

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999 – s. 156 – certification of an agreement*

Gympie Regional Council Certified Agreement 2012

*Matter No. CA/2012/36*

Commissioner Thompson

13 June 2012

CERTIFICATE

This matter coming on for hearing before the Commission on 13 June 2012 the Commission certifies the following written agreement:

**Gympie Regional Council Certified Agreement 2012 – CA/2012/36**

Made between:

Gympie Regional Council

AND

Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees;  
Plumbers & Gasfitters Employees' Union Queensland, Union of Employees;  
The Australian Workers' Union of Employees, Queensland;  
Transport Workers' Union of Australia, Union of Employees (Queensland Branch);  
Queensland Services, Industrial Union of Employees;  
The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees;  
United Voice, Industrial Union of Employees, Queensland;  
The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland; and  
Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland.

The agreement was certified by the Commission on 13 June 2012 and shall operate from 13 June 2012 until its nominal expiry on 28 February 2015.

This agreement replaces Gympie Regional Council Certified Agreement 2009 (CA/2009/38).

By the Commission.

Commissioner Thompson

**Gympie Regional Council Certified Agreement 2012 – CA/2012/36**

TABLE OF CONTENTS

**PART 1: APPLICATION AND OPERATION**

1. TITLE
2. PARTIES TO AGREEMENT
3. RELATIONSHIP TO PARENT AWARDS
4. DATE AND PERIOD OF OPERATION
5. OBJECTIVES OF THE AGREEMENT
6. POSTING OF AGREEMENT
7. JOINT CONSULTATIVE COMMITTEE
8. PREVENTION AND SETTLEMENT OF GRIEVANCES AND DISPUTES
9. NO EXTRA CLAIMS

**PART 2: HOURS OF WORK AND FLEXIBLE WORKING ARRANGEMENTS**

10. ARRANGEMENT OF HOURS
  - 10.1 – Office Based Staff Hours of Duty
    - 10.1.1 - Days Off
    - 10.1.2 - Part Time Employment – Office Based Staff
  - 10.2 - Field Based Staff Hours of Duty
    - 10.2.1 - Days Off
    - 10.2.2 - RDO'S Reserved for Wet Weather
    - 10.2.3 - Travel
11. FLEXIBLE WORKING ARRANGEMENTS
  - 11.1 - Flexibility
  - 11.2 - Flexible Working Hours
  - 11.3 - Transition to Retirement

12. T.O.I.L.
  - 12.1 - Payment of Banked Time

13. CHRISTMAS SHUTDOWN

**PART 3: ALLOWANCES**

14. ALLOWANCES – ENGINEERING AWARD.
15. MIXED FUNCTIONS/HIGHER DUTIES
16. STANDBY FOR EMERGENCY WORK
  - 16.1 – Stand-By Allowance
  - 16.2 - Emergency Work from home
  - 16.3 - Emergency Work
  - 16.4 – Meal Allowance
  - 16.5 - Leading Hand Allowance
  - 16.6 - Allowance Increases

**PART 4: LEAVE**

17. ANNUAL LEAVE
  - 17.1 - Annual Leave Taken In Advance
18. BEREAVEMENT LEAVE
19. PERSONAL LEAVE
20. LONG SERVICE LEAVE
21. LEAVE AT HALF PAY
22. MILITARY SERVICE LEAVE
23. PARENTAL LEAVE
  - 23.1 – Paid Maternity Leave
  - 23.2 – Paid Paternity Leave
  - 23.3 – Access to Sick Leave
24. SICK LEAVE
  - 24.1 - Absenteeism Management
  - 24.2 - Workers Compensation
25. NATURAL DISASTER LEAVE

**PART 5: WORKPLACE SECURITY**

26. EMPLOYMENT SECURITY
  - 26.1 – Conversion of Casual or Maximum Term Employees
  - 26.2 - Shared Services

**PART 6: WORKPLACE CHANGE**

- 27. ORGANISATION/WORKPLACE CHANGE CONSULTATION PROCESS
- 28. REDUNDANCY
  - 28.1 - Redeployment and Retraining
- 29. RELOCATION – GOOMERI DEPOT
  - 29.1 - Fixed Work Locations and Travelling Allowance Compensation
- 30. TRANSMISSION OF BUSINESS

**PART 7: WORKPLACE PRACTICES**

- 31. POSITIVE EMPLOYMENT RELATIONS
  - 31.1 - Payroll Deduction of Union subscriptions.
  - 31.2 - Right of Entry and Access for Union Officials
  - 31.3 - Trade Union Training Leave
- 32. TRAINING AND CAREER DEVELOPMENT
  - 32.1 - Technology Competency
  - 32.2 - Recruitment and Selection
- 33. STAFF DEVELOPMENT All employees agree to undertake an annual performance appraisal which will include an individual training assessment for each employee.
  - 33.1 - Classification / Reclassification
- 34. AUTOMATIC PROGRESSION FROM CLASSIFICATION LEVEL 1 to 2
- 35. EMPLOYMENT OF TRAINEES AND APPRENTICES
 

Council will continue to offer traineeships and apprenticeships, and is committed to the following principles:
- 36. CLASSIFICATION LEVEL – LOCAL GOVERNMENT EMPLOYEES AWARD
- 37. WORKPLACE HEALTH & WELFARE (VACCINATIONS)

**PART 8: WORKPLACE BENEFITS**

- 38. WORK CLOTHING
- 39. REMUNERATION
- 40. SALARY SACRIFICE

**PART 9: SIGNATORIES****PART 10: APPENDIX 1 – Schedule of Wages (Subject to CPI Variance)**

- 1.1 Local Government Officers Award 1998.
- 1.2 Local Government Employees (Excluding Brisbane City Council) Award – State 2003.
- 1.3 Engineering Award – State                      1. - Building Trades Public Sector Award – State

**PART 1: APPLICATION AND OPERATION****1. TITLE**

This Agreement shall be known as the Gympie Regional Council Certified Agreement 2012.

**2. PARTIES TO AGREEMENT**

The parties to this agreement are – Gympie Regional Council and its employees, and the following Unions:

Queensland Services, Industrial Union of Employees (**QSU**)

The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees (**APESMA**)

The Australian Workers' Union of Employees, Queensland (**AWUEQ**)

The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland (**CFMEU**)

United Voice, Industrial Union of Employees (**UV**)

Federated Engine Drivers' & Firemens' Association of Queensland, Union of Employees (**FEDFA**)

Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland (**AMWU**)

Transport Workers' Union of Australia, Union of Employees (Queensland Branch) (**TWU**)

Plumbers & Gasfitters Employees' Union Queensland, Union of Employees (**PGEU**)

**3. RELATIONSHIP TO PARENT AWARDS**

This Agreement shall be read and interpreted wholly in conjunction with the terms of the parent awards listed below as they stood as at the certification date of this Agreement. Provided that where there is any inconsistency between the expressed terms of this Agreement and the terms of the parent awards listed below as they stood as at the date of certification of this Agreement, the expressed terms of this Agreement shall take precedence to the extent of the inconsistency.

The parent awards include:

- a) Local Government Employees (excluding Brisbane City Council) Award – State 2003
- b) Engineering Award – State 2002
- c) Building Trades Public Sector Award – State 2002
- d) Queensland Local Government Officers Award 1998 [“Substitute State Award” given statutory effect by s768A of the Industrial Relations Act 1999]

To avoid doubt, should there be changes to the parent awards listed above, it is the intention of the parties that such changes shall not affect the terms of this Agreement. However the parties commit to discussing transitional arrangements for any subsequent certified agreement should there be changes to the parent awards listed above during the life of this Agreement.

#### **4. DATE AND PERIOD OF OPERATION**

This Agreement shall operate from 1 March 2012 until the 28 February 2015.

The parties undertake to commence discussions in relation to negotiations for a new Agreement six (6) months prior to the expiry date of this Agreement, with the aim to reach an in principle understanding on the content of any future agreement (1) month prior to the expiry date of this agreement.

#### **5. OBJECTIVES OF THE AGREEMENT**

This Agreement facilitates a workplace that is responsive to a changing environment. Management and employees can then anticipate and react to pressures from the community, business and government sectors. Accordingly it assists Council and its employees to maximize efficiency and effectiveness. This process will include the following elements:

- Provide greater flexibility in workplace practices and facilitate improved efficiency, productivity and quality of employment. Provide employees with rewards and recognition commensurate with these improvements through improved wages, conditions and employment security linked to the acquisition of new skills, technologies and knowledge.
- Commit to achieving continued productivity and efficiency improvements and establish performance indicators to ensure provision of a quality service to the community and the Council’s customers.
- Promote a harmonious and productive work environment through ongoing cooperation and consultation.
- Commit to maintaining a healthy and safe work environment.
- Focus on competitiveness to ensure the Council maintains a viable, effective and secure workforce.
- Promote job satisfaction by enabling employees to gain and utilize a broad range of skills and access relevant training programs in order that employees can achieve these objectives.
- The parties will be committed to co-operate with the terms of this Agreement to ensure its ongoing success.

#### **6. POSTING OF AGREEMENT**

A copy of this Agreement and the relevant Awards shall be made available in every work area and depot.

#### **7. JOINT CONSULTATIVE COMMITTEE**

Council and the unions, who are party to this agreement, agree to establish and maintain a Joint Consultative Committee. The purpose of the Joint Consultative Committee is to act as the primary consultation and industrial relations forum between management and unions concerning all employment and industrial matters at Council. Unions and management are committed to achieving improved and effective consultation in the workplace. The parties commit to the effective operation of the Joint Consultative Committee and will provide the necessary support for its effective operation.

#### **Structure and Composition**

The Joint Consultative Committee comprises representatives of Council, Union Officials and Union Delegates from the unions listed as parties to the agreement who represent employees. Upon the completion of negotiations for this

agreement the Joint Consultative Committee shall continue to meet six-monthly during the life of this agreement. The Joint Consultative Committee can also meet for additional meetings if required by either party.

## **8. PREVENTION AND SETTLEMENT OF GRIEVANCES AND DISPUTES**

The following procedures shall be adopted by the parties in circumstances where a dispute arises. In circumstances where Council's issues resolution or grievances procedures do not resolve the complaint, the parties may refer the matter to the QIRC or the appropriate regulatory body for conciliation and, where appropriate, arbitration. At all stages, employees are able to be represented by a Union representative or other representative of their choice.

Any disagreement between the parties as to the interpretation or implementation of this Agreement shall be subject to the following steps:-

### **At the workplace**

Despite any dispute in relation to the operation of this Agreement, work shall nevertheless continue in the usual manner whilst the following procedures are carried out, except where there is a genuine risk to health and safety. An employee must comply with any reasonable directive given by her/his manager to perform alternative work, either at the same or another workplace. Work must be appropriate for the employee to perform. Queensland work health and safety laws shall apply.

Where a bona fide work health and safety issue is involved, an employee shall not work in an unsafe environment. Where appropriate, the employee shall accept reassignment to alternative suitable duties or an alternative work environment whilst a resolution to the dispute is pending.

Any employee or employees with a grievance or complaint regarding any aspect of the employment will promptly raise the matter/s with the immediate supervisor, who will endeavour to resolve the matter as soon as possible. If the grievance or complaint is with the immediate Supervisor, the employee may take the grievance or complaint to the next level of management. The employee may request union and/or other representation.

If the matter is not resolved at this level, the employee/s shall discuss the matter/s at issue with the next level of management and the employee may request union and/or other representation.

Should the grievance remain unresolved, the matter should then be referred to the Chief Executive Officer and an authorised officer of the union or other representative of the employees choice who will attempt to facilitate a resolution.

The above process shall take place within 10 working days unless otherwise agreed.

If, after the above process, the matter remains unresolved, the dispute shall be referred to the Queensland Industrial Relations Commission (QIRC) or the appropriate regulatory body for conciliation, and if the matter remains unresolved, arbitration. The parties agree that any arbitrated decision by the QIRC will be binding on all parties to the dispute.

## **9. NO EXTRA CLAIMS**

Subject to the terms of this Clause, the parties will not pursue any extra claims for changes in relation to matters dealt with by this Agreement and/or awards read in conjunction with the Agreement during the life of the Agreement.

## **PART 2: HOURS OF WORK AND FLEXIBLE WORKING ARRANGEMENTS**

### **10. ARRANGEMENT OF HOURS**

#### **10.1 – Office Based Staff Hours of Duty**

Generally, office based staff will work a 9 day fortnight, with the arrangement of hours as follows:

8.00am	Commence Work
10 minute tea break	To be taken mid morning
57 minute lunch break	To be taken between 12 noon and 2.00pm
10 minute tea break	To be taken mid afternoon
5.00pm	Finish Work

Notwithstanding the above, the ordinary hours of duty for employees on this arrangement shall be in accordance with the ordinary span of hours as found in the Local Government Officers Award 1998. These hours being 36.25 per week or 7.25 hours per day inclusive of the hours between 6.00am and 6.00pm. This spread of hours is available to ensure flexibility in relation to the start and finish times so that each branch/work unit is able to set the employee's hours of work to meet their operational requirements and family responsibilities of those working in these areas of Council. All

decision to move the start and finish times will occur by mutual agreement between management and the employee/s concerned.

Management and employee/s, by mutual agreement, can provide further flexibility to the systematic start, breaks and finish times and work flows of the Council to assist with the work/life balance and operational needs of Council.

#### **10.1.1 - Days Off**

Each employee working the hours provided in clause 10.1 above shall be entitled to an accrued day off, without reduction in pay, each fortnight of employment. The day on which such accrued day is to be taken, shall be determined by mutual agreement between management and the employee concerned. Unless otherwise agreed, RDO's shall be taken on a Monday or a Friday. Where an RDO falls on a prescribed public holiday an alternative RDO shall be made available.

Provided that where an employee requests it, management may approve to allow the accrued RDO to fall on another day, (other than the rostered day) within the given fortnight, where special circumstances can be demonstrated by the employee.

By mutual agreement a scheduled RDO will be a:

- Normal RDO.
- RDO worked and paid at appropriate Award Rate.
- RDO worked and banked.

Employees agree to cooperate with Management to ensure that adequate staff are available at all times to meet operational requirements.

Employees are entitled to bank up to a maximum of the equivalent of ten (10) days in RDO's/accrued time (subject to three (3) days being used for Christmas Shutdown). Management agrees to keep a record of this information in hours and minutes to allow employees to take certain amounts of time off, once RDO's/accrued time is banked, in order to achieve a work/life balance. Any time taken off, from hours accumulated from banked RDO's/accrued time, will be by mutual agreement between management and the employee concerned. A reasonable amount of notice will be put forward by either party to ensure that the operational requirements of Council can be met; however, requests for time off will not be unreasonably withheld by management.

Employees may bank more than the maximum ten (10) days of accrued RDO's subject to approval from management.

#### **10.1.2 - Part Time Employment – Office Based Staff**

Part-time hours may range from one day per week to a maximum of full-time hours. The minimum hours per day are three (3) hours. At the time of engagement or when a full-time employee moves to part-time hours Gympie Regional Council and the employee will agree in writing on an initial systematic pattern of work relevant to the position. The agreed systematic pattern of work will cover:

- Weekly hours;
- Daily hours; and
- Days on which hours will be worked.

The initial systematic pattern of work may be varied in writing by mutual agreement on a permanent or temporary basis. The initial systematic pattern of work may be varied to cover planned absences, peak periods of business operations or through the availability of an employee to perform additional hours. Where the systematic pattern of work is mutually agreed to be varied to increase the hours of engagement, but the employee still remains on a part-time basis, then these increased hours will be paid at ordinary rates of pay. All hours worked above the revised systematic pattern of work will be paid at overtime rates as per the Award.

Temporary variations to the systematic pattern of work will not exceed more than three (3) months in duration at any one time in most circumstances. The exception to this is when the temporary variation is to cover planned absences and peak periods that are known to be more than three (3) months at the time the variation is agreed to. Variations to the systematic pattern of work not involving additional hours will be by mutual agreement with, as far as practicable, no less than one weeks notice prior to the commencement of the revised systematic pattern of work. Where a request is made for an employee to work additional hours, to cover unplanned absences or peak periods/planned absences, with less than one weeks notice, the additional hours beyond the agreed systematic pattern of work will be paid at overtime rates as per the Award. A part-time employee will be paid overtime for hours worked as directed or authorised by the manager:

- Outside the normal span of hours (6am to 6pm) ; or
- All time worked in excess of the hours mutually agreed in the systematic pattern of work.

Overtime will not be performed without prior approval and agreement. At the employees request TOIL (time off in lieu of overtime) may be used by part-time employees in accordance with Clause 12 of this agreement.

## **10.2 - Field Based Staff Hours of Duty**

Generally, field based staff will work a 9 day fortnight, with the arrangement of hours as follows:

6.30am	Commence Work
20 minute tea break	To be taken mid morning
60 minute lunch break	To be taken between 12 noon and 1.00pm
4.00pm	Finish Work

The ordinary hours for employees working the hours stated above shall be 76 hours per fortnight. The additional 30 minutes worked each fortnight will be added to accrued time and used towards Christmas shutdown or other mutually agreed time.

Notwithstanding the above, the ordinary hours of duty for employees on this arrangement shall be in accordance with the ordinary span of hours as found in the Local Government Employees (Excluding Brisbane City Council) Award – State 2003, these hours being 38 per week or 7.6 hours per day inclusive of the hours between 6.00am and 6.00pm.

This spread of hours is available to ensure flexibility in relation to the start and finish times so that each branch/work unit is able to set the employee's hours of work to meet their operational requirements and family responsibilities of those working in these areas of Council. All decisions to move the start and finish times will occur by mutual agreement between management and the employee/s concerned.

Management and employee/s, by mutual agreement, can provide further flexibility to the systematic start, breaks and finish times and work flows of the Council to assist with the work/life balance and operational needs of Council.

### **10.2.1 - Days Off**

Each employee working the hours provided in clause 10.2 above shall be entitled to an accrued day off, without reduction in pay, each fortnight of employment. The day on which such accrued day is to be taken, shall be determined by mutual agreement between management and the employee concerned.

Where an RDO falls on a prescribed public holiday an alternative RDO shall be made available.

Provided that where an employee requests it, management may approve to allow the accrued RDO to fall on another day, (other than the rostered day) within the given fortnight, where special circumstances can be demonstrated by the employee.

In general, normal RDO's will be taken as per the employees preference. Any advanced notice of changes should normally be within seven (7) days notice with a minimum of three (3) working days notice, or by mutual agreement.

By mutual agreement a scheduled RDO will be a:

- Normal RDO.
- RDO worked and paid at appropriate Award Rate.
- RDO worked and banked.

Employees agree to cooperate with Management to ensure that adequate staff are available at all times to meet operational requirements.

In respect of the above any staff member desiring to take the allotted day for pre- arranged appointments/arrangements may still do so.

On contract jobs or jobs where progress is critical, RDO's worked should be banked, to be taken after the completion of the project, by mutual agreement and dependent on operational requirements.

Employees are entitled to bank up to a maximum of the equivalent of ten (10) days in RDO's/acrued time (subject to three (3) days being used for Christmas Shutdown). Management agrees to keep a record of this information in hours and minutes to allow employees to take certain amounts of time off, once RDO's/acrued time is banked, in order to achieve a work/life balance. Any time taken off, from hours accumulated from banked RDO's/acrued time, will be by mutual agreement between management and the employee concerned. A reasonable amount of notice will be put forward by either party to ensure that the operational requirements of Council can be met, however, requests for time off will not be unreasonably withheld by management.

Employees may bank more than the maximum ten (10) days of accrued RDO's subject to approval from management.

### **10.2.2 - RDO'S Reserved for Wet Weather**

Employees who work outdoors may be requested to take two (2) RDOs on wet days during the calendar year and supervisors make arrangements before the end of the year to provide two extra work days to compensate.

That is, the General Managers arrange that two (2) wet days are taken as RDOs and recorded. Employees will have to make them up later in the drier part of the year and will have minus two days showing on their pay slips until the days are made up. By mutual agreement however employees can use two accumulated days in lieu of the extra work days.

Note that employees who depart Council's employ prior to working the two exchange RDOs will have the value deducted from their severance entitlements.

Wherever possible:

- wet days are to be used for staff training or other activities.
- prior notification of wet day RDO's will be given to staff.

### **10.2.3 - Travel**

When an employee is required to travel between the depot and the job, and return, outside an employee's ordinary hours then that employee is to be paid for this time at time and a quarter, (Monday to Friday). Travel on weekends and public holidays is to be paid at the appropriate penalty rates.

## **11. FLEXIBLE WORKING ARRANGEMENTS**

### **11.1 - Flexibility**

Staff agree to continue, wherever possible, with the flexible and co-operative work arrangements which have assisted Council in undertaking projects, completing deadlines and coping with extra-ordinary situations.

### **11.2 - Flexible Working Hours**

Individual employees wishing to work flexible working hours should initially make application through their relevant Director/Manager. This may include but not be limited to job sharing, part time study leave arrangements and flexible work hours. If approval is not received the applicant is able to request the Chief Executive Officer to review the request and decision made.

### **11.3 - Transition to Retirement**

Transition to Retirement may be available to those employees considering full time retirement from the work force and who may consider a transition period to retirement.

This is in recognition of the need to facilitate the transfer of corporate knowledge, skills and provide guidance and mentoring to other employees prior to retirement, for the mutual benefit of the employee and Council.

Any such arrangements between Council and the employee will be documented in writing confirming the agreed pattern of work required, which may include (as applicable,) weeks to be worked over the period , minimum ordinary hours per week, the days on which the work is to be performed and daily starting and finishing times.

These arrangements may be varied by mutual agreement between the employee and Council and any agreed amendments documented.

## **12. T.O.I.L.**

In situations where an employee wishes to take time off without pay during ordinary working hours the employee may, with the mutual consent of their manager, make-up such time by working outside of ordinary hours equivalent to the agreed time taken off without pay. The relevant time would then be paid at ordinary time rates.

In situations where employees are required to work outside of ordinary working hours, the employee may, with the mutual consent of their manager, take time off during ordinary working hours without loss of pay. The time off in lieu in all instances is to equal the period of time actually worked outside of normal hours, and shall be taken within an agreed period, having regard to the operational requirements of the workplace.

All such arrangements shall be documented on time sheets.

An arrangement for the regular taking off of time in lieu will only be agreed to where it is in the Council's or public interest.

Application of this flexibility will not prejudice other employees from their award overtime entitlements and conditions.

### **12.1 - Payment of Banked Time**

Subject to the mutual agreement of both parties, payment can be made for banked time in lieu of taking the time off, if the accumulated time is in excess of two days and payment is at ordinary time pay rates.

## **13. CHRISTMAS SHUTDOWN**

Council's administration centres will not be open to the public between Christmas Day and New Years Day, and staff who do not work over this period may take the days from their accrued leave or accrued time / RDOs.

For field operations, works will shut down for a period at Christmas and Easter each year. Staff not required to work during these periods will generally be required to take 9 days from their accrued leave at Christmas and 3 days from their accrued leave at Easter. Subject to operational requirements, consideration will be given to those who wish to accumulate personal leave.

## **PART 3: ALLOWANCES**

### **14. ALLOWANCES – ENGINEERING AWARD.**

The rates of pay contained within this agreement for staff employed under the Engineering Award – State 2002 cover all allowances contained within the Award, with the following exceptions:-

- Early Start Allowance (penalty)
- Leading Hand Allowance
- Meal Penalty
- On-Call Allowance
- Shift Allowance
- First Aid Allowance
- Travel Allowance
- Work in the Rain Penalty
- Live Sewer Work Allowance

Allowances paid to employees covered by this Agreement shall increase in accordance with clause 16.6 of this Agreement.

### **15. MIXED FUNCTIONS/HIGHER DUTIES**

The Parties agree that in the case of employees covered by the Local Government Officers Award, subject to prior approval by a Director/Manager, or in the case of employees covered by other Awards listed at Clause 3 of this Agreement, and engaged in field operations, approval by the person in charge of the work site:-

an employee primarily engaged on duties of a higher level for a total of more than 4 hours on any day shall be paid the rate applicable to such higher level for the entire day.

Periods of 4 hours or less on any day shall be paid the rate applicable to such higher level for 4 hours.

Employees engaged under the Local Government Employees Award who perform a duty on a regular basis that is of a higher classification rate he/she shall be reclassified to the higher classification.

Regular basis is defined as working greater than fifty percent (50%) of their working time in the previous year at the higher rate, however it does not prevent Council from reclassifying an employee at any time.

## **16. STANDBY FOR EMERGENCY WORK**

An employer may require an employee to stand-by, or to perform emergency work outside of the ordinary working hours.

### **16.1 – Stand-By Allowance**

The Parties agree that employees required to be on stand-by will be placed on a weekly roster, and that the rate for “On Call Allowance” for all Council staff will be \$17.50/day Monday to Saturday and that Sunday and Public Holidays be paid in accordance with the Local Government Employees (excluding Brisbane City Council) Award – State 2003.

Where employees are required to be on stand-by on a public holiday, or any day appointed under the Holidays Act 1983 to be kept in place of any such holiday, which is a normal working day, they shall be entitled to payment for the public holiday in addition to any payment under this sub-clause.

### **16.2 - Emergency Work from home**

Employees on stand-by may be required to perform emergency work which does not require the employee to perform a call out as the work required can be completed from home.

Emergency work performed from home shall be paid at double time from the time the work commences until the time the work is completed. The total of the payment received in these circumstances shall not be less than two hour’s salary at ordinary time rates. This provision does not apply to Executive Officers.

### **16.3 - Emergency Work**

Any other call-out while on stand-by will be paid in accordance with the relevant Award.

### **16.4 – Meal Allowance**

The Parties agree that the payment for a meal allowance prescribed within the Parent Awards listed in Clause 3 of this Agreement will be \$15.00.

### **16.5 - Leading Hand Allowance**

The Parties agree that the payment for Leading Hand allowance as prescribed within the Local Government Employees (Excluding Brisbane City Council) Award State 2003 will be \$10.00 per day.

### **16.6 - Allowance Increases**

Relevant allowances contained within the Parent Awards listed in Clause 3 of this Agreement and including those allowances referred to within this Agreement, will be adjusted throughout the life of this Agreement in line with percentage increases in accordance with Clause 38 of this Agreement.

## **PART 4: LEAVE**

### **17. ANNUAL LEAVE**

#### **17.1 - Annual Leave Taken In Advance**

- (a) The parties agree that annual leave may be taken wholly or partly in advance on a pro rata accrual basis before the employee has become entitled to annual leave.
- (b) An employee who has taken in advance part of the annual leave that would be due at the end of a year of employment, becomes entitled at the end of that year of employment to the part of the annual leave not already taken.
- (c) Annual leave entitlements shall be recorded in hours and minutes.

### **18. BEREAVEMENT LEAVE**

Bereavement leave entitlements shall be in accordance with the Queensland Local Government Officers Award 1998 State, subject to the following amendments:

- Employees shall be entitled to three (3) days paid bereavement leave
- Employees shall be entitled to access personal leave entitlements for any reasonable additional time required.

## **19. PERSONAL LEAVE**

The parties agree that the provisions contained within Clause 24.6 of the Queensland Local Government Officers Award 1998 in relation to Personal Leave shall apply equally to all employees.

## **20. LONG SERVICE LEAVE**

The Parties agree that Long Service Leave Entitlements provided by the Local Government Officers Award 1998 are to be applied equally to all employees of Council from 15 March 2008, but is not to apply retrospectively to entitlements for service before that time.

Additionally, the parties agree that following the first seven (7) years of service, all employees of Council are entitled to take the accruing Long Service Leave on an annual pro-rata basis.

Long Service Leave may be accessed for periods of less than two weeks.

## **21. LEAVE AT HALF PAY**

Staff may apply to access Annual Leave and Long Service Leave on half pay. Each application will be assessed on an individual basis and approval is at the Chief Executive Officer's discretion.

## **22. MILITARY SERVICE LEAVE**

Each employee is responsible for giving at least four weeks notice of proposed military service absence. Gympie Regional Council will grant unpaid leave, to any employee who is required to attend a military camp, exercise or deployment. Should the Service pay received be less than the employee's ordinary rate of council remuneration for the same period of ordinary time, council will pay the difference between the two.

## **23. PARENTAL LEAVE**

### **23.1 – Paid Maternity Leave**

In addition to all award entitlements and any statutory parental leave scheme that may be introduced and funded by the Commonwealth or Queensland Governments, employees with up to five (5) years service with Gympie Regional Council shall be entitled to paid maternity leave of four (4) weeks or eight (8) weeks on half pay. Those employees with more than five (5) years service with Gympie Regional Council shall be entitled to paid maternity leave of six (6) weeks or twelve (12) weeks on half pay. Provided however that part-time employees shall be entitled to payment on a pro-rata basis commensurate with their normal hours worked.

Entitlement will become available after twelve (12) months continuous service and there will be a maximum entitlement of fifty-two (52) weeks maternity leave whether paid or unpaid.

### **23.2 – Paid Paternity Leave**

Employees (excluding casuals) with twelve (12) months continuous service with Gympie Regional Council shall be entitled to one (1) week paid paternity leave at the time of the birth or adoption of a child. Approval is subject to the production of satisfactory evidence.

### **23.3 – Access to Sick Leave**

In addition, an employee entitled to Maternity Leave under the Industrial Relations Act 1999 or a parent award shall be entitled to payment for such purpose provided the employee has accumulated an amount of sick leave credit of an amount sufficient to cover the period of payment and the employee agrees in writing to deduct the period of such leave and the payment for it from the employee's sick leave credit, provided that all other accrued leave has been exhausted, and a minimum balance of two (2) weeks credit is to be maintained.

## **24. SICK LEAVE**

The Parties agree that sick leave entitlements should be standardised across all Awards covering all Council employees. To this end the following conditions shall be applied:-

1. Accrual of sick leave entitlements is not to be limited by any maximum number of weeks.
2. Allocation of sick leave is to be fifteen (15) days per year per employee (108.75 hours for those employees working 36.25 hours per week, and 114.00 hours for those employees working 38 hours per week), to be accumulated on a pro-rata basis.

3. Sick Leave taken is to be deducted as per the relevant Award, ie. the normal hours that would have been worked.
4. Provision for payout of 25% of accumulated sick leave entitlements on termination of employment, provided the employee has completed a minimum employment period of five (5) years.
5. Provision for payout of 100% of accumulated sick leave entitlements on death of employee, provided the employee has completed a minimum employment period of five (5) years.
6. Accrual of sick leave entitlements for the purpose of Clauses 3 and 4 is deemed to have commenced as follows:-
  - For those employees employed by the former Cooloola Shire Council from the date of employment with either Cooloola Shire Council or the predecessor Councils of Cooloola Shire Council.
  - For all other employees, from 15 March 2008 or the date of employment with Gympie Regional Council, whichever is the later.
7. The minimum employment period for the purposes of Clauses 3 and 4 is deemed to have commenced as follows:
  - For those employees employed by the former Cooloola Shire Council from the date of employment with either Cooloola Shire Council or the predecessor Councils of Cooloola Shire Council.
  - For those employees employed by the former Kilkivan Shire Council, from the date of employment with Kilkivan Shire Council.
  - For those employees employed by the former Tiaro Shire Council, from the date of employment with Tiaro Shire Council.
  - For all other employees, from the date of employment with Gympie Regional Council.
8. Payout of sick leave entitlements will not be available to employees terminated in accordance with approved disciplinary procedures.
9. The provision of payout of sick leave on termination is to be reviewed on expiry of this Agreement.
10. Employees may elect to transfer the full amount of sick leave, or be paid out for 25% of their accrued sick leave, and transfer 25% less sick leave if transferring to another Local Government.
11. Employees on long term Workers Compensation can apply in writing to the Chief Executive Officer to request access to accrued sick leave entitlements to "top up" Workers Compensation payments which have reduced in line with statutory requirements. The outcome is to be at the Chief Executive Officers discretion.
12. The Parties agree that the provisions of the Local Government Officers Award 1998 in relation to illness while absent on Annual Leave and Long Service Leave shall be applied equally to all employees of Council.

#### **24.1 - Absenteeism Management**

Both parties recognize that absenteeism constitutes a significant industrial relations issue and cost overhead, and will collaborate on reducing its incidence and agree to a range of initiatives to examine trends and causes. If the results of a Director's/General Manager's/Manager's attendance investigation show unsatisfactory attendance and reasons for absence, then the following actions should be taken:

- Formally notify the employee of a forthcoming interview between the responsible employee or their nominated delegate, in the presence of their supervisor and notify the employee they may have a Union representative present if that employee so requests.
- If the discussion in respect to the absences does not provide satisfactory reason for the absences, then a letter is to be sent to the employee, stating management's assessment and the intended procedure to be followed in future. The employee shall be entitled to have access to their staff file.
- If the unsatisfactory attendance continues the Manager has the discretion to require the employee to provide:
  - a medical certificate for each occasion that sick leave is claimed.
  - details from their medical practitioner outlining the employee's continuing fitness for work.

The results of the above information should be recorded for future reference. Such information shall remain confidential between Council and the employee concerned and union officials if appropriate, unless required by law.

#### **24.2 - Workers Compensation**

Employees on long term Workers Compensation can apply in writing to the Chief Executive Officer to request access to accrued sick leave entitlements to "top up" Workers Compensation payments which have reduced in line with statutory requirements. The outcome is to be at the Chief Executive Officers discretion.

#### **25. NATURAL DISASTER LEAVE**

Special natural disaster leave is available to staff under the following conditions and/or circumstances upon the declaration of a disaster situation:

1. Where due to such disaster an employee is prevented from travelling from their place of residence to their usual place of employment on account that it would threaten the safety of the employee if they were to attempt to attend for work by either their usual, or some other reasonably available means of transport; and
2. It is not reasonable for the employee to attend for duty at another Council depot or office; and
3. They have advised, or as soon as reasonably practicable, have advised their supervisor of the circumstances; or
4. Where the employee has a genuine domestic necessity that requires them to either remain at or return to their home; to prepare, protect or remove belongings etc from a personal dwelling or place of residence that may reasonably be affected by the disaster; or to another residence or premises to protect the safety of the employees immediate family on account of such disaster; or
5. Where the employee must leave work early due to the likelihood that their normal mode of transport from work will likely be discontinued due to such disaster; or
6. To make or organise temporary repairs, or to clean up etc the employees personal dwelling that has been directly damaged as a result of such disaster; and
7. They have advised, or as soon as reasonably practicable have advised, their supervisor of the circumstances.

An employee whose circumstances are defined by this clause shall be allowed up to five (5) days paid special natural disaster leave per calendar year (non cumulative), with access to a maximum of 3 days leave per declared disaster situation.

Special natural disaster leave is separate to all other paid leave entitlements and as such will not be deducted from annual leave, personal leave or any other paid leave entitlements available to eligible employees.

Council may consider additional paid special natural disaster leave beyond the scope of this clause under exceptional circumstances. Approval of such 'additional leave' is subject to the discretion and approval of the CEO and will be considered on a case by case basis.

Employees who are members of voluntary emergency services and who due to a natural disaster attend to the community shall upon request be granted unpaid leave subject to the discretion of the CEO. Granting of such leave will be dependant on the operational capacity of Council to grant such leave, however shall not be unreasonably withheld.

## Definitions

*Declaration of a disaster situation*: shall have the same meaning in this clause as that referred to under section 64 of the *Disaster Management Act 2003*.

*Immediate family*: Includes the employee's spouse, child, ex-nuptial child, stepchild, adopted child, ex-foster child, parent, grandparent, grandchild or sibling of the employee or employee's spouse.

## PART 5: WORKPLACE SECURITY

### 26. EMPLOYMENT SECURITY

Council recognises that employees value secure employment, safe working conditions and competitive pay and conditions. Employees and their unions recognise that Council must operate within the community expectations as determined by their elected councillors, State laws, available funds and budgeted priorities, and the terms of this Agreement. The parties agree that the best way to secure employment in Council is for managers and employees to deliver the services and infrastructure required by the community and other levels of government as efficiently and effectively as possible.

The parties agree the use of indirect employment arrangements such as contractors, labour hire agencies and casual labour, are not the preferred method of delivery of services and would only be used in circumstances such as:

- If there are no other suitably qualified employees available in the short term.
- If there is a bona fide emergency or urgent work requirement.
- If the skills required cannot be obtained internally in the short term.
- Managing peaks in the workload.

Council may use contractors where the work volume is beyond the capacity of Council and only when all staff, plant and material resources have been considered. Contractors may also be used where the type of work or specialization required is beyond the capacity of Council resources or existing staff.

Any use of sub-contractors is to be on the understanding that there is to be no loss of employment opportunities for existing permanent employees.

Where contractors are engaged to carry out work that would be covered by this agreement they will be required to acknowledge, prior to engagement, that they will comply with the relevant Award provisions applying to any employee engaged on such works.

#### 26.1 – Conversion of Casual or Maximum Term Employees

A casual or maximum-term employee (excluding contractors) working on a systematic and regular basis for a minimum period of twelve months may apply in writing to convert their casual or maximum-term status to permanent full-time or part-time depending on the average hours worked over the preceding twelve months.

Council will take into account the following factors:

- (a) Business needs specific to work areas;
- (b) Regularity of hours and length of employment;
- (c) Likelihood of ongoing funding available for the position; and
- (d) Legislative requirements pertinent to particular business areas.

Conversion would not occur if the maximum-term appointment was in relation to specific projects.

#### 26.2 - Shared Services

Council will endeavour to maintain its permanent workforce during the term of this Agreement through the employment of permanent full-time and permanent part-time local government employees.

While it is not currently Council's intention to engage in any shared resource, joint enterprise or shared service company arrangements, Council reserves the right to make a determination regarding such arrangements. In the event that Council does determine to engage in such an arrangement the notification and consultation processes set out in Clause 27 – *Organisation/Workplace Change Consultation Process* will occur following such decision and prior to any implementation of such arrangements.

## PART 6: WORKPLACE CHANGE

## **27. ORGANISATION/WORKPLACE CHANGE CONSULTATION PROCESS**

Where Council has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, Council shall notify the employees who may be affected by the proposed changes and, where relevant, their Union or Unions.

“Significant effects” include termination of employment, major changes in the composition, operation or size of Councils’ workforce or in the skills required; the elimination or diminishing of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs provided that where the Award makes provision for alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

Council shall discuss with the employees affected and, where relevant, their Union or Unions, the introduction of the changes referred to in this clause the effects the changes are likely to have on employees, measures to avert or mitigate the adverse effects of such changes on employees and shall give consideration to matters raised by the employees and/or the relevant Union or Unions in relation to the changes.

The discussions shall commence as early as practicable after a definite decision has been made by Council to make the changes

For the purposes of such discussion, Council shall provide in writing to the employees concerned and, where relevant, their Union or Unions all relevant information about the changes including the nature of the changes proposed; the expected effects of the changes on employees and any other matters likely to effect employees provided that Council shall not be required to disclose confidential information the disclosure of which would be inimical to Council’s interests.

During this period, Council will assess whether there will be redundancies, and if so, any redeployment options as a result of the workplace change.

## **28. REDUNDANCY\**

The parties agree that, for the life of this agreement, the following redundancy provisions will apply:

- Notice in accordance with the relevant Award.
- Two (2) weeks (2.5 weeks for employees over 50 years of age) pay for each year of service or part thereof plus a 13 week incentive payment if an offer of redundancy is accepted within two (2) weeks of it being offered.
- All relevant accrued entitlements as at the date of termination.
- Time off for job search.
- \$350 Financial Planning costs.
- The above conditions apply regardless of whether the employee obtains employment external to Council within the Notice period.

### **28.1 - Redeployment and Retraining**

Where employee positions are declared redundant, Council shall endeavour to find suitable alternative employment within Council for all such employees. All such employees shall be individually interviewed to determine what options may exist for their retraining with Council.

Where suitable alternative employment is found for an employee at a classification with a lower rate of pay, and the employee agrees to accept such redeployment, the employee shall continue to receive, as a minimum for all work performed, the actual rate of pay for the classification held at the time of transfer.

Employees who are transferred to other positions will be eligible for redundancy benefits should they, or Council, find that within six months the alternative position is unsatisfactory.

## **29. RELOCATION – GOOMERI DEPOT**

The parties agree that from 28 February 2014, staff based at the Goomeri Depot will, with the exception of the town maintenance officer, start and finish at the Kilkivan Depot.

### **29.1 - Fixed Work Locations and Travelling Allowance Compensation**

When a fixed work location is established, and a transferred employee is required to travel an extra distance of 10 km or more in excess of the previous travelling distance from their place of residence to their previous workplace location,

traveling expenses will be paid to the transferred employee in accordance with ATO guidelines for a period of 6 months from the date of the relocation.

### **30. TRANSMISSION OF BUSINESS**

The parties agree that the transmission of business provisions provided by the Local Government Officers Award 1998, are to be applied equally to all employees of Council with the following addition:

- Council shall include as part of tender specifications, and within the contractual arrangements with the Transmitttee, the obligation for the Transmitttee to apply terms and conditions of employment, including the employer contributions to superannuation, that are no less favourable than those which applied to each transmitted employee at the Council immediately prior to the transmission of business occurring for a period equal to the remainder of the term of this agreement.

## **PART 7: WORKPLACE PRACTICES**

### **31. POSITIVE EMPLOYMENT RELATIONS**

Council supports employees' rights to join and maintain financial membership of an organisation that has the right to represent the industrial interests of the employees.

Council also acknowledges that an employee who is eligible to become a member of an industrial association, may become or remain a member of the association without fear of discrimination.

Union Industrial Officers, Union Delegates & Employee Representatives

Council acknowledges that Union Industrial Officers, employee delegates and employee representatives have a continuing role to play in the improvement of the workplace. The existence of accredited Union delegates is supported and Council will not hinder accredited delegates in the reasonable and responsible performances of their duties.

Union delegates will have access to Council email system, telephones, printers and photocopiers in accordance with Council Policies, Code of Conduct and guidelines that can be considered to be reasonable and cost effective to Council. Accredited delegates shall have access to Council communication systems to communicate with staff.

Where information is to be disseminated to all staff, or to a group of staff that may include non-union members, the message must be approved by the Chief Executive Officer before dissemination. Such approval shall not be unreasonably withheld. When approved by the Chief Executive Officer, Council's email system may be used.

Information that is more specific and generally intended only for union members does not need approval by the Chief Executive Officer before dissemination. Such information may be put by delegates on notice boards. Council's email system may be used for circulating messages in these instances, on a selective basis to union members only.

#### **31.1 - Payroll Deduction of Union subscriptions.**

Where employees request, payroll deduction of union subscriptions will be allowed from Council's payroll system for the life of this agreement.

#### **31.2 - Right of Entry and Access for Union Officials**

The parties agree that the provisions contained within the Local Government Employees (excluding Brisbane City Council) Award - State in relation to Right of Entry for Union Officials shall apply equally to all Unions party to this agreement.

#### **31.3 - Trade Union Training Leave**

The parties agree that the provisions contained within the Local Government Employees (excluding Brisbane City Council) Award - State in relation to Trade Union Training Leave shall apply equally to all employees.

### **32. TRAINING AND CAREER DEVELOPMENT**

The parties to this Agreement recognise that, in order to increase the long term sustainability, efficiency, and competitiveness of Council a strong and sustained commitment to training and skill development is required on both an individual and Council wide basis.

Accordingly, the parties commit themselves to optimizing the capability, performance and career development options for employees.

The parties agree with respect to the training and career path development of employees, that each permanent employee will have access to learning processes and resources through a mutually agreed career development plan.

The career development plan will consist of a set of prioritised learning opportunities which should be reviewed annually and will be based both upon the following

- (a) Individual employees desired Council career path
- (b) The current and future skill requirements of Council;
- (c) The size, structure and nature of the long term strategic operational plans of Council;
- (d) The need to develop vocational skills relevant to Council long term operational needs through both industry courses and courses conducted by accredited educational institutions and providers

Individual development plans should seek to professionally develop employees so that they can satisfy key position accountabilities and improve career development prospects, with a view to providing Council with a highly skilled workforce, armed with the necessary skills to meet the future service and operational requirements.

### **32.1 - Technology Competency**

Council will commit to provide, and staff will commit to undertake technology competency training in preparation for future work practices involving new technologies.

### **32.2 - Recruitment and Selection**

The parties acknowledge that job security and career development is important and assists in ensuring workforce stability, cohesion, depth of knowledge and motivation. Council will make all meaningful attempts to 'promote from within', building on the current knowledge base within Council whilst offering developmental opportunities for employees. Where Council considers there to be a sufficient suitably qualified applicant pool internally, Council will call positions internally in the first instance. Where Council considers there is an insufficient suitably qualified applicant pool internally, then Council will call positions simultaneously internally and externally. Any internal applications for any positions advertised simultaneously will be considered first.

Selection shall be made based on merit in all cases. Council will make all meaningful attempts to advertise positions on notice boards and electronically for all internally advertised positions.

## **33. STAFF DEVELOPMENT**

All employees agree to undertake an annual performance appraisal which will include an individual training assessment for each employee.

The parties agree that performance appraisal training will be provided for supervisors and employees.

### **33.1 - Classification / Reclassification**

Classification / Reclassification for salaried Officers positions shall be in accordance with the full provisions of the Queensland Local Government Officers Award 1998, subject to the following additions:

- A Position Description shall be designed for every position and verified by the individual occupant of the position and the Director or delegated Manager.
- Copies of the current Position Description shall be in the possession of the incumbent employee and the Manager Human Resources.
- The Position Description shall be reviewed annually in the staff appraisal process and, in the event of any significant changes becoming necessary to the Position Description the classification of the position shall be reviewed in accordance with the Council's position classification review procedures.
- Applications for reclassification of positions will be considered on an annual basis. Employees may submit Requests for Reclassification by March 1 each year for consideration, and Council will provide a written decision within 8 weeks of this date. While Requests for Reclassification may be submitted at any time, unless exceptional circumstances exist (such as substantial change or restructuring of the position), consideration of the request will not occur until the next round of the reclassifications cycle.
- Reclassifications are based on the evaluation of the duties, responsibilities and skills required to perform the requirements of the role, and not necessarily the capabilities of the person filling the position. Generally a position may be reviewed for reclassification if the duties, responsibilities and/or skills required to perform the role have increased, require greater complexity or have significantly changed.
- An employee may dispute the classification determined by council. Any disputes that are initiated regarding classification shall be dealt with in accordance with Clause 8 (Prevention and Settlement of Grievances and Disputes) of this agreement.
- An employee may request a nominated representative to represent them throughout the process outlined in the clause above.

### **34. AUTOMATIC PROGRESSION FROM CLASSIFICATION LEVEL 1 to 2**

Any salaried staff officer classified at Level 1 who has successfully completed six (6) years service with Council at Level 1 will automatically progress to Level 2. All normal increments will be available to the officer from level 2.1 to Level 2.4.

### **35. EMPLOYMENT OF TRAINEES AND APPRENTICES**

Council will continue to offer traineeships and apprenticeships, and is committed to the following principles:

exploring ways to maximise training opportunities for young people to enter Council's workforce  
pursue partnering opportunities with other organisations and group schemes  
implement employment arrangements and conditions which facilitate the achievement of these objectives.

### **36. CLASSIFICATION LEVEL – LOCAL GOVERNMENT EMPLOYEES AWARD**

The entry level classification for full time, permanent field staff will be Level 3.

### **37. WORKPLACE HEALTH & WELFARE (VACCINATIONS)**

To help provide employees with a safe and healthy work environment Council will provide the following vaccinations at no cost to employees.

Hepatitis A	}	Offered to employees at risk
Hepatitis B		
Q-Fever		
Influenza	}	Offered to all employees
Tetanus		

## **PART 8: WORKPLACE BENEFITS**

### **38. WORK CLOTHING**

Council will commit to providing work clothing to the following values per financial year to be adjusted annually by the Consumer Price Index (CPI) derived from the Australian Bureau of Statistics (ABS) series of Consumer Price Index (CPI) figures for the preceding year ending March quarter:

- For field staff, an annual allocation of five (5) garments plus jackets, hats and belts etc as required.
- For administrative staff an annual allocation of \$385.06 per employee.
- For newly appointed employees \$534.68 in their first year of service and an adjusted pro rata amount for the remainder of the financial year in their second year of service.
- Work boots up to \$132.02 per annum or as required (inc GST).
- Allocations for other than full-time permanent staff will be in accordance with Council's Uniform and Personal Appearance Guidelines.

### **39. REMUNERATION**

- The following wage increases will be paid throughout the life of the Agreement:
- From the commencement of the first pay period in July 2012, employees will receive a wage increase of 3.75% or \$40.00 per week or Consumer Price Index (CPI) derived from the Australian Bureau of Statistics (ABS) series of Consumer Price Index figures (Brisbane all groups) for the preceding year ending the March quarter (whichever is the greater), plus an increase in the employer superannuation contribution of 0.25%,
- From the commencement of the first pay period in July 2013, employees will receive a wage increase of 3.75% or \$40.00 per week or Consumer Price Index (CPI) derived from the Australian Bureau of Statistics (ABS) series of Consumer Price Index figures (Brisbane all groups), for the preceding year ending the March quarter (whichever is the greater),
- From the commencement of the first pay period in July 2014, employees will receive a wage increase of 3.8% or \$40.00 per week or Consumer Price Index (CPI) derived from the Australian Bureau of Statistics

(ABS) series of Consumer Price Index figures (Brisbane all groups), for the preceding year ending the March quarter (whichever is the greater),

A wages schedule is attached at Appendix 1 (subject to CPI variance).

#### 40. SALARY SACRIFICE

- Employees may elect to take their salary by means other than money by way of a salary sacrifice arrangement. The CEO, on behalf of Council, and an employee, may agree in writing, that the employee can sacrifice a part of their salary to benefits agreed between the parties, including superannuation.
- The salary of the employee for the purpose of any allowances or payments which are directly related to the employee's salary shall be the pre-salary sacrifice rate of pay, that is, the salary set out in Clause 35 as subsequently increased in accordance with this agreement.
- The Council encourages the employees to seek independent financial advice prior to entering into any salary sacrifice arrangements.
- All salary sacrifice agreements will be subject to any Federal taxation laws and rulings affecting salary sacrifice arrangements that may be introduced or amended from time to time, and (in the case of superannuation) to the requirements of the Local Government Superannuation Scheme.
- The costs of any outgoings that might be incurred by the Council in a salary sacrifice or salary-packaging arrangement shall be borne by the employee.

#### PART 9: SIGNATORIES

##### SIGNATORIES

Signed for and on behalf of **Gympie Regional Council**..... Bernard Smith  
In the presence of ..... Sherry Lowe

Signed for and on behalf of the Queensland Services, Industrial Union of Employees ..... Katherine Nelson  
In the presence of:..... Neil Henderson

Signed for and on behalf of The Association of Professional Engineers,  
Scientists and Managers, Australia, Queensland Branch, Union of Employees ..... Michelle Rae  
In the presence of:..... David Pullen

Signed for and on behalf of The Australian Workers' Union of Employees, Queensland ..... William Ludwig  
In the presence of:..... Stacey Lee Schinnerl

Signed for and on behalf of The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland ..... Michael Ravbar  
In the presence of:..... Kathleen Nettleton

Signed for and on behalf of the Federated Engine Drivers' and Firemens'  
Association of Queensland, Union of Employees ..... Michael Ravbar  
In the presence of:..... Kathleen Nettleton

Signed for and on behalf of United Voice, Industrial Union of Employees, Queensland ..... Troy Burton  
In the presence of:..... Melanie Little

Signed for and on behalf of the Automotive, Metals, Engineering,  
Printing and Kindred Industries Industrial Union of Employees, Queensland ..... Rohan Webb  
In the presence of:..... Lisa Butler

Signed for and on behalf of the Transport Workers' Union of Employees  
(Queensland Branch) ..... Peter Biagini  
In the presence of:..... Margarita Cerrato

Signed for and on behalf of the Plumbers & Gasfitters Employees' Union Queensland,  
Union of Employees ..... Bradley O'Carroll  
In the presence of:..... Karen Roberts

**PART 10: APPENDIX 1 – Schedule of Wages (Subject to CPI Variance)**  
 - Local Government Officers Award 1998.

Upon certification of this Agreement all wages payable pursuant to the *Gympie Regional Council Certified Agreement 2009 (CA/2009/38)* immediately prior to certification of this Agreement will continue to be paid, subject to the following increases from the dates stated herein:

Levels & Increments		Effective first pay in July		
		July 2012	July 2013	July 2014
		Weekly	Weekly	Weekly
Level 1	1.1	\$891.10	\$931.10	\$971.10
	1.2	\$904.50	\$944.50	\$984.50
	1.3	\$927.00	\$967.00	\$1,007.00
	1.4	\$948.90	\$988.90	\$1,028.90
	1.5	\$970.90	\$1,010.90	\$1,050.90
	1.6	\$989.90	\$1,029.90	\$1,069.90
Level 2	2.1	\$1,011.90	\$1,051.90	\$1,091.90
	2.2	\$1,033.90	\$1,073.90	\$1,114.71
	2.3	\$1,055.80	\$1,095.80	\$1,137.44
	2.4	\$1,077.70	\$1,118.11	\$1,160.60
Level 3	3.1	\$1,099.50	\$1,140.73	\$1,184.08
	3.2	\$1,121.95	\$1,164.03	\$1,208.26
	3.3	\$1,144.78	\$1,187.71	\$1,232.84
	3.4	\$1,167.40	\$1,211.17	\$1,257.20
Level 4	4.1	\$1,190.12	\$1,234.75	\$1,281.67
	4.2	\$1,212.84	\$1,258.32	\$1,306.14
	4.3	\$1,237.12	\$1,283.51	\$1,332.28
	4.4	\$1,264.40	\$1,311.82	\$1,361.67
Level 5	5.1	\$1,291.69	\$1,340.13	\$1,391.05
	5.2	\$1,319.60	\$1,369.08	\$1,421.11
	5.3	\$1,347.92	\$1,398.47	\$1,451.61
Level 6	6.1	\$1,395.33	\$1,447.66	\$1,502.67
	6.2	\$1,442.75	\$1,496.85	\$1,553.73
	6.3	\$1,490.16	\$1,546.04	\$1,604.79
Level 7	7.1	\$1,537.47	\$1,595.13	\$1,655.74
	7.2	\$1,584.78	\$1,644.21	\$1,706.69
	7.3	\$1,632.20	\$1,693.40	\$1,757.75
Level 8	8.1	\$1,689.05	\$1,752.39	\$1,818.98
	8.2	\$1,745.89	\$1,811.37	\$1,880.20
	8.3	\$1,802.76	\$1,870.36	\$1,941.44
	8.4	\$1,856.09	\$1,925.69	\$1,998.87
	8.5	\$1,909.93	\$1,981.56	\$2,056.86
	8.6	\$1,942.30	\$2,015.14	\$2,091.72

1.2 – Local Government Employees (Excluding Brisbane City Council) Award – State 2003.

Levels	Effective first pay in July		
	July 2012	July 2013	July 2014
	Weekly	Weekly	Weekly
Level 1	\$852.80	\$892.80	\$932.80
Level 2	\$879.10	\$919.10	\$959.10
Level 3	\$892.81	\$932.81	\$972.81
Level 4	\$907.16	\$947.16	\$987.16
Level 5	\$924.90	\$964.90	\$1,004.90
Level 6	\$955.86	\$995.86	\$1,035.86
Level 7	\$986.69	\$1,026.69	\$1,066.69
Level 8	\$1,014.61	\$1,054.61	\$1,094.69
Level 9	\$1,034.31	\$1,074.31	\$1,115.13

1.3 - Engineering Award – State

Levels	Effective first pay in July		
	July 2012	July 2013	July 2014
	Weekly	Weekly	Weekly
C7	\$1,150.31	\$1,193.45	\$1,238.80
C8	\$1,055.94	\$1,095.94	\$1,137.59
C9	\$1,026.32	\$1,066.32	\$1,106.84
C10	\$997.80	\$1,037.80	\$1,077.80
Apprentice Yr 1	\$423.12	\$463.12	\$503.12
Apprentice Yr 2	\$566.79	\$606.79	\$646.79
Apprentice Yr 3	\$758.35	\$798.35	\$838.35

1. - Building Trades Public Sector Award – State

Levels	Effective first pay in July		
	July 2012	July 2013	July 2014
	Weekly	Weekly	Weekly
BT 1	\$890.86	\$930.86	\$970.86
BT 2	\$955.86	\$995.86	\$1,035.86
BT 3	\$986.69	\$1,026.69	\$1,066.69