruments, sterilising methods and infection control principles and be able to work in all areas of the department.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to either:

1. have completed an AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory **in service experience**, or
2. Activities associated with Level 4 and Team Leader activities as defined.

For the purposes of this Schedule "**in service experience**" means service with an agency which includes the same or similar functions to those performed by the employee provided that relevant service does not include service which preceded a break of three years or more during which no relevant service was performed.

In addition to the duties for Health Ancillary Employee Level 4, employees at this level may perform duties including some or all of the following:

- Decontamination Preoperational Packaging Area,

- Monitor correct use of chemicals within departments,
- Perform validation on all cleaning equipment consistent with policies and procedures,
- Competent in the use of computerised systems,
- Perform daily audits of steriliser loads and chart results,
- Insulation testing,
- Initiating and reporting repairs,
- Check in loan equipment,
- Clean endoscopes for theatre as required.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of guidance and assistance within their area of expertise to other employees which may include developing, arranging and delivering internal and external training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to the on-going review, development and implementation of guidelines and procedures for sterilisation services.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to either:

1. have completed an AQF Certificate IV relevant to the employee's position, or
2. Activities associated with Level 5 and Team Leader activities as defined.

Employees at this level will have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of this expertise.

Employees at this level are responsible and accountable for their own work and that of employees at lower levels. They work under broad guidelines and will report to more senior staff as required. They often exercise initiative, discretion and judgement in the performance of their duties.

Such employees may have delegated responsibility for the work under their control or supervision, in terms of scheduling workloads, resolving operational problems and monitoring the quality of work produced.

Employees at this level will be able to supervise other Health Ancillary employees and will also be able to train sterilisation services employees, including assisting in the delivery of training courses.

In addition to the duties for Health Ancillary Employee Level 5, employees at this level may perform duties including some or all of the following:

- Perform daily audits of decontamination statistics,
- Co-ordinate and document the performance of all weekly tests,
- Participate in the training of new employees and monitoring employees to ensure employees are performing all duties required,
- Assist with the implementation of new technologies, process changes and associated specialities,
- Monitor, records and reports sterilisation practices within CSSD ensuring compliance with AS 4187 and if necessary identify amendments to existing work practices and methods to ensure continuing compliance,
- Monitor and control the economical use of equipment and supplies,
- Undertake clinical tutor/monitor role as required,
- Cleaning of specialised equipment.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities. An employee may hold a relevant AQF Certificate III or IV.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or an Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments,
- demonstrate an extensive knowledge of instruments and consumables used in Sterilisation Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.5: Utility Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

UTILITY SERVICES

To cover all duties of utility services employees at the appropriate level associated with:-

- cleaning all areas of health units both inside and out,
- delivery, collection and disposal of linen as appropriate and delivery, collection, disposal, sorting, storage, imprest and disposal as appropriate of all types of health unit refuse, trolleys, mail, administrative documents and inactive client records as appropriate,
- the removal, transportation and storage of equipment and objects within the health unit,
- provision of in-home services consistent with the duties defined by this stream.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of utility services,
- perform work of a general nature under supervision of either a Utility Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties to include:

- mopping, dusting, polishing, washing, sweeping and all vacuuming of carpets,
- assist in routine floor maintenance, including the routine shampooing of carpets or similar, requiring the use of electrically powered hand equipment and/or walk behind equipment and plant ,
- high cleaning, wall washing,
- window cleaning using window cleaning tools with extension arms or other accessories but not involving the use of ladders or harnesses,
- curtain cleaning,
- cleaning of toilets,
- bed making (non patient/client areas),
- moving furniture and objects,
- rubbish collection, removal and disposal,
- collection and delivery of linen,
- assist in loading, unloading and transport of linen and equipment,
- delivery and collection of meal trolleys,
- checking, delivery and swapping of gas cylinders,
- pick up soiled equipment, uniforms and linen,
- put laundry and linen away, uniforms,
- operate basic laundry equipment,
- maintain, clean and notify of any damage to equipment,
- notify shortages of cleaning consumables.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the relevant industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1, or has completed 6 months in service training.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities,
- requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties to include all lower level duties plus:

- request orders for repairs to equipment,
- minor sewing repairs (not including making or manufacturing),
- prepare wash, clean, sort, dry, fold, label, iron, pack, deliver and store, as appropriate, laundry, uniforms and linen,

- operate mechanical washing machines, sealing units, hot air ovens and laboratory incubators,
- assist with recording (e.g. imprest systems and for sterilisation during washing cycle),
- window high cleaning with use of ladders,
- routine shampooing carpets, requiring the use of electronically powered or hand equipment and walking behind cleaning equipment and plant,
- initiate requirements for repairs to equipment,
- check and delivery of gas cylinders.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities and recording systems including computerised systems requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties to include all lower level duties plus:

- order, collect deliver, store and put away consumables including gas cylinders and cleaning equipment,
- responsible for ensuring no risk of cross infection and accountable for the outcome of cleaning processes which reduces and removes the risk of cross infection,
- order, storage and imprest of linen and uniforms,
- collect and deliver and imprest of pharmacy to wards,
- windows and high cleaning using ladders and harnesses,
- removal, storage transport of contaminated waste, biological or radioactive,
- full operating cleaning theatres, requiring specialist techniques and or experience.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,

- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties to include all lower level duties plus:

- maintaining records and data collection or inventory of cleaning equipment,
- cleaning of specialised equipment (e.g humidicrib),
- general maintenance of motorised, battery, ride or walk behind cleaning equipment,
- managing of impresst stores.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for utility services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties to include all lower level duties plus:

- major sewing repairs and/or manufacture by hand or machine including interpreting sewing patterns and working from patterns to repair and manufacture,
- interpret sewing patterns,
- compile documentation to meet work place requirements,
- effective liaising with nursing, maintenance and other employees,
- effectively consulting with staff to maintain safe work environment in accordance with organisational requirements,
- plan and organise performance appraisals.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- may from time to time perform work of a lower level,
- monitor and implementation of and compliance with work place policies and procedures,
- contribute to the development and implantation of policies and procedures,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions required commensurate with the work activity,
- training employees.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments,
- demonstrate an extensive knowledge of instruments and consumables used in Utility Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.6: Gardening And Grounds Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

- 1 The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
- 2 Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GARDENING AND GROUNDS SERVICES

To cover all duties of ancillary employees at the appropriate level associated with gardening and grounds maintenance, including the operation of all garden and associated equipment including tractors and the installation and maintenance of watering systems.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of gardening and grounds services,
- perform work of a general nature under supervision of either a Gardening and Grounds Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- maintenance of grounds, gardens, sports field and facilities by undertaking such tasks as mowing, weeding, edging, fertilising, watering, rubbish collection and cleaning using appropriate equipment and including minor maintenance of such equipment/facilities,
- assist in the installation and maintenance of watering systems including automatic systems,
- assist trade gardeners,
- apply pesticides, herbicides and fertilisers, under direction using manual techniques eg hand pump, backpack,
- minor construction work i.e. fences and assist in higher level work.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the gardening and grounds services industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities,
- requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- minor pruning/cutting or similar garden functions,
- install watering systems,
- basic tractor operations including grounds/sportsfield functions of watering, mowing, raking or similar.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- simple layering, grafting, propagation or similar,
- installation and maintenance of a wide range of watering systems,
- identification of common pests and diseases and appropriate control,
- co-ordinate grounds equipment maintenance and assist in its purchase,
- formulate, prepare and apply herbicides and pesticides,
- selecting, establishing and maintaining simple gardens,
- apply appropriate pesticides, weedicide or speciality fertilisers,
- advanced tractor operations requiring the set up and calibration of a broad range of implements to undertake more complex grounds functions,
- collect detailed data.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- prepare, formulate and pasteurise soil mixes,
- collection of seed and cuttings by species,
- determine best conditions for cultivation of a specific collection of plants, compose soil mixes and maintain collection.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills, or trade equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for gardening and grounds services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level tasks plus:

- specialised pruning, transplanting, layering and grafting,
- identification and treatment of pest and diseases,
- select, formulate, apply and evaluate horticultural products i.e. chemicals/fertilisers, specialised soil mixes,
- contribute to the maintenance of plant labels consistent with international classifications,
- implement nursery hygiene and environment programs,
- training of apprentices.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities and recording systems including computerised systems,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- plan, oversee and construct significant garden features.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Gardening and Grounds Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.7: Transport

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

TRANSPORT

To cover all duties of ancillary employees at the appropriate level associated with:-

- driving including motor vehicles, motor freight, trucks and buses,
- vehicle courier work involving pathological specimens, records, and results,
- basic maintenance care and custody of vehicles.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of transport services,
- perform work of a general nature under supervision of either a Transport Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- interior and exterior cleaning of vehicles,
- greasing motor vehicles,
- fitting tyres to motor vehicles,
- maintaining vehicles cleaning equipment,
- checking and maintaining levels of air pressure, fuel and oil etc. of vehicles,
- removing and attaching ancillary equipment to vehicles upon delivery and prior to disposal,
- loading and unloading vehicles,
- maintaining cleanliness of worksite,
- any driving incidental to the above activities,
- any clerical duties incidental to the above activities.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the transport services industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities,
- requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- operate fuel outlet,
- driving rigid motor vehicle having makers capacity at 1.2 tonnes or less,
- any clerical duties incidental to the above activities.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,

- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- driving the following vehicles:
 - # rigid motor vehicle having a makers capacity over 1.2 tonnes but under 6.99 tonnes,
 - # passenger vehicle with seating capacity of less than 25 passengers,
- any clerical duties incidental to the above activities.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- driving the following vehicles:
 - # passenger vehicle with a seating capacity of 25 passengers or more,
 - # rigid motor vehicle having a makers capacity of 7 tonnes and over,
 - # articulated vehicle having a makers capacity less than 21 tonnes,
- any clerical duties incidental to the above activities,
- training and instructing employees in the safe and efficient operation of vehicles prescribed in levels 1, 2, 3 and 4.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills, or trade equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,

- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for transport services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- driving the following vehicles:
 - # articulated vehicle having a makers capacity of 21 tonnes and over,
 - # heavy trailer combination having a makers capacity of 21 tonnes and over,
- any clerical duties incidental to the above activities,
- training and instructing employees in the safe and efficient operation of vehicles prescribed in levels 1, 2, 3, 4 and 5.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities and recording systems including computerised systems,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Transport,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.8: Facility Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed..

FACILITY SERVICES

To cover all duties of ancillary employees at the appropriate level associated with:-

- maintenance, relocation, repair, alteration, modification and production of equipment, aides or supplies including equipment which caters for special needs of clients or other equipment and fixtures associated with the interior or exterior of the health unit,
- maintenance of and cleaning of outside areas, including rubbish collection and removal and sump cleaning and maintenance,
- other duties consistent with those defined by this stream that may include the rehabilitation of clients, client supervision,
- trade or post-trade service and liaison with other Health Unit Staff.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of facility services,
- perform work of a general nature under supervision of either a Facility Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- clean facilities, toilets, contents and vehicles inside and out,
- minor maintenance to buildings, fences, grounds, contents and equipment and assist in higher level work,
- rubbish collection and disposal,
- assist in loading and unloading of stores, furniture, materials and similar,
- incidental driving requiring a class 1 or 4 license,
- clean and maintain swimming pool and surrounds,
- appropriate recording of data.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the facility services industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- request repairs to equipment,
- co-ordinate and arrange service and repairs to vehicles and equipment,
- general facility maintenance, not to trade standard, including painting and minor repairs to buildings.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- perform stock-take and order, receive, store, issue, imprest and issue goods/supplies,
- operate a fork-lift.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- design, modify, and construct major items/equipment not to a trade standard.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills, or trade equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for facility services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- any registered trades work considered appropriate for inclusion.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities and recording systems including computerised systems,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Facility Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 4.9: Security

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Health Ancillary Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. All employees are required to undertake ancillary administrative tasks including those associated with legislative provisions relating to the preparation, handling and storage of food, chemical safety and occupational health, safety and welfare,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

SECURITY

To cover all duties of ancillary employees at the appropriate level associated with:-

- the maintenance of security of the health unit including personnel and goods and personal effects which may include some client contact,
- the operation of, testing and maintenance, as appropriate of security equipment including radios, computer terminals and surveillance equipment,
- the provision of first aid and fire warden services and the maintenance of associated equipment,
- crowd control and emergency procedures including evacuation.

HEALTH ANCILLARY EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo up to 6 months orientation program relating to the provision of security services,
- perform work of a general nature under supervision of either a Security Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- assist in security tasks,
- lock and unlock doors,
- operation of gates,
- assist with lost and found,
- assist in energy conservation.

HEALTH ANCILLARY EMPLOYEE LEVEL 2

Employees at this level have limited experience in the security industry and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities,
- requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- operation of a radio/communication equipment,
- control of access,
- as a member of a team assist with crowd control,
- the preparation of incident statements/patrol reports.

HEALTH ANCILLARY EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,

- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- patrolling activities, both inside and outside, either on foot or by car,
- assist with emergency response procedure,
- provide security at special functions,
- provide crowd control and request compliance to regulations,
- assist with violent clients,
- the checking for correct operation of plant and equipment including fire fighting equipment,
- the day to day operation, testing, monitoring and response to surveillance/alarm/communication systems and/or radio and TV communication equipment,
- responsible for the security of buildings contents and grounds,
- issue of and control of keys and ID cards,
- staff security desks and control access in entry foyers and on secure levels of public buildings.

HEALTH ANCILLARY EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- co-ordinate evacuation in emergency,

- operate, monitor and test complex alarm, surveillance and evacuation systems and co-ordinate an appropriate response from a given range of responses,
- preparation of statements and writing of reports relating to investigation of security breaches.

HEALTH ANCILLARY EMPLOYEE LEVEL 5

Employees at this level will be required to apply skills, or trade equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for security services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

HEALTH ANCILLARY EMPLOYEE LEVEL 6

Employees at this level will be required to apply skills derived from specialised training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities and recording systems including computerised systems,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

HEALTH ANCILLARY EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Security Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures.
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

SCHEDULE 5: SOUTH AUSTRALIAN GOVERNMENT PRINTING INTERIM AWARD

The work level definitions in this Schedule replace those detailed in Clause 1.8 of the South Australian Government Printing Interim Award from the first full pay period commencing on and from the date of approval of this Agreement.

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Printing Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.11 of South Australian Government Printing Interim Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed,
- where an employee undertakes the above activities for more than 10 employees they will be classified at the next level.

PRINTING EMPLOYEE GRADE 1 (PE-1)

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of printing services,
- perform work of a general nature under supervision of either a Printing Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,

- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- knock-up, lift and carry paper,
- assist in a non trades capacity in the running of binding equipment,
- learn to count stock and understands numbering,
- basic manual folding work,
- wrap, pack and dispatch finished products,
- learn to operate a shredder, motorised pallet truck,
- as directed assist in the preparation, cleaning and maintenance of presses,
- sort mail including weighing or preparation of documentation,
- tagging and keeping mail bags up to date and to Australian Post Quality Standards,
- perform housekeeping duties,
- operate low volume photocopiers,
- handle, count, collate and fold paper to pre-determined standards,
- learn to operate and run basic non-trade binding equipment,
- learn to operate computer based equipment for enquiry purposes.

PRINTING EMPLOYEE GRADE 2 (PE-2)

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- work under general direction either individually or in a team environment,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- performs stock recording and basic operation of a computer terminal,
- drive forklifts of varying capacities,
- prepares and completes complex non trade binding work, by machine and hand processes,
- set and operate jacket loading equipment,
- set and operate microfilm duplicators,
- copyhold and assist readers,
- set, operate and control plan printing equipment,
- set, operate and control automated mailing equipment,
- maintain and control stock levels within a store facility,
- answer client enquiries,
- clerical duties associated with the above.

PRINTING EMPLOYEE GRADE 3 (PE-3)

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- work under general direction either individually or in a team environment,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include all lower level duties plus:

- set and operate flow and auto feed microfilming cameras,
- control and operate medium volume photocopiers, including preparing basic copy for production,
- make electrostatic plates using camera or electrostatic platemaker,
- set and operate computer operated microfilming equipment,
- set and operate large microfilming cameras,
- set and operate film processors and developers.

OR

Activities associated with Level 2 and Team Leader activities for no more than 10 employees as defined.

PRINTING EMPLOYEE GRADE 4 (PE-4)

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- responsible for fault identification and rectification of machines working on to the level of training received,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- work under general direction either individually or in a team environment,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include all lower level duties plus:

- Control and operate high volume photocopiers in a specialised printing environment.

OR

Activities associated with Level 3 and Team Leader activities for no more than 10 employees as defined.

PRINTING EMPLOYEE GRADE 5 (PE-5)

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
-
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- work under general direction either individually or in a team environment,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for printing services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include all lower level duties plus:

- Set, control and operate small offset presses and/or operate specialist high volume, complex computer controlled copiers in a specialised printing environment.

OR

Activities associated with Level 4 and Team Leader activities for no more than 10 employees as defined.

PRINTING EMPLOYEE GRADE 6 (PE-6)

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- work under general direction either individually or in a team environment,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- assist in administrative functions as required commensurate with the work activity,
- training employees,

- performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties include all lower level duties plus:

- exercising high precision trade skills using various materials and/or specialised techniques,
- operation of computer equipment used to generate or manipulate data required for the production of printed matter including the operation of desktop systems producing basic artwork,
- installing, repairing and maintaining, testing, modifying, commissioning and or fault finding on all machinery and equipment which requires the ability to read and understand mechanical drawings and electrical circuits pertaining to printing equipment.

OR

Activities associated with Level 5 and Team Leader activities for no more than 10 employees as defined.

PRINTING EMPLOYEE GRADE 7 (PE-7)

Employees at this level will be either:

1. A tradesperson with high level of skills. This level requires the ability to consistently produce work to industry standards and the completion of additional training relevant to the trade.

Work at this level is characterised by the following:

- works under broad direction either individually or in a team environment,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- provides guidance and assistance within their level of expertise to other employees,
- assists in the provision of on-the-job training of employees.
- exercises discretion within their level of skills and training.
- discusses work quality and requirements of finished product with clients.
- initiates and programs detailed work functions.
- may from time to time be required to perform work of a lower level.
- performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

Typical duties include all lower level duties plus:

- set, operate and control specialist equipment and tools to produce printed and finished work of a complex nature,
- installing, repairing and maintaining, testing and modifying, commissioning and or fault finding on complex machinery and equipment that utilises hydraulic and or pneumatic principles and in the course of such work, is required to read and understand hydraulic and pneumatic circuitry which controls fluid power systems,
- working on complex or intricate circuitry which involves examining, diagnosing and modifying systems comprising of interconnected circuits,
- working on complex or intricate interconnected electrical circuits.

OR

2. Activities associated with Level 6 and Team Leader activities for no more than 10 employees as defined.

OR

3. Required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Printing Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures.
- oversee and be responsible for reporting to any accreditation bodies,
- performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training,
- perform the duties of lower levels as required.

PRINTING EMPLOYEE GRADE 8 (PE-8)

An employee at this level will be a specialist tradesperson with exceptional skills. This level requires the ability to consistently produce work to industry standards and the completion of additional training relevant to the trade.

Work at this level is characterised by the following:

- works under broad direction either individually or in a team environment,
- understands and is responsible for the quality and standard of their work and for ensuring conformance to quality assurance procedures,
- recognises and performs standard work without written instructions,
- provides guidance and assistance within their level of expertise to other employees,
- assists in the provision of on-the-job training of employees,
- exercises discretion within their level of skills and training,
- discuss work quality and requirements of finished product with clients,
- ability to interpret complex instructions and procedures,
- may from time to time be required to perform work of a lower level,
- performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

Typical duties include all lower level duties plus:

- set, operate and control complex printing equipment and tools to produce printed and finished work of a complex and intricate nature.
- liaise with customers and provide advice to both internal and external customers on formats, layouts, printing and finishing etc (in centralised or decentralised locations) and attainable quality levels;
- work on machines or equipment which utilises highly complex mechanical, hydraulic and/or pneumatic circuitry and controls or a combination thereof;
- work on machinery or equipment which utilises highly complex electrical/electronic circuitry and controls;
- work on instruments that make up a complex control system which utilises some combination of electrical/electronic, mechanical or fluid power principles;
- work on complex or intricate interconnected circuits at a level above Level 7.

OR

Activities associated with Level 7 and Team Leader activities for no more than 10 employees as defined.

PRINTING EMPLOYEE GRADE 9 (PE-9)

An employee at this level will in addition to working at the level of Printing Employee Grade 8 perform team leader duties as defined.

SCHEDULE 6: SOUTH AUSTRALIAN GOVERNMENT SERVICES AWARD

The work level definitions in this Schedule replace those detailed in Clause 1.6 and the Activities detailed in Schedule 4 of the South Australian Government Services Award from the first full pay period commencing on and from the date of approval of this Agreement.

Schedule 6.1: Catering Services

Schedule 6.2: Guide, Recreational and Personal Services

Schedule 6.3: Horticultural Services

Schedule 6.4: Primary Industries

Schedule 6.5: Security Services

Schedule 6.6: Support Services

Schedule 6.1: Catering Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling,
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment,
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment,
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award,
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of catering services,
- perform work of a general nature under supervision of either a Catering Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- preparation of vegetables, meat, salads, sandwiches, can foods and make toast,
- assist to serve, plate and deliver food,
- tea and coffee making and serve beverages,
- load and unload goods,
- clean servery and empty bins,
- wash utensils and equipment, kitchen floors and dishes,
- spot cleaning and tidy fridges, stoves, canteen etc,
- arrange cafeteria tables and chairs,
- food preparation and serving in deli/canteen.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- stocking and maintaining cleanliness and notifying any damage to vending machines,
- preparation of breakfasts, soups, gravies and fast serve foods (for example sausage rolls, wraps and bacon and eggs),
- receive stock, reconstitute (requiring decision on temperature and time selection) and plate frozen food,
- check off stock lists,
- switch on required equipment,
- cashier duties (not independent reconciliation of cash),
- notify food complaints.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,

- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- cook cafe style food items (eg french fries, pasta and hamburgers). This does not include food items which require complex recipes,
- collate menus and make up bulk orders (manually),
- assist in and attend special functions,
- unlock work areas.

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- organise and supervise special functions,
- responsible for all food and beverage served,
- order and control non production food lines.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,

- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for catering services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- Trades Cook with associated duties of:-
 - balance menu,
 - cooks all general and specialty items,
 - train apprentices,
 - oversight of cooking staff.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- post trade pastry cook with duties of:-
 - make, bake and decorate cakes and pastries,
 - yeast preparation,
 - post trade specialty items of butchering,
 - caters for silver service, a-la-carte functions.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of instruments and consumables used in Catering Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 6.2: Guide, Recreational and Personal Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of guide, recreational and personal services,
- perform work of a general nature under supervision of either a Guide, Recreational, and Personal Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- assist with ensuring the health, hygiene and safety of children in care,
- assist with the implementation of the early childhood programme as directed,
- preparation of snacks, food and beverage items,
- photocopy and collate education packages and publicity material,
- Learn how to umpire at sporting matches, eg netball, soccer, cricket,
- assist qualified swimming instructors.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- assist in the preparation, implementation and evaluation of child care developmental programs and programs suited to the needs of individual children and groups,
- be aware of and check the safety and storage of equipment and materials used by children,
- apply established child care practices and procedures,
- reception duties appropriate to the occupational calling,
- receive monies/cashier duties,
- the sale of exhibition, guide material and tickets and balance monies received,
- provide general directions and assistance to members of the public,
- provide instruction in weights/hi-tech areas in a sports facility,
- ensure pool users have regard to safety issues and properly use the facilities.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- inspect campsite/recreation facility for maintenance matters and undertake appropriate action,
- liaise with user groups as to daily requirements and attend to the same,
- undertake appropriate recreational/campsite records including the ordering of supplies, reconciliations and timesheets,
- assist clients in the undertaking of recreational and craft activities,
- provide swimming instruction to clients,
- provide directions to members of the public including detailed interpretation of points of interest, location of services and sources of information,
- conduct tours for students and the general public,
- provide visitor information services including the detailed interpretation of natural history and park resource information as provided,
- contribute to the preparation of information sheets, brochures, park fact sheets, interpretative presentations, audio visual displays, advertising and promotional articles and newsletters,
- provide crowd control and request compliance to regulations,
- control visitor use in accordance with the national parks and wildlife act and regulations.

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- assist in the evaluation, implementation and design of recreation programs,
- establish, co-ordinate, promote and supervise a varied recreational program and assist with the testing of physical fitness and where necessary instruct/coach in a range of recreational pursuits, including swimming, weight training and aerobic programs.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for guide, recreational and personal services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- guide and direct unqualified child care workers,
- develop, plan, implement and evaluate a child care programme designed to create a nurturing environment,
- administer medication to children on parents or medical authority and keep appropriate records,
- develop, implement and evaluate daily child care routines.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients;
- assist in administrative functions as required commensurate with the work activity;
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Guide, Recreational and Personal Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 6.3: Horticultural Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of horticulture services,
- perform work of a general nature under supervision of either a Horticulture Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- maintenance of grounds, gardens, sports fields, and facilities by undertaking such tasks as mowing, weeding, edging, fertilising, watering, rubbish collection and cleaning using appropriate equipment and including minor maintenance of such equipment/facilities,
- assist in the installation and maintenance of watering systems including automatic systems,
- assist trade gardeners,
- apply pesticides, herbicides and fertilisers, under direction using manual techniques eg. hand pump, backpack,
- minor construction work i.e. fences and assist in higher level work.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- minor pruning/cutting or similar garden functions,
- install watering systems,
- basic tractor operations including grounds/sportsfield functions of watering, mowing, raking or similar.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- Simple layering, grafting, propagation or similar,
- Installation and maintenance of a wide range of watering systems,
- Identification of common pests and diseases and appropriate control,
- Co-ordinate grounds equipment maintenance and assist in its purchase,
- Formulate, prepare and apply herbicides and pesticides,
- Selecting, establishing and maintaining simple gardens,
- Apply appropriate pesticides, weedicide or speciality fertilisers,
- Advanced tractor operations requiring the set up and calibration of a broad range of implements to undertake more complex grounds functions,
- Collect detailed data.

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- prepare, formulate and pasteurise soil mixes,
- collection of seed and cuttings by species,
- perform as required a range of support functions to assist in experimental procedures,
- determine best conditions for cultivation of a specific collection of plants, compose soil mixes and maintain collection.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,

- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for horticulture services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- specialised pruning, transplanting, layering and grafting,
- tree surgery, lopping and felling using a range of non mechanical/mechanical equipment,
- identification and treatment of pest and diseases,
- select, formulate, apply and evaluate horticultural products i.e. chemicals/fertilisers, specialised soil mixes,
- contribute to the maintenance of plant labels consistent with international classifications,
- implement nursery hygiene and environment programs,
- pick off seedlings and pot off rare or endangered plants,
- liaise with cfs regarding bushfire control,
- training of apprentices.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- control activities in a section or a specialised public garden eg heritage garden,

- plan, oversee and construct significant garden features,
- undertake complex horticultural techniques,
- curate and care for plants which have undergone quarantine treatment,
- develop, maintain and improve educational displays of plant material,
- landscape planning for minor botanical projects,
- undertake tissue culture.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Horticulture Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- in consultation with botanical and technical staff curate the development of collections,
- in consultation with supervisors plan major botanical landscaping projects including irrigation, suitable for the botanical gardens,
- liaise with technical staff in the keeping of records and plantings to an international standard for botanic gardens,
- understand and operate computer controlled environment and associated equipment and make adjustments as required,
- control activities across a range of gardens/nurseries,
- co-ordinate the training of staff within a group as team leader,
- liaise with internal and external maintenance contractors to check they adhere to standards within advanced trade knowledge,
- by using advanced knowledge give on the spot practical advice to public enquiries,
- on work site projects co-ordinate the work team involving liaison with staff and outside contractors,
- apply advanced working knowledge of the principals of naming plants.

Schedule 6.4: Primary Industries

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if;

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of primary industries services,
- perform work of a general nature under supervision of either a Primary Industries Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level.
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- assist with routine animal husbandry tasks (feeding, watering, undertaking paddocking, cleaning and maintenance of stalls and yards) as part of normal farm operations,
- perform routine planting, pruning, plant propagation and harvesting under direction, utilising non mechanical hand tools,
- perform routine laboratory measurements and functions (eg herbage sorting, counting cysts and galls),
- pick, collect, count, sort, agricultural products such as eggs, herbage, fruit, wool in accordance with pre-determined schedules,
- record basic data from measurement/sorting activities in single task operations,
- apply pesticides/herbicides and fertilisers as directed, using manual techniques (ie handspray, knapsack),
- assist with routine farming and horticultural tasks which include non tractor sowing, mowing, planting, handling and feeding of livestock (including horses), and minor construction eg fencing,
- routine operation of equipment, not requiring adjustment such as handmowers,
- assist with data collection for experimental or farm operations including the reporting of simple observations of plant/animal performance growth and health,
- park and clean vehicles requiring a class c (car) licence,
- incidental driving requiring a class c (car) licence,
- clean and maintain live stock and horse housings, stalls and yards, as directed,
- assist in the operation of a glass house complex by sowing seed into prepared mixes, caring for and maintaining plants,
- as a team member undertake routine tasks associated with fruit fly eradication programs,
- prepare, wash, clean, sterilise laboratory equipment and media production,
- assist technical officers in research laboratories, eg media production, prepare dishes/vessels for all uses,
- undertake training in lr (light rigid) vehicles, mr (medium rigid) vehicles, atv and tractors, as appropriate.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- routine minor maintenance and cleaning of agricultural equipment, buildings and plant eg greasing, the maintenance of fuel levels, minor repairs,
- perform routine native animal husbandry tasks (feeding, watering, cleaning and maintenance of housings) as part of normal park operations,
- prepare, set-up, monitor and maintain, trays and wicks, install additional grids and keep associated records for fruit fly lures,
- answer householder enquiries regarding larvae in fruit and the placement of fruit fly lures,

- inspect vehicles and trailers for fruit and vegetables, confiscation of same, and associated record keeping at roadblocks and stations,
- undertake basic tractor operations including broad acreage functions, eg feeding, watering, harrowing and raking,
- provide support as a member of a team to research and agricultural officers by assisting with data collection, maintaining records and sampling,
- assist in nursery maintenance including agricultural plant propagation, cuttings and bench grafting,
- undertake farming and animal husbandry support duties to research staff as part of normal farm operations (eg spraying, weed control, feeding),
- undertake pneumatic pruning under supervision,
- assist in the manufacture, repair and maintenance of canvass and leather articles associated with saddlery,
- assist in minor veterinarian procedures and undertake artificial insemination procedures,
- assist technical officers in more specialised tasks within research laboratories eg. prepare records for media production, dispense agar, maintain laboratory equipment, prepare media in special vessels,
- assist with arrangements for the transport of park/native animals interstate, including crating, shipping and receipt,
- maintain and input data relating to animals, including native animal histology work,
- undertake native animal husbandry support duties to research staff as part of normal park operations (eg breeding, feeding),
- assist in the preparation, training and presentation of animals and reptiles for public display,
- assist senior staff in the planning, preparation and refurbishment of animal management and display plans,
- provide general directions and assistance to park visitors.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- perform support functions of a sector of research centre operations eg animal husbandry, orchard pest and disease monitoring,
- operate glasshouse facilities,
- collect data using acquired skills relating to crop, flock or herd management (eg mid size fleece samples of shearing),
- manufacture, maintain and modify plant, equipment and buildings (e. construction and sheep yard from plan),
- apply the viticulture skills of bunching, thinning and trimming to table grapes,

- training of young vines,
- undertake plant propagation, including grafting and budding,
- data collection for experimental or farm operations including the reporting of observations of plant/animal performance, growth and health,
- responsible for the security of buildings, contents and grounds,
- formulate, prepare and apply herbicides/pesticides,
- assist technical/research officers in the most specialised laboratory functions, eg prepare a range of microbiological culture media with regard to specified tolerances, use a range of laboratory equipment,
- undertake tractor operations requiring intensive agricultural and research activities and/or more complex broad acreage functions eg. boom sprays, seed combines, including the set up of implements for lower level functions,
- assist in major veterinarian procedures,
- assist in setting up and involvement in research projects by undertaking day to day data collection including blood tests, urine samples and other bio-physical measurements,
- prepare, train and present animals and reptiles for public display pursuant to general direction within the confines of the park,
- butcher and skin stock, bone out and package meat, operate bandsaw and mincer (not for human consumption),

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- operate, maintain and set up complex machinery or equipment ie harvester,
- contribute to the development of operational plans and ensure that a specialised function is achieved in accord with approved plans (eg complex research centre irrigation involving the maintenance of extensive records and their interpretation to enable the efficient irrigation of various crops, consistent with predetermined irrigation parameters),
- prepare, train and present animals and reptiles for public display under limited direction outside of the park,
- undertake training in level 5 tasks,
- prepare, train and present animals and reptiles for public display under limited direction outside of the park.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for primary industries.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Primary Industries,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 6.5: Security Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if:

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

-
- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of security services,
- perform work of a general nature under supervision of either a Security Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- assist in security tasks,
- lock and unlock doors,
- operation of gates,
- assist with lost and found,
- assist in energy conservation,
- assist with providing first-aid as required.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- operation of a radio,
- control of access,
- as a member of a team assist with crowd control,
- the preparation of incident statements/patrol reports,
- receive monies/cashier duties.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- patrolling activities, both inside and outside, either on foot or by car,
- assist with emergency response procedure,
- provide security at special functions,
- provide crowd control and request compliance to regulations,
- assist with violent clients,
- the checking for correct operation of plant and equipment including fire fighting equipment,
- the day to day operation, testing, monitoring and response to surveillance/alarm/communications systems and/or radio and tv communication equipment,
- responsible for the security of buildings contents and grounds,
- issue of and control of keys and id cards,
- staff security desks and control access in entry foyers and on secure levels of public buildings.

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- exercise legislative powers such as power of arrest and associated requirements,
- co-ordinate evacuation in emergency,
- undertake body searches and operate metal detecting equipment,
- the security of high profile senior members of the government, judiciary and public,
- operate, monitor and test complex alarm, surveillance and evacuation systems and co-ordinate an appropriate response from a given range of responses,
- preparation of statements and writing of reports relating to investigation of security breaches,
- assist in the undertaking of special security assignments eg. within the court precinct,
- train in and where necessary, exercise the powers of special constables.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for security services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Security Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures,
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

Schedule 6.6: Support Services

CLASSIFICATION OF EMPLOYEES

The employer will classify employees within the Government Services Employees structure having regard to the work level definitions prescribed in accordance with this Schedule.

An employer may require an employee as part of the normal duties attached to their position, to carry out any range of tasks of the same or lower classification from any number of occupational groups if:

1. The tasks are within the limits of the employees skill, competence and training and are not designed to promote deskilling.
2. Where the tasks involve the use of tools and equipment the employee has been properly trained in the use of such tools and equipment.
3. Any requirement to perform tasks from any occupational grouping is consistent with the employers' responsibilities to provide a safe and healthy working environment.
4. Where an employee is required to perform a task or tasks on an as required basis from any occupational grouping and the task or tasks has/have a higher work value than the employee's existing work level, the employee is to be paid at the appropriate higher rate in accordance with the Mixed Functions provisions set out in Clause 3.1.10 of the South Australian Government Services Award.
5. All employees will be required to undertake training in tasks as required.

TEAM LEADER ACTIVITIES

Team Leader activities means:

- allocate, and determine work priorities. (This may include the requirement to set and prioritise work parameters for other employees of the same level within the scope of the activity being undertaken),
- inspect and ensure the quality of work undertaken by employees,
- advise group members of the most appropriate procedures and safe work practices affecting the methods of work thereby ensuring employee and public safety at the worksite or location,
- ensure that labour, tools, materials and equipment are available, used efficiently and safely where appropriate, are properly maintained,
- prepare and maintain records and incident reports,
- provide an overall on the job leadership role,
- exercise judgement and advise on matters requiring the application of skills and knowledge,
- assist in the on-the-job training of employees,
- perform associated duties as directed.

GOVERNMENT SERVICES EMPLOYEE LEVEL 1

Introductory Level

Employees at this level:

- have limited or no previous relevant experience,
- are unqualified and undergo an up to 6 month orientation program relating to the provision of support services,
- perform work of a general nature under supervision of either a Support Services Employee classified at Level 2 or above or an appropriate qualified employee,
- are subject to a probationary period of six months,
- are able to work within a multi-disciplinary team,
- develop knowledge and understanding in relevant legislative requirements.

Work at this level is characterised by the following:

- generally labour intensive in nature,
- may require the operation of machinery, equipment, and/or facilities requiring the exercise of skills and knowledge appropriate to this level,
- performed under direct instruction,
- instruction given is by way of verbal, written or diagrammatic direction,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or team member.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include:

- minor maintenance to buildings, fences, grounds, contents and equipment and assist in higher level work,
- rubbish collection and disposal,
- assist in loading and unloading of stores, furniture, materials and similar,
- incidental driving requiring a class 1 or 4 license,
- assist in the preparation/fabrication of classroom/student aides and rooms,
- clean and maintain swimming pool and surrounds,
- assist to record, assemble and collate film packages, audio visual materials and copies,
- assist in operating and maintaining audio visual equipment, printers, copiers and similar,
- operate a passenger lift,
- appropriate recording of data.

GOVERNMENT SERVICES EMPLOYEE LEVEL 2

Employees at this level perform a range of tasks above and beyond the skill and knowledge of an employee at Level 1.

Work at this level is characterised by the following:

- the application of specific and prescribed training and experience,
- may require the operation of machinery, equipment and/or facilities, requiring the exercise of skills and knowledge beyond that of an employee at Level 1,
- performed under general direction,
- require the exercise of limited judgement in the execution of their own work,
- instruction given is by way of general verbal, written or diagrammatic direction,
- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time be required to perform work of a lower level,
- employees perform routine functions requiring the undertaking of clear and straight forward instruction.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

Typical duties at this level include all lower level duties plus:

- initiate requisition for repairs to equipment,
- the use of shampooing machinery requiring the calibration, selection of chemicals and adjustment of pressures,
- the stripping and resealing of floors requiring selection of chemicals, equipment and accessories,
- assist in the movement, erection and dismantling of valuable/unique displays, exhibitions,
- assist in photographic reproduction,
- co-ordinate and arrange service and repairs to vehicles, equipment and display cases,
- general facility maintenance, not to trade standard, including painting and minor repairs to buildings,
- prepare and fabricate aides, cases and equipment.

GOVERNMENT SERVICES EMPLOYEE LEVEL 3

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 2.

Work at this level is characterised by the following:

- prerequisite skills have been acquired through relevant experience and/or training,
- may require the operation of machinery, equipment and/or facilities, and recording systems including computerised systems, requiring the exercise of skill and knowledge beyond that of an employee at Level 2,
- performed under general direction,
- exercise judgement and initiative in the day to day execution of their own work,
- instruction given is by way of general direction,

- provide assistance and co-operation to other employees,
- tasks performed are relevant to a particular worksite or location, and are performed either as an individual or a team member,
- may from time to time be required to perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 2 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- keep records on the condition of works of art and other display items,
- prepare and/or organise as appropriate signage for exhibitions and displays,
- perform stock-take and order, receive, store, issue, imprest and issue goods/supplies,
- operate a fork-lift,
- undertake minor photography,
- the packing, unpacking, loading, unloading, handling, transport and storage of valuable/unique displays, works of art and exhibitions,
- calibrate water testing equipment and undertake testing procedures,
- operate rock and core sawing machine,
- receive, check, index, pack, stack, label, code, and store mineral core and associated samples and maintain appropriate records.

GOVERNMENT SERVICES EMPLOYEE LEVEL 4

Employees at this level will have experience relevant to undertake the duties required and will be required to perform a range of higher level operative tasks above and beyond the skill and knowledge of an employee at Level 3.

Work at this level is characterised by the following:

- tasks performed require skill specialisation and/or extensive training,
- may require the set up, program and operation of machinery, equipment and/or facilities and recording systems including computerised systems,
- performed under limited direction,
- an ability to determine and appraise methods of work organisation,
- the implementation of detailed directions and procedures,
- provide assistance and guidance within their level of expertise to other employees,
- assist in the provision of on the job training,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or team member,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 3 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- liaise with appropriate authorities on remote outback procedures and select equipment as appropriate,
- design, modify, and construct major items/equipment not to a trade standard,
- training of personnel in off-road vehicles and radio communications equipment.

GOVERNMENT SERVICES EMPLOYEE LEVEL 5

Employees at this level will be required to apply trade skills, or equivalent skills acquired from extensive training and/or experience in a specialised function.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the setup, program and operation of complex machinery, equipment and/or facilities requiring the exercise of skill and knowledge beyond that of an employee at Level 4,
- performed under broad guidelines,
- a capacity to programme detailed work functions,
- the ability to interpret complex instructions and procedures,
- the provision of trade or trade equivalent guidance and assistance within their area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as team member,
- may from time to time perform work of a lower level or incidental to their area of expertise.

Work at this level may include contributing to on-going review, development and implementation of guidelines and procedures for support services.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 4 and Team Leader activities as defined.

Typical duties include all lower level duties plus:

- any registered trades work considered appropriate for inclusion,
- pathology work requiring the removal of specific human organs during autopsy without continuing and immediate supervision,
- preparation of tissues removed at autopsy for further study.

GOVERNMENT SERVICES EMPLOYEE LEVEL 6

Employees at this level will be required to apply either post trade or equivalent skills derived from specialist training and/or extensive experience in a range of functions.

Work at this level is characterised by the following:

- understand and apply quality control techniques to a level equivalent to their skill and knowledge,
- may require the set up, program and operation of sophisticated machinery, equipment and/or facilities,
- perform under broad guidelines,
- a capacity to initiate and program detailed work functions,
- the interpretation of sophisticated instructions and procedures,
- the provision of post trade or post trade equivalent guidance and assistance within their own area of expertise to other employees,
- tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member,
- monitor and implementation of and compliance with workplace policies and procedures,
- contribute to the development and implementation of such policies and procedures as required,
- ensure maintenance of documentation to meet workplace requirements,
- ensure maintenance of safe environment for employees and clients,
- assist in administrative functions as required commensurate with the work activity,
- training employees,
- may from time to time perform work of a lower level.

Employees will be given an opportunity to participate in on-going skills training to enable them to progress subject to work and training availability.

OR

Activities associated with Level 5 and Team Leader activities as defined.

GOVERNMENT SERVICES EMPLOYEE LEVEL 7

Employees at this level will be required to apply a combination of knowledge and experience to perform the duties at this level and on the job supervisory activities.

Employees at this level will be responsible for their own work and regularly exercise initiative, discretion and judgement in the performance of their duties.

An employee at this level will understand the operation of the agency and report directly to either a Chief Executive/Director of Nursing in a Regional Health Service or Executive position.

Employees at this level will:

- be responsible for the co-ordination of the duties of employees under their supervision, including work output and quality of work undertaken by employees,
- undertake rostering of employees including an appropriate skill mix allocation,
- where necessary formulate, facilitate and evaluate the training of employees,
- ensure compliance with occupational, health and safety requirements,
- plan for preventative maintenance,
- organise and authorise the repair of damaged instruments and equipment,
- demonstrate an extensive knowledge of equipment used in Support Services,
- be responsible for assisting in the selection, recruitment, counselling and performance assessment of employees under their supervision in accordance with policies and procedures.
- oversee and be responsible for reporting to any accreditation bodies,
- perform the duties of lower levels as required.

OR

Activities associated with Level 6 and Team Leader activities as defined.

ATTACHMENT A

This attachment is included only for the purpose of information.

“Attachment C – Changes to Redeployment Practice”
of the MOU is varied as follows with effect from [Date of Approval].

The following changes to redeployment practice presently prescribed in Commissioner’s Standard 2 ‘Quality Staffing’ have been agreed between the parties to take effect from [insert date of approval]. The changes will apply to employees who are excess on or after [date of approval].

Delete from Commissioner’s Standard 2 ‘Quality Staffing’ (refer page 41, item 4):

Where an excess employee has been offered at least one suitable position and has declined the offer, redeployment to a suitable position thereafter will not necessarily require agreement by the employee.

Replace with:

Redeployment to a suitable position or duties will not necessarily require agreement by the employee.

Clarification of the current reference to a pegged rate of pay in Commissioner’s Standard 2 ‘Quality Staffing’ (refer page 45, final paragraph):

Until that time, an employee whose rate of pay is pegged shall not receive any increase, whether incremental or otherwise (eg. general salary increase) applicable under the applicable Enterprise Agreement.

The following changes were agreed in the South Australian Government Wages Parity (Weekly Paid) Enterprise Agreement 2004 in relation to redeployment practice which at that time were prescribed in Public Sector Management Act Determination No. 3 (made on 19/03/03) and were agreed between the parties to take effect from 28 October 2004, and to apply to employees who are excess on or after 28 October 2004. Those changes will continue to have effect.

The following will be added to PSM Act Determination 3:

Chief Executives will ensure that proper consideration is given to redeployees in the filling of all vacancies including short term appointments (less than 3 months), and additional duties appointments/assignments in accordance with PSM Act Determination 2.

Where a redeployee is not placed in an alternative ongoing or long term position at the employee’s substantive level, the income maintenance period will begin 3 months following the employee being declared as excess to an agency’s requirements (or, in the case of existing unplaced redeployees from 28 October 2004. (The period of income maintenance, remains the same as that prescribed in PSM Act Determination 3). Should a redeployee be placed in a suitable position at their substantive level during the time that income maintenance is received, income maintenance will be suspended for the period of that placement.

Where, at the cessation of the income maintenance period, the employee has not been placed in an ongoing or long term position at the appropriate substantive level, the employee’s salary and rate of pay will be pegged until that employee is placed in an ongoing position.

The period of income maintenance will continue (up to the maximum entitlement) if an employee accepts an offer of an ongoing position classified below the redeployee’s substantive classification. The redeployees rate of pay applying at the nominal end of the income maintenance period will then be pegged at that amount until such time as the rate of pay for the new position equals or exceeds the pegged rate of pay.

Redeployees shall be required to take part in training and retraining to facilitate placement in funded public sector work at their substantive level, which may be to a different career stream.

The following changes were agreed in the South Australian Government Wages Parity Enterprise Agreement 2001 in relation to redeployment practice which at that time were prescribed in Public Sector

Management Act Direction No. 6 (made on 01/01/97) and were agreed to take effect from 2 October 2001, and to apply to employees who are excess on or after 2 October 2001. Those changes were included in Public Sector Management Act Determination No. 3 (made on 19/03/03). Subject to the changes to Determination 3 identified above, to have effect from the date of approval of this Agreement, those changes will continue to have effect.

The following will be added to Part 6 Redeployment Principles in Direction No. 6.

- 6.1(e) Pending assignment/transfer/placement in an ongoing position, an excess employee will be provided with and will undertake temporary work. During the period the employee is undertaking such temporary work, the employing agency will identify, in consultation with the employee, opportunities for training, re-training or other relevant development in order to expand the employee's options for redeployment. The employee will co-operatively and actively participate in any such identified training, retraining or other relevant development opportunities.
- 6.1(f) If after a period of 6 months as an excess employee no suitable ongoing position has been offered or accepted, the excess employee may be directed to a position/work (not necessarily within the employee's substantive agency) that is within the excess employee's skills or abilities, with training if required. A position or package of work will be deemed suitable even if it involves variation to any, or all of, starting and finishing times, distance from home (provided every effort is made so as not to involve relocation of the employee's household and due consideration is given to the employee's personal circumstances), or rate of pay (provided that this clause will not affect the Income Maintenance clause in Direction No. 6). An employee who has been an excess employee for at least 6 months will be subject to this clause. If an employee believes the direction to be unreasonable, the employee may request the Commissioner for Public Employment (or delegate) to mediate between the employee (including a representative of an employee association, if applicable) and the agency in order to resolve the issue.
- 6.1(g) An excess employee will:
- (i) with the assistance and support of the employing agency, prepare, maintain and provide in a timely manner an up to date resume to the agency's redeployment case manager or other designated person;
 - (ii) attend interviews as requested and participate in them in a positive and constructive manner;
 - (iii) actively co-operate in an agency's efforts to effect redeployment to an ongoing position (including redeployment to a position on a trial basis);
 - (iv) comply with any reasonable request/direction from the agency's redeployment case manager or other designated person (however designated); and
 - (v) comply with all attendance requirements.

-oOo-