

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

Townsville City Council (Field and Other Employees) Certified Agreement 2012

Matter No. CA/2013/6

Commissioner Thompson

11 February 2013

CERTIFICATE

This matter coming on for hearing before the Commission on 11 February 2013 the Commission certifies the following written agreement:

Townsville City Council (Field and Other Employees) Certified Agreement 2012 – CA/2013/6

Made between:

Townsville City Council

AND

Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees;
The Australian Workers' Union of Employees, Queensland;
The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland;
Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and
United Voice, Industrial Union of Employees, Queensland.

The agreement was certified by the Commission on 11 February 2013 and shall operate from 11 February 2013 until its nominal expiry on 1 April 2015.

By the Commission.

Commissioner Thompson

1. TITLE & ARRANGEMENT

1.1 This Agreement shall be known as the Townsville City Council (Field and Other Employees) Certified Agreement 2012 (hereinafter referred to as the Agreement).

1.2 This agreement is arranged as follows:

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PART 1 - APPLICATION AND OPERATION

2. DEFINITIONS

- 2.1 “Act” means the Industrial Relations Act (Qld) 1999.
- 2.2 “Award” means the all relevant parent State Awards listed in Clause 7
- 2.3 “Commissioner” means a member of the Commission.
- 2.4 “Council” means the Townsville City Council.
- 2.5 “Employee” means an employee of the Council engaged as an employee under an award listed in Clause 7
- 2.6 “Employer” means the Council.
- 2.7 LAA means Local Area Agreement.
- 2.8 JCC means Joint Consultative Committee.
- 2.9 “Hourly rate” or an “employee’s hourly rate” means the Agreement rate of pay prescribed by this Agreement for the work performed divided by the number of hours which constitute the employee’s ordinary working week.
- 2.10 “Scheme” means the Superannuation Scheme.
- 2.11 “Superannuation Scheme” means LG Super Scheme.
- 2.12 “Union” means the following unions:
- The Australian Workers’ Union of Employees, Queensland. (AWU)
 - Federated Engine Drivers’ and Firemans’ Association of Queensland, Union of Employees. (FEDFA)
 - The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland. (CFMEU)
 - Transport Workers' Union of Australia, Union of Employees {Queensland Branch}. (TWU)
 - United Voice, Industrial Union of Employees, Queensland

3. PARTIES BOUND

This Agreement is binding on:-

- Townsville City Council;
- The Australian Workers’ Union of Employees, Queensland. (AWU)
- Federated Engine Drivers’ and Firemans’ Association of Queensland, Union of Employees. (FEDFA)
- The Construction, Forestry, Mining and Energy, Union of Employees, Queensland. (CFMEU)
- Transport Workers Union of Australia, Union of Employees, Queensland Branch. (TWU)
- United Voice, Industrial Union of Employees, Queensland

4. APPLICATION AND IMPLEMENTATION OF THE AGREEMENT

This agreement consists of the main section, and Appendices. The main section of the agreement provides the standard terms and conditions of employment.

Where variations have been agreed for a specific work unit or team this has been documented in Appendix E (Local Area Agreements). In the event of any inconsistency between the terms of the Local Area Agreements and the terms of the main part of the Agreement the terms within Appendix E shall; prevail.

5. SCOPE AND COVERAGE OF THE AGREEMENT

This agreement shall apply in respect of all employees of the Council, employed under the terms of the relevant parent awards listed in Clause 7 of the Agreement.

6. DATE AND PERIOD OF OPERATION

This Agreement comes into operation from 1 September 2012. The Agreement will operate until 1 April 2015, inclusive.

The parties to this Agreement have agreed to commence negotiations for a new agreement no later than six months prior to nominal expiry date of this Agreement.

7. RELATIONSHIP WITH PARENT AWARDS

7.1 This Agreement shall be read and interpreted wholly in conjunction with the relevant Awards, Orders, registered industrial agreements and Memorandum of Agreement, as mentioned below, provided that where there is any inconsistency this agreement shall take precedence:

- Local Government Employees' (Excluding Brisbane City Council) Award - State 2003
- Children's Services Award State - 2006
- Theatrical Employees Award State - 2003
- Training Wage Award State - 2003
- Family Leave Award - 2003
- Order – Apprentices and Trainees Wages and Conditions (excluding certain Queensland entities)

7.2 The minimum wage rates and conditions contained in this Agreement are a comprehensive package of wages and conditions which are intended to supersede entirely the minimum rates of wages and conditions of employment contained in any Award or Agreement which would otherwise apply to the Council in respect of any employee (whether a member of the Unions or not) whose conditions of employment are subject to this Agreement.

7.3 This Agreement shall not operate so as to cause an employee to suffer a reduction in ordinary time earnings, hours of work, annual leave or long service leave.

8. PURPOSE AND OBJECTIVES OF THE AGREEMENT

8.1 The agreement will be flexible, forward looking and engender a customer and community focused workforce. It will be customer focused and have a service delivery ethos. It will support the workforce in sharing common values based on mutual respect and a merit and equity based employment culture which acknowledges and rewards achievement in the delivery of business outcomes. The agreement will be one which reinforces a culture committed to quality and continuous improvement and supports employee development. The agreement will provide common conditions of employment wherever possible to achieve flexibility of deployment, simplicity of management and administration and set a common organisational culture.

9. LOCAL AREA AGREEMENTS

9.1 The parties recognise the need for "across the board" arrangements as outlined in this Agreement, together with supporting Local Area Agreements (LAAs) which address issues of concern for specific sections of the workforce.

9.2 The aim of the LAA is to allow sufficient flexibility for those specific sections of the workforce so that Council can provide cost effective and competitive services.

9.3 Process for LAA's

LAA's will be encouraged and implemented subject to the following requirements:

- (i) A clear majority of Employees covered by the introduction of a LAA must agree to the change.
- (ii) The LAA will be in writing and will be subject to Agreement between the Council and the Union, and signed by the Council and Branch/State Secretary of the relevant union. The Council recognises that it is the policy of each of the Unions that they will not sign such agreements without 75% of the affected employees agreeing to them.
- (iii) Development of the LAA will involve the Council, Council Employees directly affected and relevant Union/s.
- (iv) The scope of areas covered by the LAA may include all of a service unit or a section or group of employees as determined by the parties. A LAA shall not be made in respect of an individual employee.

- (v) Where local initiatives have implications for other Service Unit/s, employee representatives from the Council's Senior Corporate Executive Team will be invited to participate in the discussions.
- (vi) Where local initiatives seek to alter the Award or this Agreement, the LAA will specify the clauses of the relevant Award and/or this Agreement to be overridden as a consequence of the operation of the LAA:

- 9.4 The content of the LAA may be extensive and will examine all areas of employment conditions which may be considered relevant to the improved and continuous efficiency and effectiveness of the workplace.
- 9.5 Any dispute relating to the operation of a LAA will be managed in accordance with the agreed procedures and the time lines under Clause 19 Dispute Avoidance and Resolution of Grievances clause of this Agreement.
- 9.6 The LAAs incorporated as part of this Agreement are contained in Appendix E of the Agreement

10. VARIATIONS

The parties to this Agreement agree that applications for approval of variations to this Agreement as prescribed by Part 6, Division 5, Section 169 of Queensland Industrial Relations Act 1999 may be made during its term.

11. UNION REPRESENTATIVES

- 11.1 The Unions may appoint "in house" Union Representatives or Delegates within a particular Section and/or Business Unit of Council.
- 11.2 These Union Representatives or Delegates may then action, in accordance with their particular Union requirements, matters involving their members within that particular Section and/or Business Unit. Such responsibilities will extend to monitoring pay and conditions, assisting in the prevention and resolution of disputes in accordance with the Settlement of Disputes and Grievances Procedure contained in this agreement and participating in the negotiation of certified or other workplace agreements permitted by relevant legislation.
- 11.3 It is the responsibility of the nominated delegate of the applicable Union's delegates to represent individual members or the union on council wide matters.
- 11.4 Council Management is also prepared to allow any appointed Union Representative or Delegate paid time off to attend appropriate training in this regard.
- 11.5 Union Representatives or Delegates shall be afforded the following rights:
 - a) The right to be treated fairly and to perform their role as Union Delegate without any discrimination in their employment.
 - b) The right to formal recognition by the Council that endorsed Union Delegates speak on behalf of Union Members in the workplace.
 - c) The right to paid time to represent the interest of Members to the employer and industrial tribunals in accordance with the Settlement of Disputes and Grievances Procedure contained in this Agreement.

12. LEAVE RESERVED

There are no Leave Reserved Items

13. NO INDUSTRIAL ACTION /ESSENTIAL SERVICES

- 13.1 The parties to this Agreement agree they will not undertake any industrial action during the period of operation of this Agreement, save as to protected industrial action which may be undertaken pursuant to Chapter 6, Division 6, "Industrial Action" of the Act.
- 13.2 When members of the Unions parties to this Agreement, either collectively or individually, take industrial action and/or participate in stop work meetings, such Unions will, when requested by the Council, exempt sufficient members of the respective Union or Unions from continued participation in such industrial action and/or stop work meeting for the period required to carry out the essential services work to be performed by Council.

Provided that the work involved may, if not actioned at the time, affect the health, safety or welfare of the community.

14. NO EXTRA CLAIMS

14.1 State Wage Case variations shall not apply during the lifetime of this Agreement. Any Arbitrated Safety Net Adjustments or general adjustments shall be absorbable

14.2 It is further agreed by the parties that up to the nominal expiry date of this agreement:

- a) The parties will not pursue any extra wage claims, whether award or over- award;
- b) The parties will not seek any changes to conditions of employment except for those matters reserved by this agreement;

15. AVAILABILITY OF THE AGREEMENT

The Council shall ensure that a copy of this agreement is readily available for perusal by employees. A copy of the agreement will be available electronically on Council's Insite webpage and will be available in work areas throughout Council and a hard copy will be provided if requested.

PART 2 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION

16. 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 employment and industrial matters at the Council.

Unions and management are committed to achieving effective consultation in the workplace, and agree that cooperative consultation will provide employees with an opportunity, through their unions and committee representatives, to participate regarding decisions by the Council which impact on their working lives and improve productive performance.

The parties commit to the effective operation of the Joint Consultative Committee of Council and will provide the necessary support to successfully implement its agreed terms of reference charter.

STRUCTURE AND COMPOSITION

The Joint Consultative Committee (JCC) comprises representatives of Council Management, and Union Officials and Union Delegates from the unions listed as parties to the agreement who represent employees.

TERMS OF REFERENCE

The Joint Consultative Committee (JCC) may meet monthly but shall meet at least on a quarterly basis, to receive and review information about Council and its workforce, and to monitor all significant change matters that may impact the workforce including but not limited to:

- (i) Consultation on human resource and other employment policies, procedures and guidelines which impact across Council employment or result in significant workplace change
- (ii) workplace issues that have the potential to have a significant impact on employees, including work units, divisions or the entire organisation.
- (iii) monitor and review implementation of the Certified Agreement
- (iv) undertake specific responsibilities and activities in accordance with the current Certified Agreement
- (v) monitor the implementation of change which the Council is undertaking under Clause 27 Notification of Change.

Special meetings of the JCC may be convened by agreement between the joint chairpersons.

The charter of the Joint Consultative Committee (JCC) is attached as Appendix A of this agreement.

17. EQUITY & DIVERSITY

17.1 The Council recognises its responsibilities under relevant legislation in relation to ensuring equity and fairness in the workplace, and in addition to legal requirements, it aims to implement policies and practices that go beyond legislative requirements to improve the benefits and workplace for employees. The parties to this agreement are committed to workplace justice, and will work together to develop and incorporate strategies to ensure fair treatment for all employees, including supporting the concepts of Workforce Diversity and Equality.

It is our aim to ensure fairness in our working environment and to ensure that our recruitment and working arrangements are consistent with the aim of assisting employees with family responsibilities to engage in employment without being subject to discrimination and, as far as possible, without conflict between their employment and family responsibilities.

A generally accepted understanding of the term “Diversity” is that it is about acknowledging individual differences in people that arise from a range of backgrounds and lifestyles, and recognising the value of those perspectives and ideas to enhance the quality and outcomes of our work.

17.2 The parties commit to ensuring that the Council will in consultation with the unions, through the Joint Consultative Committee (JCC), develop a Diversity & Equality Management Plan which has strategies to address the needs of

- People with Disabilities
- People from Non English Speaking Backgrounds
- Women
- People of Aboriginal and Torres Strait Islander descent

The parties commit also to continuously improve our response to, and actively address issues related to Diversity and Equality in our workplace.

17.3 Mature Age Apprenticeships/Traineeships

Council recognises that society in general has an ageing population and that future skills shortages could result without interventions to encourage future employment opportunities for the older workforce. The parties therefore agree to actively encourage participation from the older population towards mature age apprenticeships and traineeships within Council provided that appointment for any such Mature Age Apprenticeships/Traineeships shall continue to be based upon general merit principles applied to applications drawn from a general application pool.

18. CONSULTATION AND COMMUNICATION

18.1 To facilitate the implementation of this Agreement and ongoing workplace reform, effective consultation and communication are essential. To this end the Joint Consultative Committee (JCC), shall oversee the reforms set out in this agreement and maintain effective two way communication between the Council, its management, the committee itself, employees and the relevant unions.

18.2 The parties are committed to a consultative process, which aims to effect a change in the organisation's culture through cooperation.

To continually improve the levels of trust and working relationships throughout Council it is agreed to:-

- (a) Maintain open and regular lines of two way communications between Directors, Managers, Supervisors, employees and union representatives,
- (b) Deal honestly and fairly with each other,
- (c) Attempt to understand the concerns of others and pursue common objectives,
- (d) Resolve problems cooperatively when they arise and
- (e) Treat everyone with respect.

18.3 Consultation direct with employees will be achieved through the development of appropriate communication tools.

19. DISPUTE AVOIDANCE AND RESOLUTION OF GRIEVANCES

19.1 Effective communication between employees and council management is a pre-requisite to good industrial relations and the following procedure is set down in order that any grievance or dispute may be resolved quickly to maintain sound work relationships.

This procedure aims to avoid industrial disputes, or where a dispute occurs, to provide a means of settlement based on consultation, cooperation and discussion and the avoidance of interruption to work performance.

19.2 During any dispute the status quo existing immediately prior to the matter giving rise to the dispute will remain and work shall continue as it was prior to the dispute without stoppage, of the imposition of any ban, limitation or restriction,

No party shall be prejudiced as to final settlement by the continuance of work in accordance with this clause.

All notifications and responses must be in writing and shall briefly detail the basis of the dispute and/or grievance and the outcome involved. An acknowledgment of the receipt of such grievance shall be made by management within three (3) days.

- 19.3 Notwithstanding any other provision having application to the Townsville City Council, any grievance or dispute shall be handled as follows:-

STAGE 1

An employee must raise the matter with their immediate Supervisor (e.g. Foreperson and/or supervising employee) and try to solve the problem at this level as soon as possible. You may be accompanied by your Union Representative if you wish,

STAGE 2

If no settlement is reached, and the matter remains unresolved, the grievance should then be referred to your Section Manager. You may be accompanied by an authorised Union Official if you wish. A Human Resources Department representative may become involved as well.

STAGE 3

If the matter is still unresolved it should be referred to the Chief Executive Officer and authorised Union Official who will attempt to facilitate a resolution.

STAGE 4

If a dispute situation still exists, the matter may be referred by either party to the Queensland Industrial Relations Commission for conciliation and finally arbitration if no agreement can be reached. The arbitrated decision of the Queensland Industrial Relations Commission will be binding on the parties,

Either party may raise the issue to a higher stage at any time having regard to the issue involved. Provided that a dispute shall not be referred to the next stage until a genuine attempt to resolve the matter has been made at the appropriate stage.

- 19.4 There shall 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 shall be clearly identified and recorded.
- 19.5 Sensible time limits shall be allowed for the completion of the various stages of the discussion. Discussion outlined in stages (1) and (2) above should, if possible, take place within 5 working days after the request of the employee or the employee's Union representative. At least 15 working days should be allowed for all stages of the discussion to be finalised.
- 19.6 The parties shall ensure that all practices applied during the operation of the procedure are in accordance with safe working practices and the Workplace Health and Safety Act and consistent with established custom and practice at the workplace.

PART 3 - PRODUCTIVITY, EFFICIENCY EMPLOYMENT SECURITY & CHANGE

20. EFFICIENT USE OF HUMAN RESOURCES

- 20.1 An employee may be required by the council to carry out such duties as are reasonably within the limits of the employee's skill, competence and training, provided such duties are not designed to promote deskilling nor result in any reduction in remuneration.
- 20.2 Any employee may be required by the council to carry out such duties and use such tools, equipment and plant as may be required, provided that the employee has been properly trained in the use of such tools, equipment and plant.
- 20.3 Any direction by the Council pursuant to subclauses 20.1 and 20.2 of this clause shall be consistent with Council's responsibilities to provide a safe and healthy working environment.
- 20.4 When normal work applicable to an employee is not available, including plant or other equipment on a job not being utilised, such employee may be required to carry out general duties as nominated by the council in accordance with subclauses 20.1 and 20.2.
- 20.5 All directions by council pursuant to subclauses 20.1, 20.2 and 20.3 of this clause shall be carried out notwithstanding that the duty may fall within a class of work covered by the eligibility rule of another Union. All such work shall be paid for in accordance with the provisions of the relevant Award if such rate is higher than the employee's normal rate.

- 20.6 Provided that employees will not be required to perform duties for which a certificate or a particular qualification or competency is required by law, unless such employee holds or fulfils such a certificate, qualification or competency.

21. ABSENTEEISM CONTROL MEASURES

- 21.1 The parties recognise that Sick Leave is unlike Annual or Long Service Leave in that Sick leave is conditional upon an employee being ill or injured to the point of being unfit for duty. It is an insurance to protect the employee and family against hardship should they be unable to continue in their normal occupation when injured or ill.
- 21.2 This procedure is designed to equitably scrutinise Sick Leave usage by employees.
- 21.3 Departmental Directors and Managers will receive monthly reports in order to review attendance of employees who have been absent from work. If the results from these reports, initial discussions with the employee and any investigations, by the Director or Manager, show possible unsatisfactory attendance, based on patterns of leave or past history and reasons for the absence, then the following action should be taken.
- (a) Formally notify the employee of a forthcoming interview between the employee and supervisor. The employee may have a representative present if that employee so requests.
 - (b) 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 and the employee may be required to provide a medical certificate for all absences leave over the following six months. Any uncertificated personal leave will be treated as leave without pay.
 - (c) The employee will be entitled to have access to his/her personnel file and to have his/her explanation placed on this file if so requested.
 - (d) If the pattern of Sick leave continues, the council also has the discretion to require a second medical opinion by a Council nominated Doctor chosen in consultation with the relevant union. If this second medical opinion is required, the Council will pay for the requested consultation. The Director, in consultation with the employee, may refer the employee to the Council's nominated Employee Assistance Provider. If it is felt that this provider may be able to assist in re-establishing normal work patterns, employees will be encouraged to accept referral as one method for appropriate remedial action.
 - (e) The results of the above checks will be recorded on the employee's file. Once the six month period has elapsed the employee will revert back to normal sick leave provisions. Such information shall remain confidential between council and the employees concerned and their representative if appropriate.
- 21.4 This procedure to manage Sick Leave does not operate to withdraw the Council's right to take termination procedures or other disciplinary action against any employee if that employee is guilty of claiming sick leave pay when that person was not actually sick. Similarly, the above procedures do not remove the employee's right to take the matter to the appropriate tribunal.

22. COUNSELLING & DISCIPLINARY PROCEDURE

22.1 Objectives:

- (a) To enable appropriate action to be taken to rectify unsatisfactory work performance or behaviour
 - (b) To provide positive assistance to employees in understanding and meeting standards of behaviour and performance required by Council
 - (c) To enable appropriate action to be taken in cases where it is clear that the employee's unsatisfactory work performance or behaviour is unlikely to, or will not, improve to a satisfactory standard.
- 22.2 This procedure does not apply to behaviour which would justify instant dismissal. The council always has the right to dismiss an employee without notice on the basis of serious misconduct.
- 22.3 This procedure should only be enacted when the performance or behaviour of an individual becomes a matter of concern. If poor performance or behaviour persists, then it is necessary to take further steps and that is why this procedure has been agreed to between parties.

The following procedures shall apply:

FIRST STEP

On the first occasion where poor performance or behaviour becomes a matter of concern the immediate supervisor should speak to the employee and outline the areas of concern and state that the discussion is the first step of Council's Disciplinary Procedure. Record the discussion in the employee's personnel records and/or in a personal diary, as well as giving written notice to his/her immediate superior and the employee concerned, of the cautionary discussion. This is usually an informal warning and is not a precondition to a formal warning.

The employee may request to have an authorised Union Official or another person present during the meeting, preferably from their immediate work group. Sufficient notice shall be given to allow the employee to contact the appropriate Union Representative or person concerned.

SECOND STEP

If poor performance or conduct persists, or is of such nature that an informal warning would be inappropriate, the employee should be served with a written notice advising that he/she is to attend a Second Step disciplinary meeting regarding their work performance and/or behaviour, whichever is appropriate. Prior to the attendance at this meeting, the employee will be provided in writing, the details of all allegations that will be addressed to allow for adequate preparation to occur for that meeting.

The employee may request to have an authorised Union Official or another person present during the meeting, preferably from their immediate work group. Sufficient notice shall be given to allow the employee to contact the appropriate Union Representative or person concerned.

After the meeting the employee shall be forwarded a written notice summarising the particular work performance failings or behaviour discussed and the necessary corrective measures that need to be taken to rectify the areas of concerns raised at the meeting. The immediate superior shall be supplied with a copy of the written notice.

The authorised Union Representative concerned should also be provided with a copy of the written cautionary notice unless the employee requests otherwise.

THIRD STEP

On this occasion if poor performance or conduct persists, or is of such nature that a First or Second Step warning would be inappropriate, the employee should be served with a written notice advising that he/she is to attend a Third Step disciplinary meeting regarding their work performance and/or behaviour, whichever is appropriate. The immediate supervisor and his/her superior should jointly interview the employee concerned stating that failure to effect an improvement in performance or behaviour may lead to dismissal. This should also be recorded in a written notice given to the employee.

The employee may request to have an authorised Union Official or another person present during the meeting, preferably from their immediate work group. Sufficient notice shall be given to allow the employee to contact the appropriate authorised Union Representative or person concerned.

After the meeting the employee shall be forwarded a written notice summarising the particular work performance failings or behaviour discussed and the necessary corrective measures that need to be taken to rectify the areas of concerns raised at the meeting.

The authorised Union Representative concerned may be provided with a copy of the written notice unless the employee otherwise requests.

FOURTH STEP

On this occasion the employee may be dismissed.

22.4 Outcomes

The employee has been given every opportunity to be aware of dissatisfaction with work performance or behaviour

The employee has been given positive assistance and advice in an endeavour to improve to a satisfactory standard.

Appropriate action is able to be taken if work performance and behaviour are not of a satisfactory standard within a reasonable period of time.

22.5 Documentation

All documentation associated with the outcome of a disciplinary action taken against an employee in accordance with this Disciplinary Procedure shall not be used or held on the employee's personnel file after a period of 12 months following the date of the last relevant memo issued to the employee concerned over the particular incident which initiated the disciplinary action.

23. JOB SECURITY

- 23.1 The Council is required as part of its responsibilities under the Local Government Act to provide services to and undertake works for the ratepayers and community of Townsville in an efficient and productive manner.
- 23.2 In order to do this the Council is required to maintain a productive and efficient direct labour workforce and therefore, during the life of this Agreement, the Council will introduce changes in work practices and productivity initiatives, including for the improvement of quality service provision, so as to improve the productivity and efficiency of its workforce. Those changes will be introduced in consultation with affected employees and the unions as provided for in this Agreement.
- 23.3 The parties are committed to optimising the employment security of employees taking steps to ensure Council has the benefit of a stable and committed workforce through:
- (a) Training and developing employees' levels of skill and ability, and providing retraining when necessary, to ensure that all employees are productively and efficiently employed.
 - (b) Providing an environment which supports career development and equal employment opportunity.
 - (c) Implementing the consultative mechanisms of this Agreement to ensure timely advice and discussion between employees and management about any significant changes to service delivery which may impact upon labour requirements.
 - (d) Continuing to manage Council's workforce to minimise the need for involuntary labour reductions in the future, by using other options where practicable, including natural attrition, retraining, redeployment, and voluntary redundancy in accordance with the redundancy agreement Appendix B of this agreement prior to retrenching any employee.
 - (e) Introducing measures to increase the security of employees' employment.
 - (f) Filling vacant positions in a timely and efficient manner.

24. CONTRACTING / OUTSOURCING

- 24.1 It is the Council's clear preference to utilise and promote the use of its in-house permanent Council employees for the undertaking of Council's works, services and operations unless it can be clearly demonstrated that those works, services and operations would be more efficiently and productively provided through contracting out. The parties agree, however, that an efficient and productive in-house workforce should be competitive with contractors.
- 24.2 During the life of this Agreement, Council will, where appropriate, minimise the contracting out or leasing of any works and services currently provided by Council where this would adversely impact on the employment of the current in-house workforce. However Council may determine to contract out works and services in the following circumstances:
- In the event of a lack of available skills in the Council's workforce for the provision of those works or services.
 - Where there is a lack of available infrastructure capital or a cost in the provision of technology in order to undertake the works or services.
 - That there is a legislative or funding requirement that the works be undertaken by competitive tender or by contract.
 - It can be clearly demonstrated that it is in the public interest that such services should be contracted out on the basis that they would be more efficiently delivered by contract.
 - Extraordinary or unforeseen circumstances.

25. CONSULTATION PROCESS

- 25.1 Where Council decides to contract out or lease any Council works and services provided by in-house Council employees in accordance with the above criteria, the affected employees, and where relevant their Unions, shall be consulted as early as possible. Such consultations shall occur in accordance with Clause 27 Notification of Change.
- 25.2 For the purpose of consultation, the relevant Unions will be given all relevant documentation where possible, including the relevant components of the business case that supports Council's decision. It is the responsibility

of the relevant Union to participate fully in discussions on any proposals to contract out or lease any Council functions.

26. SHARED SERVICES

While it is not currently Council's intention to engage in any shared resource, joint enterprise or shared service company arrangements, beyond those already engaged in, 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 consultation process set out in Clause 27, Notification of Change, will occur following such decision and prior to any implementation of such arrangements where the engagement of such arrangements might adversely affect employees' employment security.

27. NOTIFICATION OF CHANGE

- 27.1 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 the relevant union.
- 27.2 "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, promotion 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.
- 27.3 Council shall discuss with the employees affected and the relevant union "inter-alia", the introduction of the changes referred to in subclauses 27.1 and 27.2 hereof, 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 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 referred to in subclause 27.1 hereof.
- 27.4 For the purposes of such discussion, Council shall provide in writing to the employees concerned and the relevant union 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.
- 27.5 Where the Council is proposing to undertake organisational restructuring that has significant effects the Council will provide affected employees and their relevant union a summary of the proposed changes to the new structure including any current positions which are likely to be displaced and/or deemed redundant, proposed new positions, and a list of potentially affected employees, including the Council's proposal to mitigate the effects on each affected employee.

PART 4 - EMPLOYMENT

28. TYPES OF EMPLOYMENT

At the time of engagement Council will inform employees of the terms of their engagement in writing and in particular whether they are to be full time, regular part time, casual or maximum term.

An employee is to be engaged on a fulltime, part time, maximum term, or casual basis. Employees of Townsville City Council will be employed under the following terms of engagement:

28.1 Full Time

Full time employment means employment which requires an employee to work for 38 ordinary hours per week.

28.2 Part Time

Part-time employment means employment which requires an employee to work on a permanent basis; and is employed for less than the ordinary hours as specified under full-time employment. The employment arrangement and pattern of work will be defined and agreed upon at commencement of employment, however may be varied by mutual agreement during the course of employment. A part-time employee shall be paid an hourly rate as prescribed in this Agreement for the classification to which they are engaged. A part-time employee is entitled to the pro-rata benefits of a full-time employee.

A part-time employee is entitled to overtime for hours worked in excess of the hours mutually agreed upon, in accordance with the overtime provision of this agreement.

Part time employees who receive a 10% loading at the time of certification of this agreement shall retain this loading whilst in their current position. For all other employees in this category, no loading shall apply.

28.2.1 Any permanent full time position may be filled by two part time employees on a job sharing basis where job sharing is convenient to the requirements of the Council, the position is suitable for job sharing and there is an agreement between the employees and the Council.

Where either the Council or the employees on a job sharing arrangement identify that there is a need to change or terminate the arrangement, they must consult and give reasonable notice (at least 4 weeks) before implementing any change or termination.

Job sharing arrangements do not require an equal (50:50) division of the position. The arrangements of the Job Share will be contained in a written agreement signed by the individual employees concerned, relevant supervisor and Chief Executive Officer or delegated authority.

Employees employed on a job share basis shall be entitled to all leave as prescribed by the Agreement on a pro-rata basis. All other provisions of this Agreement shall apply. All arrangements made pursuant to this clause shall be subject to regular review in order to assess the effectiveness of the position being performed on a job share basis. The concerned employees with the support of their union if they wish and the Council shall jointly conduct the review.

28.3 Casual

Casual employee shall mean an employee engaged and paid as such by Council, who is employed on an hourly basis, and whose employment is subject to termination at any time without notice subject to payment of the minimum engagement period.

28.3.1 Hours of Duty & Meal Breaks - Casual employee

The ordinary hours of duty of casual employees shall be the same as full time employees in their relevant classification stream. These ordinary hours shall be worked between the hours of 6.00am and 9.30pm Mondays to Fridays, both days inclusive; and between the hours of 6.00am and 12.00 noon on Saturdays.

28.3.2 Minimum Period of Engagement - Casual employee

Casual employees shall be provided with a minimum period of three hours work on each engagement or be paid for a minimum of three hours at the appropriate casual rate. Provided that full-time students engaged as casuals in libraries shall be provided with a minimum period of two hours work on each engagement or be paid a minimum of two hours at the appropriate casual rate.

28.3.3 Rates of Pay—Casual Employee

Casual employees are paid at the rates prescribed in Appendix C the Schedule of wages, with the following loadings applicable.

For all ordinary time worked between		Loading on hourly rate
6.00 a.m. and 6.00 p.m.	Mon-Fri (both inclusive)	25%
6.00 p.m. and 9.30 p.m.	Mon-Fri (both inclusive)	31%
6.00 a.m. and 12 noon	Saturdays	31%

28.3.4 Overtime - Casual Employee

All time worked by a casual employee outside of or in excess of the ordinary hours of duty prescribed in this agreement shall be deemed overtime, and be paid for at the appropriate hourly rate, plus 50% on Mondays to Fridays, and plus 100% on Saturdays and Sundays.

28.3.5 Casual Conversion

A casual employee working on a systematic and regular basis within the ordinary time span of hours (6am to 6pm, Monday to Friday) for a period of 6 months has a right to request that their employment be converted to full-time or part-time employment if it could be reasonably expected that their employment is to continue. The Council shall give prompt consideration to this request in accordance with its procedures for the establishment of ongoing positions within its organisational structure. The conversion of the position shall not be unreasonably withheld. The Council shall advise the employee in writing of their right to request to have their employment converted to full-time or part-time employment.

An employee whose position is converted to an ongoing position within the organisational structure shall be employed as either a part-time or full time employee according to the pattern of ordinary hours worked in the preceding 6 months period or otherwise by mutual agreement in writing.

An employee must not be disengaged and re-engaged to avoid any obligation in relation to this.

28.3.6 Other Conditions - Casual Employee

The provisions of clauses pertaining to Leave and Hours of Work shall not apply to casual employees, unless provided within the clause. Casual employee entitlements to sick leave, bereavement leave, personal leave, and long service leave are provided in the relevant clauses of this agreement;

A casual employee engaged on a continuous basis for a period exceeding 12 months shall be entitled to a minimum of 2 weeks notice.

28.4 Maximum Term

28.4.1 Maximum term employment means employment for a specified period of time or for a specified task or specified role and which (subject to “notice of termination” requirements) may be terminated at any time by Council or by the employee. A completion date for the employment arrangement is provided to the employee at the time of offer.

A maximum term contract can be terminated in accordance with Clause 33, Termination of Employment, of this agreement by the Council only in the following circumstances:

- By written agreement with the employee; or
- In the event of employee “incapacity” which prevents the employee from performing his or her duties under the agreement; or
- Without notice in the event of misconduct; or
- In the event of poor work performance provided that before such termination Council has followed the provisions of Clause 22, Counselling and Disciplinary Procedure.

- The Council and the employee may agree in writing that the balance of the contract, in whole or in part, will be worked by the employee.

An employee employed on a maximum term contract in accordance with this clause may terminate a contract by the giving of four weeks notice or the forfeiture of wages for any shortfall in the four weeks period of notice.

This clause shall apply to an employee employed on a maximum term contract except to the extent that the agreement expressly provides that it does not apply. The provisions of Appendix B (Redundancy Agreement) will apply to an employee employed on a maximum term contract except where the contract runs its full term.

- 28.4.2 A maximum-term employee who has worked more than three consecutive contracts or a period of two years in a single position has the right to request to have their employment converted to full-time or part-time employment if it could be reasonably expected that their employment is to continue and provided that the maximum-term appointment was not for a specific project or relieving staff on leave for a specific period of time where there is a defined end date.

The Council shall give prompt consideration to this request in accordance with its procedures for the establishment of ongoing positions within its organisational structure.

The Council shall advise the employee in writing of their right to request to have their employment converted to full-time or part-time employment.

Unless otherwise agreed maximum-term employment conversion to either permanent full-time or part-time will be based on the average hours worked over the period of employment taking into consideration the business needs and workforce composition.

A maximum-term employee must not be disengaged and re-engaged to avoid any obligation in relation to this subclause.

29. PROBATION

- 29.1 An employee, upon commencement, shall serve an initial probationary period of three months.
- 29.2 During the probationary period, the achievement of learning objectives, commitment to safety and council values, efficiency, work quality, performance, conduct and attendance will be assessed.
- 29.3 Employees who have completed a probationary period to the satisfaction of council shall not be required to undertake an additional probationary period in the event of reclassification, promotion, or job change, provided the employee's service is unbroken.

30. PERFORMING WORK FOR MORE THAN ONE COUNCIL

Where an employee is employed by more than one Council, the employee shall be paid at the rate of salary/wage prescribed for the relevant classification plus 10% and the employee's salary/wage shall be paid pro rata by each Council on a basis to be mutually arranged by all the parties and their representatives if they request this.

31. MIXED CONTRACTS OF EMPLOYMENT

In addition to the provisions of their primary contracts of employment full-time employees may also be engaged on a casual basis for duties in a separate engagement in a Department, Section or Business Unit of council.

Such engagement shall be subject to the following conditions:

- (a) That work required to be performed in a separate engagement is not within the primary contract of employment position/job description of the employee concerned.
- (b) The separate engagement is to meet a specific purpose.
- (c) The separate engagement enables the employee to attain additional remuneration and/or skills.
- (d) The separate engagement must be at the instigation of the employee and be subject to mutual agreement between the council and the employee concerned.
- (e) The separate engagement is not designed to avoid overtime obligations, but genuinely meets the tests set out in items (a) to (d) above.

32. ABANDONMENT OF EMPLOYMENT

- 32.1 An employee will be deemed to have abandoned his/her employment in the event of absence from work for seven (7) consecutive rostered days/shifts without prior notice or explanation.
- 32.2 The employee’s supervisor or manager will make reasonable attempts to contact the employee and where he/she forms the conclusion that there is no other explanation for the absence, other than abandonment of employment, the employee will be terminated.
- 32.3 In such circumstances, the employee will be entitled to payment for work undertaken until the conclusion of the last shift worked, any outstanding leave entitlements less any other amounts owing to the Council including, but not limited to, cash advances on pay, the value of uniforms and company property not returned.

33. TERMINATION OF EMPLOYMENT

- 33.1 In order to terminate the employment arrangement (by either party), the period of notice specified in the table below shall apply unless the parties mutually agree otherwise:

Period of continuous service	Period of notice
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

- 33.2 In addition to the period of notice listed immediately above, where the Council is providing the employee with notice to terminate, employees over 45 years of age at the time of the giving of the notice with not less than two years continuous service are entitled to an additional week’s notice.
- 33.3 Payment in lieu of the prescribed notice must be made if the appropriate notice period is not required to be worked. The required amount of payment in lieu of notice must equal or exceed the total of all amounts that, if the employee’s employment had continued until the end of the required period of notice, the Council would have become liable to pay to the employee because of the employment continuing during that period. That total must be calculated on the basis of:
 - (a) the employee’s ordinary hours of work (even if not standard hours); and
 - (b) the amounts ordinarily payable to the employee in respect of those hours, including (for example) allowances, loading and penalties; and
 - (c) any other amounts payable under the employee’s employment contract.
- 33.4 This notice period may be reduced without penalty by the Chief Executive Officer, where an employee, by written request, can demonstrate detrimental impact resulting from compliance with this clause.
- 33.5 The period of notice in this clause does not apply:
 - (a) in the case of dismissal for serious misconduct;
 - (b) to employees engaged for a specific period of time or for a specific task or tasks, including apprentices and trainees covered by a training contract for a specified term;
 - (c) casual employees, except as provided for in subclause 28.3.6

34. REDUNDANCY

The Council’s Redundancy Agreement is attached as Appendix B.

35. TRANSMISSION OF BUSINESS

- 35.1 This clause will apply where the Council:

- (a) Proposes to transmit to a new employer the business or any part of the business covered by this Agreement
- (b) Transmits to a new employer the business or any part of the business covered by this Agreement.

35.2 Where the Council proposes to transmit the business or any part of the business, the Council shall:

- (a) Notify the employees affected and the unions of the proposed transmission; and
- (b) Discuss with the employees affected and the unions the effect of the transmission of business.

The discussion will commence as soon as practicable after a decision has been made by the Council to transmit the business or part of the business.

The Council will consider and respond to any reasonable concerns raised by employees and the unions about the terms of the proposed transmission. In the event of a dispute about the Council's response to concerns raised by employees, the disputes settling clause of this agreement will be utilized to resolve these concerns.

The Council shall provide in writing the name of the employing entity that is proposing to acquire the business or part of the business and facilitate discussions between the employees and the unions and the proposed new employer.

35.3 The Council shall include as part of any tender specifications or offer of sale documents, and within any contractual arrangements with the new employer, the obligation for the new employer to apply terms and conditions of employment, including the employer contribution to superannuation, that are equal to or superior to those which applied to each employee immediately prior to the transmission of business occurring, including terms and conditions derived from this Agreement, any applicable Award, policy or common law contract or other relevant employment arrangement applicable at the time of the proposed transmission.

35.4 The Council shall require as part of any tender specifications or offer of sale documents, and within any contractual arrangements with the new employer, the obligation for the new employer that the new employer recognise and accept responsibility for all previous service and accrued entitlements of employment arising from that service, including, but not limited to, accrual of benefits and service in respect of:

- (a) Annual Leave
- (b) Long service leave
- (c) Personal/carer's leave
- (d) Redundancy

of any employee of the Council transferring to work for the new employer, that the new employer shall offer a contract of employment to transmitting employees in accordance with the provisions of this clause, and that any new offer of employment/common law employment contract offered to transmitting employees will not include any period of probationary service with the new employer such as would exclude the transmitting employee from making a claim with regard to termination of employment.

To avoid doubt, the period of employment which the employee has had with the Council or any prior employer which has been recognised by the Council shall be deemed to be service of the employee with the new employer, for all purposes.

35.5 In the event that an employee chooses not to accept work with the new employer the Council will seek to redeploy the employee in accordance with the Appendix B, Redundancy Agreement, and if it is unable to do so apply the retrenchment provisions of the Agreement.

35.6 Any dispute over the application of the Redundancy Agreement may be referred to the Commission in accordance with the provisions of the dispute settling clause of this agreement.

PART 5 – PAY RELATED MATTERS

36. RATES OF PAY

36.1 Employees covered by this Agreement will be granted the following pay increases:

% increase	Date of implementation of increase
3.6%	1 September 2012
3.6%	1 September 2013
3.6%	1 September 2014

The pay increase will take effect from the commencement of the first pay cycle occurring after the time indicated above, and will apply to pay rates as provided in Appendix C except where otherwise indicated.

Council may permit its employees to undertake other work or to accept some subordinate office in addition to the duties attached to any particular position for which a rate of salary/wage is provided for in this agreement. For such extra work they may receive extra pay, but such extra work and extra pay shall not in any way affect the salaries/wages fixed by this agreement, for their ordinary work, nor shall such employees be deemed to be regular part-time workers by the mere fact of their undertaking such extra work by their receiving such extra pay.

36.2 Junior Rates

Unless Clause 40, Salary/Wage Progression and Reclassification, or Appendix C provide otherwise, the following rates apply to employees under 21 years of age, who hold Level 1 positions.

Years of Age	% of First Increment Level 1
17 years or under	60%
18 years	70%
19 years	80%
20 years	90%

Employees 18 years and under 19 years who perform duties other than those expected of an adult shall be paid 80% of the minimum rate applying to Level 1.

37. SUPERANNUATION FUND

37.1 For the purposes of this agreement the parties have agreed that pursuant to the federal government choice of fund legislation the approved fund shall be the Local Government Superannuation Fund (LG Super).

37.2 This agreement binds the Council to pay such superannuation payments only into the approved fund on behalf of all employees both current and future for the life of the agreement. This agreement further binds all employees, both current and future to have superannuation payments paid into the approved fund on their behalf for the life of the agreement.

37.3 The Council contribution to employees' superannuation for contributing employees shall be 13% of the employees' ordinary time earnings subject to the employee contributing a minimum of 6% of their ordinary time earnings. Employees may contribute more than the minimum in accordance with Clause 38, Superannuation Salary Sacrifice, below.

38. SUPERANNUATION SALARY SACRIFICE

38.1 Definitions

For the purpose of this clause:

“Eligible Employees” shall mean full time or part time employees who are contributing members of the Scheme.

“Salary” shall be as defined by the LG Super Scheme,

“Salary Sacrifice” is an arrangement whereby an employee who is a member contributes to a superannuation fund amounts from his or her gross (i.e. ‘before tax’) pay. This is achieved by the employee electing to “sacrifice” a percentage of his or her taxable salary and have that amount, less any government levy or tax payable, paid into the superannuation fund by the employer on the employee’s behalf.

- 38.2 The rules of the Scheme permit contributing members of the Scheme to voluntarily make additional contributions beyond the full contributing member's standard contribution required by the Scheme. These additional contributions may be made by salary sacrifice.
- 38.3 Contributions made by salary sacrifice are referred to as “Top-up” contributions.
- 38.4 The maximum amount of voluntary contributions by the member when added to the other employer contributions made by Council shall not exceed the Australian Tax Office's Age Based Contribution Limits and in any event shall not reduce the wages of the employee below that required to meet any order of a court, child support agency, garnishee or like impost on that employee's pay.
- 38.5 There can be no retrospectively involving salary sacrifice, the election to sacrifice must occur and be processed before the entitlement to the payment, which is being sacrificed, arises.
- 38.6 Employees wishing to do so must nominate the amount of salary sacrifice they wish to make in writing.
- 38.7 The employee may fulfill the obligation to make full contributing member's standard contributions to the Scheme (employee contributions) by sacrificing an amount equal to that employees required member contributions.
- 38.8 All salary sacrifice arrangements shall be processed through the normal Council payroll facility and remitted to the fund according to the LG Super schedule for contributions, the costs of internal administration of this facility by the Council being borne by the Council.
- 38.9 The amount to be sacrificed will be deducted from the employees’ gross wage prior to taxation being applied. This will reduce the employee’s taxable income by the amount of the sacrificed component.
- 38.10 For the purposes of payment for leave loading, overtime and percentage based allowances; the hourly rate which will apply will be the hourly rate which would otherwise apply if no salary sacrifice arrangement were in place.
- 38.11 The salary sacrifice will cease upon termination of employment. The "pay out" of outstanding entitlements upon termination will be calculated without salary sacrifice.
- 38.12 Employees may withdraw from their current Salary Sacrifice arrangements by notice in writing to the Council’s pay office up to one month after the date of certification of this Agreement. After that time employees may only withdraw from the salary sacrifice or alter the level of salary sacrifice with effect January 1, and or July 1 by giving notice to the Council’s pay office in writing of at least two pay periods in advance.
- 38.13 'Top up' voluntary contributions made by salary sacrifice will be preserved as required by the legislation governing the conduct of the Superannuation Scheme.
- 38.14 Full contributing member's standard contributions (employee contributions) made by salary sacrifice will be preserved as required by the legislation governing the conduct of the Superannuation Scheme.
- 38.15 Salary sacrifice is a voluntary arrangement; the employee issuing instructions is responsible for the outcome of the arrangement. It is strongly recommended that an employee contemplating salary sacrifice first obtain competent financial advice before issuing instructions to Council
- 38.16 In the event that changes in legislation, the Income Tax Assessment Act, Tax office determinations or rulings remove the Council's capacity to maintain the salary sacrificing arrangements offered to the employee pursuant to this Agreement, the Council will be entitled to withdraw from the salary sacrificing arrangements by giving notice to each employee likely to be affected

39. HIGHER DUTIES/ MIXED FUNCTIONS

Higher duties/ mixed functions for all employees shall be in accordance with the full provisions of the Awards listed in Clause 7 of this Agreement..

40. SALARY/WAGE PROGRESSION AND RECLASSIFICATION

40.1 Employees will be classified in accordance with the classification definitions contained relevant parent awards. Where the award classifies using a competency based system that is the applicable classification method.

40.2 Every position within Council will have a position/job description. To achieve this outcome, a position/job description is required before any vacancy is advertised internally or externally.

All position/job descriptions will ultimately be accessible through the intranet.

Position descriptions shall be used as the primary source of classifying positions. The Council will continue to provide to each employee a position description which clearly and accurately identifies as a minimum:

- The requirements of the job; and
- The competencies, skills, knowledge, experience, qualifications and/or training required; and
- The responsibility level of the position; and
- The organizational relationship of the position; and
- The accountability/ extent of authority of the position

Position/job descriptions are to be reviewed by the Council in consultation with the employee at least annually.

The position shall be evaluated and considered against the classification definitions contained in the relevant parent awards.

40.3 Any employee may make a written request for a review of their position classification on an annual basis or at the time of the Achievement Planning review.

Where an employee requests a review of their position classification the Council will provide the employee with written confirmation that their application has been received and will identify the person who will be arranging for the classification review to be undertaken.

The grounds for which a request for review may be made are, having regard to the classification definitions, as specified in the relevant award as follows:

- Identifiable changes in the nature and work value of the duties performed;
- Increases in responsibilities;
- Change in the skills, knowledge and experience required to undertake the duties of the position

Such that the duties of the position as required to be performed by the individual, when assessed against the classification definitions, place the position in a higher band within the award.

40.4 Within three months of receipt of the application, the Council shall supply the applicant with a written response detailing the outcome of the application.

Should the position be reclassified, the date of effect of the reclassification shall be the date that it is determined by management that the job has changed, which will be no later than the date the application was made.

40.5 On initial appointment of an employee, the Council shall give consideration to an employee's previous relevant experience in order to ascertain the appropriate salary point for the person.

Any disagreements regarding this outcome of this process will be dealt with accordance with Clause 19, Dispute Avoidance and Resolution of Grievances, of the agreement.

40.6 Any employee who is classified at Local Government Employee Level 2 under the Local Government Employees' (Excluding Brisbane City Council) Award - State 2003 and who has completed 12 months satisfactory service and meets the required criteria of Local Government Employee Level 3 as contained in that award will be automatically advanced to Local Government Employee Level 3.

41. SALARY PACKAGING

41.1 The pay rates prescribed in this agreement may be taken by means other than money by an arrangement that:

- (a) complies with current taxation rules;
- (b) Is of no additional cost to Council now or at some future time; and
- (c) Is to be no less favourable to the employee than the entitlements otherwise available under this agreement,

and shall be subject to the following provisions:

- a) The salary packaging agreement, the terms and conditions of which shall be in writing and signed by both the Council and employee, shall detail the components of the total remuneration package. A copy of the agreement shall be made available to the employee.
- b) The configuration of the salary package shall remain in force for the period agreed between the Council and employee. Employees opting to participate in salary sacrifice opportunities must maintain participation for 12 months before being eligible to opt out of the scheme.

Where at the end of the agreed period, the full amount allocated to a specific benefit has not been utilised by agreement between the Council and the employee, any unused amount may be carried forward to the next period or paid as salary which will be subject to the usual taxation requirements.

The salary for superannuation purposes shall be the salary as provided in this Agreement.

Council is willing to facilitate appropriate training for staff who desire to undertake salary packaging arrangements to assist them to comprehend the issues involved.

41.2 Salary sacrifice will be available in accordance with the maximum allowable under the ATO guidelines only where Council does not incur a tax liability and will be subject to Council guidelines.

All employees are to obtain independent financial advice outlining limitations before salary sacrificing. Proof of such advice may be requested by Council.

42. PAYMENT OF SALARY/ WAGES AND RECORD KEEPING

42.1 Payment of Salaries and Wages

Payment of salaries and wages shall be made by Electronic Funds Transfer (EFT) to a financial institution with EFT facilities nominated by the employee in accordance with the Award.

Payment shall be made on the Friday following the close of the pay period.

The Council will administer pays so that they will be available from each financial institution by 9.00 a.m. on the Friday following the close of the pay period. If through circumstances beyond the control of the Council that timeframe cannot be met, pays will be available no later than 12.30 p.m. that day, otherwise employees will, upon demand by the employee, be paid a cash advance on request to the Pay Office.

42.2 At a time determined by Council during the term of this Agreement pay periods will change from weekly pay periods to pay periods of two weeks duration provided that:

- (i) Council gives notice to all employees affected at least four weeks before the change is implemented;
- (ii) The pay day will change from a Friday to either a Tuesday or Wednesday to be paid in the second week only of the fortnightly period;
- (iii) Pay will be paid on the basis of one weeks pay in advance and one weeks pay in arrears;
- (iv) On resignation or termination of employment, employees will be required to repay the one weeks pay in advance (or any portion of it) and this will be repaid at the rate at which it was paid as at the commencement of this Agreement.
- (v) Council will provide written notice where requested by an employee to the employee's financial institution of fortnightly pays notifying them of the change of pay date.

42.3 Employees proceeding on Annual Leave, Long Service Leave or Parental Leave may request on the Application for Leave form for payment to be made on each pay cycle or prepaid prior to commencing leave. Council will process pays so that they will be available from each financial institution on the Friday following the end of each pay period.

42.4 Council shall maintain records of all employees in its employ, and such records shall, as a minimum requirement, incorporate the following particulars:

- date of commencement of employment;
- date of termination of employment;
- classification of employee at dates of commencement and termination of employment;
- salary at termination of employment;
- total period of service in years and months;
- details of Local Government Superannuation Scheme contributions;
- long service leave exhausted during the period of service, or period therefore on termination of service;
- Accumulated sick leave at termination of employment.

42.5 Council will provide to employees detail of all accrued leave entitlements on their individual pay slip advices. Such accrued entitlements will be showed on payslip for Annual Leave, monthly for Sick Leave and after seven years, yearly for Long Service Leave.

42.6 On termination of service, an employee may request a statement of service setting out full employment details as listed in this clause.

43. ALLOWANCES

43.1 Application of Award Allowances

Except as provided in this Agreement allowances shall be paid as provided for in the relevant parent award.

43.2 Additional Allowances

In addition to the allowances provided for in the relevant parent awards the following allowances shall apply where applicable:

43.2.1 Reimbursement of Telephone Calls

Telephone charges will be reimbursed in accordance with Council telephone business use policy.

43.2.2 Palm Island Allowances

Any employee of Council who voluntarily agrees to a request from management to carry out work on Palm Island shall be entitled to:

43.2.2.1 Overnight Stay

Free travel and accommodation costs plus a Palm Island Daily Allowance of \$64.30 to cover meals, groceries and special environmental conditions plus an Incidental Allowance of \$15.40

43.2.2.2 Daily Visits

An Incidental Daily Allowance of \$15.40 plus reimbursement daily for all meals.

43.2.3 Living Away from Home

Provision of accommodation, meals and allowances paid to employees, including incidental allowances, shall be in accordance with Council's policies with regard to employees who are required to work such distances that they cannot return home at night, provided that where camp accommodation is provided within the boundaries of Townsville City, employees shall be entitled to the relevant award provisions.

43.2.4 Rubbish Operations Allowance

Any employee of Council who is employed under the provisions of the Local Government Employees' (Excluding Brisbane City Council) Award - State and who is directed by management to clean up and collect refuse after functions, fun days or after groups of itinerant people (who frequent parks and other areas of the city) shall be entitled to be paid the Rubbish Operations Allowance in accordance with the provisions of clause 5.8.21 of that Award for the time whilst directly engaged on such refuse collection work.

43.2.5 Waste Collectors Skills Allowance (Litter Controllers)

Employees employed in Waste Collection shall be paid a Responsibility/Skills Allowance in recognition of their competency and experience:

- Skills Level One \$1.97c p/h
- Skills Level Two \$1.71c p/h
- Skills Level Three \$0.92c p/h

43.2.6 Bitumen Pavers Operator Payment

Council will pay the operator of the bitumen paver machine a rate of pay equivalent to the classification for Local Government Employee level 6. The classification applicable to the position will be determined by the relevant award. This rate will be paid for all purposes of the agreement and the award.

43.2.7 Plant Ticket Training

Where Council requires an employee to have a certificate of competency to operate plant Council will provide the upfront costs associated with the training to obtain that certificate of competency.

43.2.8 Pavers Allowance

Council agrees to pay 3.5% of the rate of pay applicable to each employee while they are engaged in bitumen paver operations. This includes paver operator, labourers, gangers, roller driver and truck drivers who are required to physically work around the bitumen paver machine. This does not apply to Flocon Operators.

43.2.9 Annualisation of Allowances

The Council may agree with any group of employees for the annualisation of allowances otherwise payable to them under the relevant award and this agreement.

Where such agreement is reached it shall be in writing, shall clearly set out the terms on which the agreement operates and shall be agreed to by the majority of employees in the work group to which it applies.

43.3 Indexing of Allowances

The allowances in this Clause and the allowances payable under the awards listed in Clause 7 of this Agreement, except the District/ Locality Allowance, Waste Collectors Skills Allowance (Litter Controllers) and the Responsibility/Skills Allowance of the Waste Services Collection Local Area Agreement 2012, which are not indexed, shall, during the period of operation of this Agreement, be indexed on 1 September 2013 and 1 September 2014 by the percentage increases stated in Clause 36.1, Rates of Pay, of this Agreement and these increases shall be in lieu of any increases of those allowances in any of the Awards by the Commission.

PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

44. HOURS OF WORK - NINE DAY FORTNIGHT AGREEMENT

- 44.1 The standard starting time under the Nine-Day Fortnight Agreement shall be 6.00 a.m. each day.
- (a) Provided that by mutual agreement between the Supervising Employee and an employee or the majority of the employees concerned, the starting time may be changed.
 - (b) Such agreement shall be in writing and shall detail the new starting time, its date of commencement and the period concerned.
- 44.2 The standard finishing time under the Nine Day Fortnight Agreement shall be 4.30 p.m. each day Monday to Friday in Week One and 4.30 p.m. Monday to Thursday and 4.00 p.m. Friday in Week Two of the roster.
- (a) Provided that by mutual agreement between the Supervising Employee and an employee or the majority of the employees concerned, the finishing time may be changed.
 - (b) Such agreement shall be in writing and shall detail the new finishing time, its date of commencement and the period concerned.

The lunch period for each employee will be thirty (30) minutes.

The two ten (10) minute rest pauses will be banked and taken as one twenty (20) minute break prior to the lunch period.

The Council has the right to stagger the time of taking rest pauses.

- 44.3 The Council has the right to stagger lunch periods between 12.00 noon and 2.00pm without incurring penalties. Provided that once the times for an employee's meal break have been established as the recognised daily meal break then these may only be altered by mutual agreement to a proposed change or by giving of one week's notice to the employee concerned.
- 44.4 Where the Supervising Employee determines that a job should be completed, or that work should continue for up to thirty (30) minutes into the normal meal break, the meal break may be delayed up to a maximum of thirty (30) minutes, without penalty. The normal meal break shall be taken on the completion of the job or when thirty (30) minutes have elapsed. When the time worked exceeds thirty (30) minutes, double time shall apply to the total time worked into the meal break.

Rest Pauses will be taken on the job.

- 44.5 Lunch will be taken on the job unless the employee is required by the Supervising Employee to return to the Depot or unless the Supervising Employee approves an alternate arrangement. In approving an alternate arrangement a Supervising Employee shall give due regard to facilities available on the job or readily accessible nearby or Council facilities within a reasonable time and distance of the work site, the duration of the current job and the location of the next job. If in the opinion of the Supervising Employee it is necessary to relocate for the lunch period then reasonable travel using the most direct practical route may occur in Council time.

As necessary and as requested the Council will make available portable facilities for cold water, hot water and wash up.

- 44.6 Employees will clean up in their own time. The Supervising Employee may agree to wash up in Council time should the employee be working with toxic substances or in excessively dirty conditions.

Employees will lock up their personal tools, equipment and effects in their own time.

Employees will complete the Daily Time and Plant Hire record in the Council's time.

An employee who is absent on sick leave or annual leave shall apply for sufficient leave for each period of their absence to cover the hours they would have worked on that day of their roster.

The payment of wages for each pay period shall be on the basis of the actual hours worked during that period.

- 44.7 Should an employee agree to work if requested on their Rostered Day Off, they shall take a day's leave in lieu as soon as is practicable and on a date mutually acceptable to the employee and the Supervising Employee.
- a) Employees shall not be entitled to accrue Rostered Days Off.
 - b) Overtime will not be paid for working on a Rostered Day Off unless the Council specifically determines otherwise on a case by case basis.
 - c) Provided that if less than one working day's notice is given for the changed arrangement, overtime rates shall be paid. Employees required to work in these circumstances shall be paid at the rate of one and half times the ordinary rate for the first three (3) hours and double time thereafter.
- 44.8 When an employee is required by the Supervising Employee to work outside or in excess of the ordinary hours of work they shall be paid for such time at the rate prescribed for overtime in the relevant Award.
- 44.9 Ordinary hours worked on Saturdays and Sundays shall be paid for at a rate of double time, except where the Saturday or Sunday is a Public Holiday, in which case clause 60 Public Holidays will apply.

45. OVERTIME

- 45.1 An employee may be required to work reasonable overtime at overtime rates.
- 45.2 An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:
- (a) any risk to the employee's health and safety;
 - (b) the employee's personal circumstances including any family responsibilities;
 - (c) the needs of the workplace or enterprise;
 - (d) the notice (if any) given by the Council of the overtime and by the employee of his or her intention to refuse it; and
 - (e) any other relevant matter.
- 45.3 Overtime worked outside the spread of ordinary hours on any day or excess of the ordinary weekly hours (Monday – Friday) shall be paid for in accordance with the provisions of the relevant parent awards. All overtime performed on Saturday and Sunday, except on Public Holidays shall be paid for at the rate of double time with a minimum payment of 3 hours.
- 45.4 Time off in lieu of overtime (TOIL)
- Any employee covered by this agreement who is entitled to claim an overtime payment, can elect to accept this payment or may apply to their supervisor to have time off in lieu of overtime. Such time off would be on the basis of an hour for an hour. Any accrued hours not taken within six (6) months shall be paid out at the relevant overtime rate. Pay out of overtime applies to all employees.
- This clause does not apply to standard call-out arrangements or shift work provisions where overtime payments will continue as provided for in that clause.
- 45.5 All work done during the recognised meal period shall be paid for at the rate of double time, such payment to continue until a meal period has commenced. Such meal period shall be of the same duration as the meal period the employee would have enjoyed had the employee not been required to continue working.
- 45.6 Clause 45 shall not apply to employees performing shift work as defined in clause 53 of this agreement, who shall be paid overtime as specified in that clause.

46. WORK CYCLES, ARRANGEMENT OF HOURS, SPAN OF HOURS AND MAXIMUM HOURS WORKED – TIP CONTROLLERS– LOCAL GOVERNMENT EMPLOYEES’ (EXCLUDING BRISBANE CITY COUNCIL) AWARD – STATE

The work cycles, arrangements of hours, span of hours and maximum hours worked by Tip Controllers employed under the provisions of the Local Government Employees' (Excluding Brisbane City Council) Award - State may be changed at anytime in accordance with the provisions of the Award. Provided that where Council wishes to implement a work cycle and ordinary hours within work cycles for Tip Controllers which exceed the provisions of the Local Government Employee' (Excluding Brisbane City Council) Award - State, the implementation of the proposed work cycle and ordinary hours shall be in writing and shall be subject to the agreement of Council, the relevant union and the majority of the employees concerned. Further provided that the ordinary hours of work shall not exceed 12 hours on any day and may be worked subject to:

- (a) the Council and the employees concerned being guided by the occupational health and safety provisions of the ACTU Code of Conduct on 12 hour shifts;
- (b) proper health monitoring procedures being introduced;
- (c) suitable roster arrangements being made; and
- (d) proper supervision being provided.

The ordinary hours of duty shall be averaged at 38 hours per week

47. CONSECUTIVE HOURS OFF DUTY AFTER OVERTIME ON A SUNDAY

47.1 An employee who works so much overtime that they have not had at least 10 consecutive hours off duty during the 15 hours immediately preceding their ordinary commencing time on a Monday (or Tuesday if the Monday is an RDO or Public Holiday), shall be released after the completion of such overtime until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence:

47.2 Provided that this sub clause shall not apply to an employee required to work overtime which commences within the period of ten hours immediately preceding their ordinary commencing time on Monday (or Tuesday if the Monday is an RDO or a Public Holiday), and where the period of overtime worked cumulatively is less than five hours.

48. 10 HOUR BREAK – WEEKDAYS

48.1 An employee who works so much overtime between the termination of the employee's ordinary work on the one day and the commencement of the employee's ordinary work on the next day that the employee has not had at least ten consecutive hours off duty between those times shall, subject to this sub clause, be released after the completion of such overtime until the employee has had ten consecutive hours of duty without loss of pay for ordinary working time occurring during such absence.

48.2 If such employee is instructed to resume or to continue work without having had such ten consecutive hours off duty, the employee shall be paid at double ordinary rates (unless on a Public Holiday in which case the overtime rates of clause 60 shall apply) until the employee is released from duty for such period, and such employee shall be entitled to be absent until such employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during that absence.

No clause in any relevant Award has any affect to prevent the taking of breaks as described herein.

49. BREAKS BETWEEN SHIFTS

49.1 To ensure the health and safety of employees, rosters shall ensure a rest period of no less than 10 hours is required between the completion of work (on that day/ shift) and the recommencement of work for that employee.

50. EMPLOYEES REQUIRED TO WORK UNUSUAL WORKING HOURS NOT CLASSED AS SHIFT WORK

50.1 This clause shall apply to employees employed in the following areas:-

- Civic Theatre
- Mall
- Art Gallery
- Corporate Communications
- Community & Cultural Development
- The Strand
- Any other areas identified and agreed with the Unions.

50.2 Employees in these areas who by mutual agreement between the employee concerned and the Council are required to work unusual hours shall be paid a 15% loading of ordinary salary to compensate the employee for working irregular hours. The ordinary working hours of these employees shall not exceed ordinary working hours as per the relevant parent award.

50.3 Such ordinary working hours may be worked on any five days, Monday to Saturday (both days inclusive), subject to appropriate weekend penalty rates, according to a roster, which shall provide for two consecutive days off in each week. The roster shall be prepared and displayed to the employees concerned at least two weeks in advance, and shall not be varied except by mutual arrangement between the employee or a majority of the employees concerned and the Council.

50.4 The ordinary daily hours shall be worked continuously except for meal hours of not less than half an hour or more than one hour's duration, which shall not be counted as working time, to be taken at times mutually arranged.

50.5 Provided that no employee shall be required to work continuously for more than five hours without a meal break, and if such meal break is not given, double time shall be paid (except in the case where the employee is working on a Public Holiday, in which case the overtime rates for Public Holidays shall apply) for all time worked after the fifth hour until a meal break of half an hour is given or the employee ceases work whichever is the earlier.

50.6 Within the abovementioned limits, the Council shall have the right of fixing starting times, ceasing times and meal times, and such times shall not be altered without giving at least five days' notice, such notice to be exhibited so as to be readily available to the employee concerned.

51. FLEXIBLE WORK PRACTICES AND MODERNISATION

51.1 In addition to the flexible working arrangements available within this agreement to support work and family harmony, the parties agree to investigate further flexible working arrangements and continue existing arrangements, provided the increased flexibility contributes to greater productivity.

Further implementation of flexible work practices will be subject to operational requirements, employee support and cost to the Council. By agreement in writing between Council, employees and their relevant unions in a section or sections of work, or individual employees, local flexible work practices can be reached involving the following provisions:-

- i. Span of hours;
- ii. Rostering and Work Cycles, and the averaging of hours;
- iii. Roster breaks;
- iv. Timing of rest pauses, meal breaks and annual leave;
- v. Period of Notice;
- vi. Other matters by agreement in writing between the parties.

51.2 Without limiting the options for arrangement of work cycles, examples of the way work cycles may be arranged are as follows:

- a) Full time employees working 152 hrs in a 4 week cycle.

- b) by employees working less than 8 ordinary hours each day; or
- c) by employees working less than 8 ordinary hours on one or more days each work cycle; or
- d) by fixing one or more work days on which all employees will be off during a particular work cycle; or
- e) by rostering employees off on various days of the week during a particular work cycle, so that each employee has one work day off during that cycle.

- 51.3 Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the employees classification level within the classification structure of this agreement provided that such duties are not designed to promote de-skilling.
- 51.4 Council may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment and the appropriate rate of pay in accordance with the mixed functions clause of the relevant award, and allowances for the use of such tools are paid.
- 51.5 The parties agree that there is a need to address workplace efficiencies, effectiveness and services so that Council and its employees improve their future efficiency and effectiveness.
- 51.6 The parties agree that adequate consultation and communication provide a major contribution to efficient, flexible and productive employee and management practices. It is agreed that the need for proper consultation and communication extends to ensuring continued effective communication between all levels catering for an information flow between management and employees and/or an agent or representative for the employee.

52. THIS CLAUSE IS LEFT DELIBERATELY BLANK

53. SHIFT WORK

- 53.1 Council may require specific work to be performed on the basis of shift work. Prior to implementing a system of shift work, consultation shall take place between Council and the employees affected.
- 53.2 The ordinary hours of shift workers shall average 38 hours per week inclusive of meal time and shall not exceed 152 hours in 28 consecutive days.

A shift shall consist of not more than 10 hours inclusive of meal time:

Provided that -

- a) in any arrangement of ordinary working hours where the ordinary working hours are to exceed 8 on any shift the arrangement of hours shall be subject to agreement between the employer and the majority of employees in the work section or sections concerned;
- b) by agreement between an employer, the union or unions concerned and the majority of employees in the plant, work section or sections concerned, ordinary hours not exceeding 12 on any day may be worked subject to:
 - i. 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;
 - ii. proper health and monitoring procedures being introduced;
 - iii. suitable roster arrangements being made;
 - iv. proper supervision being provided; and
- c) except at the regular changeover of shifts, an employee shall not be required to work more than one shift in each 24 hours.

53.3 Shift allowances

In addition to the wage rates prescribed in this agreement, shift workers shall be paid the following afternoon and night shift allowances for each afternoon or night shift worked.

- (a) Afternoon shift allowance:

An afternoon shift shall be a shift finishing after 6.00 p.m. and at or before midnight.

The percentage allowance is 12.5% or \$9.70 per shift (whichever is the greater).

- (b) Night shift allowance:

A night shift shall be a shift finishing subsequent to midnight and at or before 8.00 a.m.

The percentage allowance is 15% or \$9.70 per shift (whichever is the greater).

- 53.4 It is a condition of this agreement that no employee is disadvantaged as a result of this change from a flat rate shift allowance to a percentage shift allowance.
- 53.5 Shift allowance(s) shall not apply to shift work performed on a Saturday or Sunday. All ordinary time worked by shift workers between midnight Friday and midnight Sunday shall be paid for at the rate of double time.
- 53.6 For the purposes of payments, the percentage which is quoted shall be the amount which is payable for each shift in addition to the employee's ordinary time wage rate.
- 53.7 Provided that Plumber's Assistants required to work shift work will be paid shift entitlements in accordance with the Building Trades (Public Sector) Award – State.
- 53.8 Where a full time or part time employee is required to work inside the ordinary starting and ceasing time for the day of the week on which such holiday falls on a gazetted public holiday, as listed above, payment shall be at the rate of double time and a half of the ordinary rate.
- 53.9 For the purposes of this clause where the rate is a weekly rate, double time and a half shall mean one and a half times the hourly rate prescribed by this Agreement in addition to the employee's ordinary time payment for the time worked.

54. MEAL BREAKS & REST PAUSES

- 54.1 An employee shall be entitled to a paid 20 minute rest pause in the first half of their shift.

An employee shall be entitled to an unpaid meal interval of not less than 30 minutes to be commenced after completing not less than 4 hours and not more than 6 hours of duty or as otherwise mutually agreed.

Provided that where it is not possible to grant the meal interval on any day, the said meal interval shall be treated as time worked and be paid at 200% of the hourly rate for the employee's level until the employee is released for a meal.

Provided further where an employee is required to work in excess of 5 hours after the first meal interval he or she shall be granted a further meal interval of 20 minutes to be treated as time worked.

Where the efficiency of the employer may be increase through a job being completed or work being continued for up to 30 minutes into the normal meal break, the meal break may be delayed up to a maximum of 30 minutes, without penalty.

- 54.2 Meal breaks during overtime

- (a) Employees required to continue work after the normal ceasing time shall be entitled to a 30 minute meal break after 2 hours' work where work is to continue beyond 2 hours:

Provided that where such overtime continues beyond 6.00 p.m., a 30 minute meal break shall be provided after one hour where work is to continue beyond one hour.

After each further period of 4 hours' overtime on the same day, the employee shall be allowed 45 minutes for a meal where work is to continue beyond 4 hours.

No deduction of pay shall be made in respect of such meal breaks.

54.3 In all other circumstances, an employee shall be entitled to a meal break of 30 minutes after 5 hours of overtime where the employee is required to work beyond the 5th hour. A further meal break of 45 minutes shall be provided after each additional period of 4 hours where the employee is required to work beyond this period. No deduction of pay shall be made for such meal breaks.

54.4 Regular part-time employees - meal breaks

Regular part-time employees required to continue working for more than five consecutive hours shall be allowed a meal break of thirty minutes which shall not be counted as time worked. If such meal break is not given prior to the commencement of the fifth hour of work, double time shall be paid for all work performed from the commencement of the fifth hour until the time a meal break of thirty minutes is given.

54.5 Casual employees - meal breaks

Casual employees required to continue working for more than five consecutive hours shall be allowed a meal break of 30 minutes which shall not be counted as time worked. If such meal break is not given prior to the commencement of the fifth hour of work, double rates shall be paid for all work performed until a break of 30 minutes is given or until the cessation of work, whichever is the earlier.

PART 7 - LEAVE ENTITLEMENTS AND PUBLIC HOLIDAYS

55. ANNUAL LEAVE ENTITLEMENT

55.1 Every employee (other than a casual employee) shall at the end of each year of employment, be entitled to an annual holiday on full pay of five weeks (of 190hours) plus annual leave loading. Annual leave accruals will be credited to an employee on a weekly basis unless the employee is paid fortnightly in which case the leave will be credited on a fortnightly basis. Part time employees will have pro rata entitlements for annual leave.

55.2 Provided that annual leave is not to accrue during periods of leave without pay not authorized by Council unless the employee is absent for not more than 3 months because of illness or injury certified by a Doctor.

For the purpose of this clause, leave without pay does not include any period of absence of less than three months during which the employee is entitled to payment under the Workers' Compensation and Rehabilitation Act 2003

55.3 If immediately before taking the leave the employee is being paid at a higher rate than the ordinary rate, then the employee shall be paid at the higher rate while on leave.

55.4 Annual Leave Accrual

Where any employee has an accrual of in excess of two years entitlement the Council and the employee shall arrange a program for taking of excess leave within a reasonable period of time.

Where an employee who has a leave balance of greater than two years entitlement applies for annual leave, approval of the employee's application will not be unreasonably withheld.

Should a disagreement occur regarding the taking of excess annual leave accrual then the matter can be processed through Clause 19, Dispute Avoidance and Resolution of Grievances.

55.5 An employee may submit a leave application direct to the Executive Manager Human Resources - People Performance, if a Supervisor or a Manager initially refuses to action or accept the application, which can be made anytime from the employees concerned. The Executive Manager Human Resources - People Performance shall decide whether to approve the leave having regard to the employee's reasons for applying for the leave, and the Manager or Supervisor's reason for declining to approve it.

56. ANNUAL LEAVE LOADING

Annual leave pay, including any proportionate payments, shall be calculated at the employee's rate of pay for the period of the annual leave.

A further amount calculated at the rate of 17.5% of this amount, will be added to the sum. This is referred to as Annual Leave Loading, and is applied to the prescribed value of 5 weeks leave per annum. Payment of this additional loading will be as part of the standard pay run.

57. CHRISTMAS CLOSEDOWN

57.1 Townsville City Council may close down its operations in work areas, units or sections, or parts thereof, for the purposes of allowing annual leave to all or most of the employees in those work areas, units or sections.

During this closedown, an employee may access accrued leave (long service or annual leave entitlements) and/or take TOIL/ RDO's or where insufficient leave entitlements exist, an employee may take leave without pay during this period. If approved by Council, the close down will take effect for the period from Christmas Day up to and including New Years Day (or substitute holidays where appropriate).

57.2 Council shall give six weeks notice of whether it proposes to implement an annual closedown.

58. LONG SERVICE LEAVE

58.1 Subject to the provisions of this agreement, the entitlement of an employee to long service leave on full pay pursuant to this agreement shall be as follows.

58.1.1 In the case of an employee who has completed an initial period of ten years' continuous service, thirteen weeks;

58.1.2 In the case of an employee who has completed an initial period of seven years but less than ten years' continuous service, and who terminates that service, or who dies, or whose employment Council terminates that service for any reason other than misconduct, a proportionate amount calculated on the basis of thirteen weeks for ten years' service;

58.1.3 In the case of an employee who has completed an initial or a subsequent period of ten years' service and who continues that service until the employee has completed a further period of ten years' service, a further thirteen weeks; and

58.1.4 In the case of an employee who continues in the service of a Council after having completed an initial or a subsequent period of ten years' service and whose employment is terminated for any reason, or who dies, before completion of a further period of ten years' service, a proportionate further amount on the basis of thirteen weeks for ten years' service.

58.2 For the purpose of this agreement continuous service shall mean and include service with a Council or with more than one Council which has been continuous except for:

58.2.1 Absence from work on leave granted by a Council including such absence through illness or injury on leave so granted, and any absence through illness or injury during the last five years of the employees service shall be included in the period in respect of which long service leave is computed:

58.2.2 Work performed outside of Local Government within Queensland, Queensland State Government and Federal Government Departments.

58.2.3 The employee having been dismissed or stood-down by the Council, or the employee having terminated service with the Council by reason of illness or injury; provided that the employee shall have been re-employed by that Council or another Council, and shall not have been engaged in any other calling whether on the employee's own account or as an employee subsequent to having been so dismissed or stood down or to having so terminated service, and before being so re-employed; and provided further that the period during which that employee was absent by reason of such dismissal or standing down or termination of service shall not by reason only of this paragraph be taken into account in calculating the period of service;

58.2.4 The employee having been dismissed or stood down by the Council, or the employee having terminated service with the Council, provided that the employee shall have been re-employed by that Council or some other Council within a period not exceeding three months.

58.2.5 Service as a member of the Naval, Military or Air Forces and of the Commonwealth or of the Civil Construction Corps established under the National Security Act 1939, as amended by subsequent Acts, of the Commonwealth, shall be deemed to be service with the Council by which that employee was last employed before the employee commenced to serve as such member.

58.2.6 Upon enlistment in Her Majesty's Armed Forces for active war service of any employee employed under this agreement, the Council shall be liable to pay to such employee, if the employee so requests, the monetary equivalent of the proportionate amount of long service leave calculated as set out in this agreement.

Any pro rata payment so made at the employee's request shall not be deemed to break the continuity of the employee's service for long service leave purposes, but the quantum of long service leave to which such employee may become entitled in the event of the employee rejoining the service of the

same or another Council to this agreement shall be reduced by the period of service in respect of which the pro rata payment was made.

58.2.7

Where an employee covered by this agreement enlists for active war service in any of Her Majesty's Armed Forces and subsequently dies during the period of such enlistment a pro rata payment of long service leave due to the employee shall be paid to the employee's personal representative.

In the event of such employee being totally incapacitated by reason of war service to the extent of being unable to resume duties with the Council, a pro rata payment for long service leave shall be paid to the employee or calculated in accordance with provisions of this agreement; provided that for the purposes of this clause there shall be no minimum qualifying period of eligibility for long service leave.

58.3 Entitlement

The minimum period of Long Service Leave that an employee may take at any one period shall be not less than two weeks except in circumstances when this period can be varied by mutual agreement between the Manager/ Director and the employee.

- a) Long Service entitlements are meant to be taken and not to be banked.
- b) Long service leave should be taken within five (5) years of the entitlement falling due and upon giving reasonable notice.
- c) An employee with accrued entitlements to long service leave for more than 5 years shall advise Council on when within a reasonable time the accrual will be taken.
- d) Should an employee fail to propose a timeframe for taking the accrued long service leave, the Manager/ Director may on one month's notice direct the employee to take such leave.

58.4 The entitlement of an employee to long service leave on full pay pursuant to this Agreement shall be as follows:

58.4.1 All employees shall be eligible to take long service leave after 7 completed year's continuous Queensland Local Government service.

58.4.2 In cases of maternity leave, hardship or training purposes, pro-rata entitlements of long service leave payments may be taken as leave provided that all other avenues of leave have been exhausted.

58.5 Calculating an employee's length of service

Subject to the provisions of this clause, the method of calculating the amount of long service leave due to an employee pursuant to the provisions of this agreement shall be as follows:

58.5.1 Employees whose initial period of continuous service commenced on or after 11 May 1964 shall be entitled to long service leave in respect of service on or after 11 May 1964 but prior to 1 January 1977 at the rate of 13/15ths of one week for each year of service and in respect of service on or after 1 January 1977 at the rate of one and 3/10ths weeks for each year of service.

58.5.2 An employee whose initial qualifying period of ten years' continuous service was completed on or after 1 January 1977 shall immediately after completion of such period become entitled to long service leave, but the amount thereof shall be calculated in accordance with the provisions above.

58.6 Any long service leave shall be exclusive of any statutory holiday occurring during the period when that long service leave is taken and shall be paid for by the Council as ordinary time deemed for the purpose of such payment to be worked continuously by the employee during the period of long service leave.

Provided that, in the case of an employee who immediately before the period of long service leave is being paid for ordinary time worked by the employee at a rate in excess of the rate payable under this agreement, the long service leave shall be paid for at that excess rate as ordinary time deemed for the purpose of such payment at such excess rate to be worked continuously by that employee during the period of long service leave except that, if the rate payable under the agreement is varied during the period of long service leave, then:

- a) if the variation increases the rate payable under the said agreement to an amount greater than the aforesaid excess rate, the long service leave shall be paid for at that increased rate for any part of the period thereof in respect whereof the increased rate is the minimum rate of payment under the said agreement: or
- b) if the variation decreases the rate payable under the said agreement, the long service leave may be paid for at the aforesaid excess rate less the whole or any portion of the decrease for any part of the period thereof in respect whereof the amount of the decreased rate is the minimum rate of payment under the said agreement.

58.7 The Council with which the employee is employed at the time long service leave entitlement is claimed shall be liable as between itself and such employee to pay the whole of the amount to which such employee is entitled as payment for long service leave.

Provided that once an employee becomes eligible for pro rata long service leave each Council with which the employee had previously been employed during the qualifying period for long service leave shall contribute to such entitlement in the proportion which the employee's period of service with it bears to the qualifying service at the ordinary rate of pay which the employee was receiving on the cessation of employment with such contributing Council.

Provided further that once such contribution is made and the employee concerned is employed by yet another Council the aforesaid employing Council shall be liable between it and the new employing Council for all long service leave contributions that had been forwarded to it and which had accrued during the aforesaid period of employment.

58.8 Continuous Service

For the purpose of this Agreement 'continuous service' shall mean service with the Council which has been continuous except for:

- a) Absence from work on leave granted by a Council through illness or injury.
- b) Where the absence is on unpaid leave only the first 3 months of leave will be recognised as service for the purpose of accruing Long Service Leave entitlements.
- c) Any employee absent from work on the grounds of workers compensation in excess of three months shall not be included in respect to which long service leave is computed.
- d) The employee having been dismissed or stood down by the Council, or the employee having terminated service with the Council, provided that the employee shall have been re-employed by Council within a period not exceeding three months.

58.9 Statutory Holidays Excluded

Any long service leave shall be exclusive of any statutory holiday occurring during the period when that long service leave is taken and shall be paid for by the Council as ordinary time deemed for the purpose of such payment to be worked continuously by the employee during the period of long service leave.

58.10 Time and Manner of Payment to be Agreed

Payment for long service leave shall be at the rate of pay of the employee for the period immediately prior to the leave commencing. During the leave period, where rate changes as prescribed in this agreement occur, the rate of pay for the leave will change accordingly.

The Council and the employee concerned may agree upon the times and the manner in which the employee shall be paid for long service leave.

58.11 Payment Upon Death of Employee

If an employee who is entitled to any amount of long service leave dies before taking that amount of long service leave; or after commencing but before completing the taking of that amount of long service leave, the Council shall pay to that employee's personal representative a sum equal to the long service entitlement of this clause for the period of the amount of long service leave not taken or, as the case may be, the taking of which has not been completed by that employee.

59. EXTENDED LONG SERVICE AND ANNUAL LEAVE ON SALARY AVERAGING

59.1 As a lifestyle choice option, employees may apply for and Council may consider extended leave (as defined in this clause) as an attractive alternative to the usual annual and long service leave provided by Council.

Taking into consideration organisational requirements, agreement in writing may be reached between an employee and Council to extend a period of annual or long service leave time by averaging his / her normal annual or long service leave payments across the period taken.

59.2 Extended leave is defined as the employee taking all or part of their leave, by agreement with the Council on proportionate pay with the period on leave being extended accordingly.

This can only be done over a minimum period of one week of their accrued annual or long service leave entitlement.

60. PUBLIC HOLIDAYS

60.1 The following days are Public Holidays

- 1st January;
- 26th January;
- Good Friday;
- Easter Saturday (the day after Good Friday);
- Easter Monday;
- 25th April (Anzac Day);
- Labour Day
- The Birthday of the Sovereign;
- Show Day (as gazetted)
- Christmas Day;
- Boxing Day; or
- any day appointed under the Holidays Act 1983, to be kept in place of any such holiday

60.2 A part time or full time employee whose usual day of work falls on a public holiday shall be entitled to be absent for the day without loss of pay. Payment shall be at ordinary time for the hours that the employee would have usually worked on that day.

60.3 If a Statutory Holiday falls on a day on which the employee has a Rostered Day Off and the employee does not work on that day the Rostered Day Off shall be rescheduled on a day nominated by the Council which will normally be either the work day immediately preceding or immediately following the Rostered Day Off.

60.4 Where a full time or part time employee is required to work inside the ordinary starting and ceasing time for the day of the week on which such holiday falls on a gazetted public holiday, as listed above, payment shall be at the rate of double time and a half of the ordinary rate.

60.5 For the purposes of this clause where the rate is a weekly rate, double time and a half shall mean one and a half times the hourly rate prescribed by this Agreement, in addition to the employees ordinary time payment for the time worked on that day.

60.6 All time worked on any of the holidays mentioned above outside the ordinary starting and ceasing time for the day of the week on which such holiday falls shall be paid for at double the rate prescribed by this Agreement for such time when worked outside the ordinary starting and ceasing times on an ordinary working day or over time on the day.

The minimum payment for work on a public holiday is four hours at the appropriate rate.

Where a casual employee is required to work, the employee will receive 150% of their ordinary rate in addition to their ordinary rate.

60.7 In the case of employees who do not ordinarily work Monday to Friday of each week i.e. whose ordinary hours include work on a Saturday or Sunday such employees shall be entitled to public holidays as follows:

- a) A full-time employee shall be entitled to either payment for each public holiday or a substituted day's leave.
- b) A part-time employee shall be entitled to either payment for each public holiday or a substituted day's leave provided that the part-time employee would have been ordinarily rostered to work on that day had it not been a public holiday.
- c) Where a public holiday would have fallen on a Saturday or a Sunday but is substituted for another day all employees who would ordinarily have worked on such Saturday or Sunday but who are not rostered to work on such day shall be entitled to payment for the public holiday or a substituted day's leave.
- d) Where Christmas Day falls on a Saturday or a Sunday and the public holiday is observed on another day an employee required to work on Christmas Day (i.e. 25 December) shall be paid at the rate of double time if it is a Saturday and double time and a-half if it is a Sunday.

60.8 All employees covered by this Agreement shall be entitled to be paid a full day's wage for Labour Day (the first Monday in May or other day appointed under the Holidays Act 1983, to be kept in place of that holiday) irrespective of the fact that no work may be performed on such day, and if any employee concerned actually

works on Labour Day, such employee shall be paid a full day's wage for that day and in addition a payment for the time actually worked at 1 1/2 times the ordinary rate prescribed for such work with a minimum of 4 hours.

61. PERSONAL LEAVE ENTITLEMENTS – SICK, CARER'S, OTHER

61.1 The provisions of this clause apply to full-time and regular part-time employees (on a pro rata basis) but do not apply to casual employees.

61.2 Definitions

The term immediate family includes:

- spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee. A de facto spouse means a person of the opposite sex or same sex to the employee who lives with the employee as his or her husband or wife on a bona fide domestic basis; and
- child or an adult child (including an adopted child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.
- or member of the employees household.

61.3 Amount of paid personal leave

Paid personal leave is available to employees, other than casual employees, when they are absent:

- due to personal illness or injury; or
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency.
- The amount of personal leave to which full-time employees are entitled depends on how long they have worked for the employer and accrues as follows:

61.4 From the date of coming into operation of this Agreement employees will accrue personal leave on the following basis:

Employees who work an average 38 hour week: 114 hours (equals 15 days x 7.6 hours) per year.

Personal Leave taken shall be debited against an employee's accrued leave entitlement in accordance with the employee's actual ordinary hours of work, as follows:

Illustration 1:

Michelle has 180 hours accrued personal leave entitlement

Michelle works an averaged 38 per week over a nine-day fortnight with her ordinary working hours being 8.5 hours per day but 8 hours every second Thursday. Michelle cannot come to work on a Wednesday because of illness.

Michelle is paid for her 8.5 hours off work and her personal leave entitlement is debited 8.5 hours so now her personal leave balance is 171.5 hours.

Michelle is still ill on the following day which is a short hours (8 hour) Thursday. Michelle is paid for her 8 hours off work and her personal leave entitlement (171.5 hours) is debited 8 hours so now her personal leave balance is 163.5 hours.

Illustration 2:

David has 570 hours of accrued personal leave entitlement.

David works an averaged 38.5 week on a four day-on four day-off basis with his average ordinary hours of work being 11 hours per day. David falls ill on one of his workdays and does not come to work.

David is paid for his 11 hours off work and his personal leave entitlement is debited 11 hours so now his personal leave balance is 559 hours.

61.5 Effect of workers' compensation

If an employee is receiving workers' compensation payments, he/she is not entitled to personal leave.

61.6 Broken service

If an employee is terminated by Council and is re-engaged within a period of six months then the employee's unclaimed balance of personal leave shall continue from the date of re-engagement.

61.7 Personal leave for personal injury or sickness

61.7.1 An employee is entitled to use the full amount of their personal leave entitlement including accrued leave for the purposes of personal illness or injury, subject to the conditions set out in this clause.

61.7.2 Any absence on personal/sick/careers leave that exceeds two consecutive days shall be contingent upon production by the employee concerned of either a certificate from the duly qualified medical practitioner or other evidence of illness satisfactory to the Council.

61.7.3 Credit shall be allowed for personal leave accumulated with previous employing councils provided that the employee's service as between such councils has been continuous and that the employee at the time of engagement produces a certificate from the previous council certifying the amount of personal leave accumulated to the employee's credit.

61.7.4 Continuous service is defined for the purpose of above to include service with a council or with more than one council which has been continuous except for the employees having been dismissed or stood down, or by the employee having terminated the employee's service with the council provided that the employee shall have been re-employed by that council or some other council within a period not exceeding the combination of any period of unused annual leave when the employee ceased employment with the employee's previous council plus a further period of four weeks.

61.7.5 Notwithstanding the foregoing an employee shall not be entitled to payment for absence through illness or injury in respect of which workers' compensation is payable or through injury sustained by an employee outside the scope of the employee's employment caused by or contributed to by the employee's own negligence or participation in sport or games in respect of which such employee receives any payment by way of fee or bonus.

61.7.6 If an employee while absent from duty on annual leave is overtaken by illness the employee shall, on production of a certificate signed by a duly qualified medical practitioner certifying that such employee is incapacitated by such illness to the extent that the employee would be unfit to perform normal duties for a period of not less than five days, and subject to the provisions of this clause, be entitled on application to have such period of illness which occurs during the employee's annual leave debited to the employee's personal leave entitlements and the employee's annual leave entitlement shall be adjusted accordingly.

61.7.7 If an employee whilst absent from duty on long service leave granted pursuant to this agreement, is overtaken by illness the employee may, subject to the provision contained in this clause, be entitled on application to have such period of illness which occurs during the employee's long service leave debited to the employee's personal leave entitlement and the employee's long service leave entitlement shall be adjusted accordingly, provided that:

- the application for adjustment is approved by the employing authority;
- the application includes a certificate signed by a duly qualified medical practitioner certifying that such employee is incapacitated by such illness to the extent that the employee would be unfit to perform normal duties for a period of not less than five days.

The accumulation of personal leave shall be uncapped.

There shall be no cap on the amount of accrued personal leave that an employee can take in accordance with this Clause in any one year.

61.8 Personal leave to care for an immediate family or household member

61.8.1 An employee is entitled to use any personal leave entitlement which has accrued after 9 June 1995, to care for members of his/her immediate family or household who are sick and require care and support or who require care due to an unexpected emergency.

61.8.2 The employee shall, if required, establish by production of a medical certificate or statutory declaration, the illness of the person concerned.

61.8.3 The employee shall, wherever practicable, give the employer notice prior to the absence of the intention to take leave, the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of the absence.

61.8.4 An employee may take unpaid carer's leave by agreement with the Council.

An employee taking unpaid carer's leave may with the consent of their employer work "make-up time" under which the employee takes time off ordinary hours and works those hours at a later time, during the spread of ordinary hours provided by the agreement.

- 61.8.5 Where an employee has exhausted all paid personal leave entitlements, they are entitled to take unpaid personal leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. The employer and the employee shall agree on the period. In the absence of agreement, the employee is entitled to take up to two days of unpaid leave per occasion.

Where employees have exhausted all personal leave entitlements, they are entitled to take unpaid personal leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. Council and the employee shall agree on the period. In the absence of agreement, the employee is entitled to take up to two days of unpaid leave per occasion.

62. BEREAVEMENT LEAVE

- 62.1 The provisions of this clause apply to full-time and regular part-time employees (on a pro rata basis) but do not apply to casual employees.

62.2 Paid leave entitlement

A full-time employee is entitled to up to 3 days' bereavement leave on each occasion where the funeral is within a radius of 350 kilometres of the Townsville Post Office. Employees who are required to attend is outside a radius of 350 kilometres of the Townsville Post Office will be entitled to 4 days bereavement leave to be taken up to and/or immediately subsequent to the day of the funeral. Employees may be required to produce of satisfactory evidence (if required by the Council) of the death of a member of the employee's immediate family or household.

62.3 Part-time employees

A part-time employee is entitled to up to 3 days bereavement leave without loss of pay, up to a maximum of 21 hours on the same basis as prescribed for full-time employees except that leave is only available where a part-time employee would normally work on any or all of the 3 working days following the death.

62.4 Casual employees

A casual employee is entitled to up to 3 days unpaid bereavement leave on each occasion on the same basis as prescribed above.

- 62.5 Where an employee has exhausted all leave entitlements, the employee is entitled to unpaid bereavement leave. The length of unpaid leave should be agreed upon between employee and employer. In the absence of agreement, this is limited to 3 days unpaid leave.

62.6 Special Bereavement Leave

For the purpose of attending a current work colleague's funeral.

A Director may approve two hours paid time off for an employee to attend a work colleague's funeral, upon request of the employee, where.

- a) The employee was a member of the immediate work group of the deceased employee
- b) The deceased employee had at least 5 years service in the work area from which the employee seeking the leave works or the Director is otherwise satisfied that the employee seeking the leave has had a substantial working relationship with the deceased employee.
- c) The Director is satisfied that the employee taking that time off will not significantly impact on Council's service delivery for the work area concerned.

63. CULTURAL OR RELIGIOUS LEAVE

The parties agree that there is a growing recognition of the cultural differences in the workplace. Recognising that cultural diversity enhances the workplace and aids equal opportunity and anti-discrimination goals of the Council being met, the parties agree that:

- a) An employee who identifies as coming from such a background shall be given reasonable opportunity to practise the spiritual and cultural requirements of his / her culture.

- b) Where this involves time away from work the employee may apply to take pre-approved leave or accumulated rostered days off.
- c) Any dispute about leave to meet cultural, spiritual or religious needs shall be resolved through the dispute settling procedure.

64. PARENTAL LEAVE

64.1 Unpaid Parental Leave Provisions

Unpaid Parental Leave Provisions shall apply to all eligible Council employees.

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

The provisions of this clause apply to full-time, part-time and eligible casual employees, but do not apply to other casual employees.

An eligible casual employee means a casual employee:

- a) employed by an employer on a regular and systematic basis for several periods of employment or on a regular and systematic basis for an ongoing period of employment during a period of at least 12 months; and
- b) who has, but for the pregnancy or the decision to adopt, a reasonable expectation of ongoing employment.

64.2 The rights of the Council in relation to engagement and re-engagement of casual employees are not affected, other than in accordance with this clause.

For the purposes of this clause child means a child of the employee under school age, or a person under school age who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

Spouse includes a de facto spouse whether of the same sex as the employee or not, but does not include a former spouse.

64.3 After 12 months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption. The provisions of this clause shall apply to same sex partnerships. In the instance of same sex partnerships the terms primary and secondary care giver shall apply.

64.4 Parental leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take:

- a) for maternity and paternity leave, an unbroken period of up to one week at the time of the birth of the child;
- b) for adoption leave, an unbroken period of up to three weeks at the time of placement of the child.

64.5 Variation of period of parental leave

Where an employee takes leave under this section, unless otherwise agreed between the employer and employee, an employee may apply to their employer to change the period of parental leave on one occasion. Any such change to be notified as soon as possible but no less than four weeks prior to the commencement of the changed arrangements. Nothing in this clause detracts from the basic entitlement in this clause or the right to request as outlined below.

64.6 Right to Request

An employee entitled to parental leave pursuant to the provisions of this clause may request the employer to allow the employee:

- to extend the period of simultaneous unpaid parental leave to a maximum of eight weeks;
- to extend the period of unpaid parental leave provided for by a further continuous period of leave not exceeding 12 months;
- to return from a period of parental leave on a part-time basis until the child reaches school age;
- to assist the employee in reconciling work and parental responsibilities.

Council shall consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

The employees request and the employer's decision will be made in writing.

64.7 Request to return to work part-time

Where an employee wishes to make a request, such a request must be made as soon as possible but no less than seven weeks prior to the date upon which the employee is due to return to work from parental leave.

64.8 Maternity Leave

An employee must provide notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:

- a) of the expected date of confinement (included in a certificate from a registered medical practitioner stating that the employee is pregnant)—at least 10 weeks;
- b) of the date on which the employee proposes to commence maternity leave and the period of leave to be taken—at least four weeks.

When the employee gives notice under (a) hereof the employee must also provide a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

An employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date.

Unless agreed otherwise between the employer and employee, an employee may commence parental leave at any time within six weeks immediately prior to the expected date of birth.

Where an employee continues to work within the six week period immediately prior to the expected date of birth, or where the employee elects to return to work within six weeks after the birth of the child, an employer may require the employee to provide a medical certificate stating that she is fit to work on her normal duties.

64.9 Special maternity leave

- a) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child, then the employee may take unpaid special maternity leave of such periods as a registered medical practitioner certifies as necessary.
- b) Where an employee is suffering from an illness not related to the direct consequences of the confinement, an employee may take any paid sick leave to which she is entitled in lieu of, or in addition to, special maternity leave.
- c) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid sick leave to which she is then entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid sick leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 52 weeks.

During the period of leave an employee may return to work at any time, as agreed between the employer and the employee provided that time does not exceed four weeks from the recommencement date desired by the employee.

64.10 Paternity /Secondary care-giver leave

- a) An employee will provide to the employer at least ten weeks prior to each proposed period of paternity/secondary care-giver leave, with:
- b) a certificate from a registered medical practitioner which names his / her spouse, states that she is pregnant and the expected date of confinement, or states the date on which the birth took place; and
- c) written notification of the dates on which he/ she proposes to start and finish the period of paternity/secondary care giver leave; and
- d) except in relation to leave taken simultaneously with the child's mother, a statutory declaration stating:
 - i. that he/ she will take that period of paternity/secondary care-giver leave to become the primary care-giver of a child;
 - ii. particulars of any period of maternity leave sought or taken by his/her spouse; and

- iii. that for the period of paternity/ secondary care-giver leave he/she will not engage in any conduct inconsistent with his/her contract of employment

The employee will not be in breach this clause if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances.

64.11 Adoption leave

The employee will notify the employer at least ten weeks in advance of the date of commencement of adoption leave and the period of leave to be taken. An employee may commence adoption leave prior to providing such notice, where through circumstances beyond the control of the employee, the adoption of a child takes place earlier.

Before commencing adoption leave, an employee will provide the employer with a statutory declaration stating:

- a) the employee is seeking adoption leave to become the primary care-giver of the child;
- b) particulars of any period of adoption leave sought or taken by the employee's spouse; and
- c) that for the period of adoption leave the employee will not engage in any conduct inconsistent with their contract of employment.

An employer may require an employee to provide confirmation from the appropriate government authority of the placement.

Where the placement of a child for adoption with an employee does not proceed or continue, the employee will notify the employer immediately and the employer will nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.

An employee will not be in breach of this clause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child, the death of a spouse, or other compelling circumstances.

An employee seeking to adopt a child is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The employee and the employer should agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to two days unpaid leave. Where paid leave is available to the employee, the employer may require the employee to take such leave instead.

64.12 Parental leave and other entitlements

An employee may in lieu of or in conjunction with parental leave, access any annual leave or long service leave entitlements which they have accrued subject to the total amount of leave not exceeding 52 weeks or a longer period as agreed.

64.13 Transfer to a safe job

Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee will, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

If the transfer to a safe job is not practicable, the employee may elect, or the employer may require the employee to commence parental leave for such period as is certified necessary by a registered medical practitioner.

64.14 Returning to work after a period of parental leave

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

An employee will be entitled to the position which they held immediately before proceeding on parental leave. In the case of an employee transferred to a safe job the employee will be entitled to return to the position they held immediately before such transfer.

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

An eligible casual employee who is employed by a labour hire company who performs work for a client of the labour hire company will be entitled to the position which they held immediately before proceeding on parental leave.

Where such a position is no longer available, but there are other positions available that the employee is qualified for and is capable of performing, the employer shall make all reasonable attempts to return the employee to a position comparable in status and pay to that of the employee's former position.

64.15 Replacement employees

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

Before an employer engages a replacement employee the employer must inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.

64.16 Communication during parental leave

Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to:

- a) make information available in relation to any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave; and
- b) provide an opportunity for the employee to discuss any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave.

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

It is agreed between the parties that, by mutual agreement, Council employees taking unpaid parental leave, may return to work for specific projects, or on a part-time basis or as casual employees, without jeopardizing the right to complete the period of unpaid leave.

The date set for return to work from unpaid leave will be considered as fixed and will not be postponed beyond the twelve (12) month period.

64.17 Paid Parental Leave

Fourteen (14) weeks paid parental leave or twenty-eight (28) weeks at half pay, will be available after twelve months continuous service to all employees eligible for parental leave.

Paid parental leave will be effective from the date of commencement of parental leave and forms part of the fifty-two (52) weeks parental leave entitlement.

The period of fourteen (14) weeks paid parental leave is payable once only in connection with each birth or adoption of a child/children to an employee or employees of Council.

Parents are entitled to a combined total of fourteen (14) weeks paid parental leave on a shared basis in relation to the birth or adoption of their child/children provided that the said parents are both employees of Council and the employee claiming paid parental leave is the primary and sole care giver of their child/children.

64.18 If the parents elect to assume the non-birth partner as the primary and sole care giver of their child/children within the first six (6) weeks after the birth or adoption of their child/children, then satisfactory evidence must be provided to Council to support the non-birth partner as primary and sole care giver as provided in the Family Leave Award

After twelve (12) months continuous service, five (5) day's paid paternity leave shall be available for the non-birth partner immediately following the birth of the child/children or adoption of a child/children.

This is provided as a separate provision to the fourteen (14) weeks or twenty-eight (28) weeks at half pay paid, or pro-rata in between parental leave and may not be taken simultaneously with the birth partner's paid parental leave.

With the exception of five (5) day's paid paternity/ secondary carer leave, paid parental leave is to be available to only one parent at a time.

Part-time and eligible casual employees are eligible for paid parental leave paid on a pro-rata basis of the employee's contracted hours for the preceding twelve (12) months.

Where an employee takes leave under the section unless otherwise agreed between the employer and employee, an employee may apply to their employer to change the period and payment of Parental Leave on one occasion. Any such change to be notified as soon as possible but no less than four (4) weeks prior to the commencement of the changed arrangements.

65. JURY SERVICE

Leave without pay shall be granted to employees required to attend for jury duty. Where the amount of jury fee is less than the normal salary of the employee, Council shall make up the difference.

66. SERVICE LEAVE

66.1 Leave may be granted to an employee to attend camps, courses or schools of Her Majesty's Naval, Military or Air Forces and where leave is so granted and where the service pay received by such employee is less than the employee's ordinary rate of remuneration as an employee of Council, then Council shall pay the employee the amount of the difference between the employee's service pay and the employee's ordinary remuneration.

66.2 Service pay for the purposes of this clause means and includes all payments received by the employee or employer from Her Majesty's Forces in respect of service, during the period of service leave, on whatever day or days, Sunday to Monday both inclusive, of the week or weeks in question.

67. LEAVE WITHOUT PAY

67.1 Leave without pay may be granted by the Chief Executive Officer, on the recommendation of the Director and Executive and by agreement with the Employee for a period not exceeding 12 months in the first instance.

Employees must disclose the purpose and timeframe when requesting leave without pay.

Leave without pay may be granted to enable an Employee to -

- Proceed on extended holiday/travel,
- Take up a secondment with another organisation to aid their development and expertise,
- To settle personal matters where an extended period of leave is required, or
- Undertake a study programme.

67.2 Every application for leave without pay will be considered on its merits and may be granted provided that - absence will not unduly inconvenience the work area and the Manager is satisfied that adequate relief is available; and all other leave credits of the Employee are exhausted except where the leave without pay is for the purposes of:

- providing care and support to another person whose care is the responsibility of the Employee,
- accepting a secondment opportunity with another employer, or
- an appointment under an international scheme of assistance

All requests for leave without pay must be submitted in writing to the Supervisor.

For periods of leave without pay in excess of six months, employees are required to give six weeks' notice in writing, confirming their intention to return to Council at the end of the leave period.

No leave entitlements will accumulate whilst on leave without pay.

PART 8 - WORKPLACE HEALTH & SAFETY

68. HEALTH AND SAFETY IN THE WORKPLACE

- 68.1 The Council and Employees shall comply with the requirements of the Work Health and Safety Act, its Regulations, Codes of Practice and Advisory Standards.
- 68.2 Employees shall ensure all work is performed in a safe and responsible manner and in accordance with Councils existing Workplace Health and Safety Systems.
- 68.3 An employee who is supplied with personal protective equipment and clothing is required to wear or use it in such a way as to achieve the purpose for which it is supplied.
- 68.4 Employees may from time to time be required to undertake a physical or psychological assessment by an appropriate general medical practitioner or specialist to ensure that the work requirements or the work environment will not adversely affect their well being. Such costs to be borne by Council.
- 68.5 The Council will endeavor to provide suitable alternative duties for a defined period of time where this will facilitate the rehabilitation of an employee who has suffered a compensable injury at work. Those duties will be subject to agreement between the Council, the employee, the treating doctor and the rehabilitation and return to work coordinator concerned.
- 68.6 All work related injuries and illnesses must be reported to the employee's immediate supervisor as soon as an injury or illness occurs so that the matter may be properly investigated.
All non work related injuries and illnesses must be reported to the employee's immediate supervisor on first returning to the workplace and before the employee undertakes any tasks or duties in the workplace.
Employees are to report all incidents or near miss incidents utilising the corporate incident reporting system.
- 68.7 Any damaged or poorly functioning plant or equipment must be reported to the employee's immediate supervisor to determine its continued use and/or repair.

69. REHABILITATION AND EMPLOYEE ASSISTANCE

- 69.1 In the event that any employee who becomes ill or is injured, whether from a workplace incident or not, all parties will make a positive effort to rehabilitate the ill or injured person. The Council shall, where practicable, provide support in terms of finding appropriate work, whilst the employee concerned shall make every endeavour to participate in the agreed suitable duties plan approved by the relevant Doctor, Self Insurance Unit and Council's Rehabilitation and Return to Work Co-coordinator.
- 69.2 The free confidential Employee Assistance Service provided by Council is also available to employees who may require personal counseling on work or personal related problems.

70. PROTECTIVE CLOTHING AND FOOTWEAR

70.1 Protective Clothing and Footwear

The Council will provide appropriate protective industrial clothing, appropriate to occupational needs and climatic conditions, to relevant Employees in accordance with the Council's personal protective equipment procedures as developed and varied from time to time in consultation with the relevant Unions in accordance with the consultation provisions of this Agreement.

Any changes to the workplace health and safety clothing footwear/PPE policy or procedure must be made in consultation with the relevant employees and union concerned.

70.2 Council will provide appropriate safety footwear to the value of \$121.00. (To be indexed by the percentage of each wage increase provided by this Agreement).

- (a) If any employee personally wishes to obtain appropriate safety footwear at a cost in excess of the amounts referred to in each respective period, then he/she will be required to repay to the Council the amount in excess of such amount, unless the Council's Safety Footwear Issue Policies or Procedures exempt the employee from this requirement.

- (b) Where the employee is required to pay the difference to Council and they shall complete an authority to deduct form when making such application.
- (c) Replacement of all safety footwear shall be on a fair wear and tear basis in accordance with the Council's Safety Footwear Issue Policies or Procedures.

71. PERSONAL PROTECTIVE EQUIPMENT

- 71.1 Council will maintain a record of the issue and maintenance of all personal protective equipment.
- 71.2 All employees issued with such personal protective equipment will be provided with a bag or locker to store such equipment.
- 71.3 All employees issued with personal protective equipment will sign for the equipment and in doing so agree to comply with any safety use requirements attached to the personal protective equipment.

72. HEPATITIS A & B VACCINATIONS AND INFLUENZA INOCULATION

- 72.1 Council will maintain the existing program of the administration of Hepatitis A and Hepatitis B vaccination to 'at risk' employees.
- 72.2 Eligibility for the vaccination shall be determined by the Council from a risk assessment analysis of the workplace and occupational risks.
- 72.3 Council will meet the cost of the hepatitis prophylactic & its administration.
- 72.4 Council will continue with the influenza program on a voluntary basis for the life of the agreement.

PART 9 - TRAINING & DEVELOPMENT

73. 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 by implementing the following:

- (a) Enhanced Training programs, retraining and education for employees;
- (b) Providing employees with individual training and career opportunities through appropriate training to acquire the necessary additional skills for various and differing local government occupations consistent with the Council's workforce plans
- (c) Providing timely advice and consultation with employees and their union representatives with regard to any changes to training and development policies which may impact employees.

The parties agree with respect to the training and career path development of employees, that each 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 upon the following

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

Should the employee's access to learning processes and resources not be available within a mutually agreed timeframe, then the employee and council will review the and possibly modify the career development plan.

Individual development plans, developed as part of the achievement planning process, 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.

Any training associated with the development plan may be provided either externally or internally, off and on the job, as determined by the Council, to match the individual employee's development needs.

74. LEARNING AND DEVELOPMENT PROGRAM

74.1 A Learning and Development Program is a short-course or workshop program which provides employees with the opportunity to enhance workplace-based skills and abilities. Learning and development programs include mandatory courses required for an employee to properly perform their position duties, however, may not result in the attainment of a formal qualification or competency. Attendance at such programs will benefit employees by developing their ability to perform current and future position duties.

74.2 Learning and development programs include opportunities for employees to attend industry based conferences, seminars and user-group meetings relevant to their expertise and area of work to ensure employees remain informed of contemporary standards and updates within their specific industry occupation.

75. LEARNING AND DEVELOPMENT PROGRAM ENTITLEMENTS

75.1 Eligible employees under Council's learning and development program shall receive:

- 100% of payment of workshop/course/conference/seminar/user-group meeting registration fees, payment of such to be made by Council prior to the program commencement or as required
- Paid leave from work during ordinary hours to attend program requirements
- Payment of reasonable expenses associated with travel to and from, and attendance at, learning and development programs

Applications for attendance/participation at a Learning and Development Program must be submitted on the approved application form.

75.2 Travel and associated accommodation requirements to attend learning and development programs will be coordinated in accordance with the terms and conditions detailed in the Travel and Accommodation Policy/Procedure.

76. EMPLOYEE INTERCHANGE

76.1 Employee interchange is an arrangement whereby employees are provided with an opportunity to perform different functions for agreed periods of time. This will be mutual agreement between an employee and their manager, and the work area involved in the interchange.

76.2 Employees undertaking an interchange will be entitled to payment at the appropriate rate of pay for the work performed, as stipulated in the classifications in this agreement. This can be used for developmental purposes and merit based principles will be adhered to.

77. CAREER BREAK

77.1 To provide a structured means for employees to absent themselves from the Council and rejoin after a period out of the workforce for an acceptable purpose eg. Child-rearing, elder family member care, study, travel, and health reasons, Council may permit unpaid career breaks. This is not intended for the sole purpose of allowing employees to undertake alternative employment.

It is hoped that the greater flexibility in employment practices, together with maternity leave and part-time and/or casual employment offers, will assist employees balance their employment with personal development and family responsibilities.

77.2 The key features of the Career Break include a minimum term of one (1) year and a maximum of two (2) years for the break. If an employee combines maternity leave and a career break, the maximum term of unpaid leave is still not to exceed a period of two (2) years.

- 77.3 The career break participant may, by mutual agreement and subject to a suitable vacancy, work for the council on a temporary or part-time basis. Any employee returning for part-time or temporary work during their period of a career break agrees to payment being the applicable rate for the position they are filling, which will not necessarily be the rate or level of the position from which they have taken unpaid leave.
- 77.4 The provision of a Career Break is subject to eligibility criteria, including length of service, performance, and reason for applying for a career break. Application for a Career break will be made in writing, no less than 3 months prior to the intended date of commencement for the break.
- During periods of unpaid leave for a career break, no form of leave entitlements for Long Service Leave, Sick Leave and Annual Leave will accrue.
- The Council's Study Assistance Policy is attached as Appendix D of this Agreement. The policy may be reviewed with the Council in consultation with the Unions during the period of operation of this Agreement.

PART 10 - OTHER MATTERS

78. WORKING FROM HOME

Working from home can be an appropriate alternative for some employees where their job has certain characteristics. These characteristics include:

- (a) High proportion of autonomy and independence
- (b) Easily monitored for performance
- (c) Does not require face-to face interaction

Working from home may benefit workers with family responsibilities. Employees requesting this option must apply in writing to the Director for their area.

79. CHILD CARE OPTIONS

The Council, will maintain resource information about local child care and after-school care providers for the information of employees.

The Director may authorise the payment of reasonable additional child care costs resulting from an employee's conference attendance or work-related travel, subject to approval of costs being sought in advance.

80. CORPORATE UNIFORMS

80.1 The Council may require any employee or group of employees who is not issued with Protective Clothing in accordance with Clause 70.1 to wear a corporate uniform. Where the Council requires an employee or group of employees to wear a corporate uniform the following will apply:

80.2 On appointment, the provision of the corporate uniform clothing will include five shirts from the corporate range. This will be available to employees not issued with uniforms in accordance with Clause 70.1, Protective Clothing and Footwear. In addition to the shirts employees will be provided with an annual subsidy of \$220 (Prorated per week) to be indexed by the percentage of each wage increase provided by this Agreement) toward the purchase of the lower body garment. The lower body garment shall be black in colour and will be business (tailored) shorts/ skirt/ trousers/slacks. Employees are responsible for maintaining their uniforms. Staff agree to support the uniform shirt which shall be provided at no cost to staff.

Following approval of the staff uniform shirts and purchase of the garments each staff member shall be issued with five shirts of his / her selection. New permanent employees will be provided with the same issue on appointment. Maximum term or casual staff may be issued with uniform shirts depending on their period of employment or terms of engagement.

80.3 Where an employee is not required to wear the corporate uniform but chooses to do so, the employee will be issued with five (5) shirts from the Corporate range, and in addition, those employees will be supplied with an annual subsidy of \$110.00 (prorated per week) to be indexed by the percentage of the wage increase provided by this Agreement) towards the purchase of the lower body garment. Where an employee elects to wear the uniform then the wearing of that uniform will become compulsory to that employee whilst at work.

81. TRANSITION TO RETIREMENT ARRANGEMENTS

Transition to retirement arrangements may be available to those employee's considering full time retirement from the workforce, and who may consider a transition period to retirement.

Transition to retirement arrangements may include but are not limited to the following:

- a) Utilisation of accrued leave to maintain fulltime status while working part time hours, without reduction in Superannuation.
- b) Working agreed blocks of work (annualised hours) using a combination of either accrued leave, banked RDO's, TOIL, annualised hours of work, or leave without pay over an agreed period of time. For example two (2) months of work two (2) months leave in rotation.
- c) Working from home on a full time basis may also be considered where the nature of the work is operationally suitable

Any such arrangements between the 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 start and finish times.

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

Accrued leave entitlement balances held immediately prior to accepting a transition to retirement arrangement will not be affected by accepting the transition to the retirement arrangement. On commencement of the transition to retirement arrangement, all leave will accrue in accordance with the relevant hours of work clause within this agreement and/or Award.

APPENDIX A - CHARTER OF THE JOINT CONSULTATIVE COMMITTEE

Chairperson

JCC Meetings shall be chaired on a rotational basis between management, and Union representatives.

Agenda

All members of the JCC can submit agenda items relevant to the Committee's terms of reference for discussion. Where possible all relevant written information and documents will be circulated with the agenda to members of the committee at least one week prior to the meeting.

A standing agenda item will be the provision, by Council to the JCC, of a quarterly report of the organisations employment numbers as at that quarter. The report will provide a break down of the employment numbers per department/division/section and the categories of employment within Council i.e. full time, part time, casual and temporary. The report will also identify the number of vacant positions.

Minutes

Council will provide a minute's secretary at each meeting. The secretary to the JCC will be responsible for the production of the minutes of the meeting.

A copy of the minutes will be made available at least one week prior to the following meeting to all JCC members, Council will also post the minutes upon council's intranet for viewing by employees.

The minutes will be formally accepted at the next meeting of the committee.

APPENDIX B - TOWNSVILLE CITY COUNCIL REDUNDANCY AGREEMENT

1. NOTIFICATION OF CHANGE

(a) *Council's Duty to Notify*

- (i) Where the Council has made a definite decision to introduce major changes in its operations, production, program, organisation, structure or technology that are likely to have significant effects on its Officers, the Council shall notify the Officers who may be affected by the proposed changes and the relevant union(s).
- (ii) "Significant effects" include termination of employment, major changes in the composition, operation or size of the Council's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; 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.

(b) *Council's Duty to Discuss Change*

- (i) The Council shall discuss with the employees affected and the relevant union(s) "inter alia", the introduction of the changes referred to in subclause (a) hereof, 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 prompt consideration to matters raised by the employees and/or the relevant union(s) in relation to the changes.
- (ii) The discussions shall commence as early as practicable after a definite decision has been made by the Council to make the changes referred to in subclause (a) (i) hereof.
- (iii) For the purposes of such discussion, the Council shall provide in writing to the employees concerned and the relevant union(s) all relevant information about the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that the Council shall not be required to disclose confidential information the disclosure of which would be inimical to Council's interests.

2. REDUNDANCY

(a) *Discussions before Terminations*

- (i) Where the Council has made a definite decision that it no longer wishes the job the employee has been doing done by anyone and this is not due to the ordinary and customary turnover of labour and that decision may lead to termination of employment, the Council shall hold discussions with the employees directly affected and with the relevant union(s).
- (ii) The discussions shall take place as soon as is practicable after the Council has made a definite decision which will invoke the provision of paragraph (i) hereof and shall cover, "inter alia", any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the employees concerned.
- (iii) For the purposes of the discussion the Council shall, as soon as practicable, provide in writing to the employees concerned and the relevant union(s) all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected, and the number of workers normally employed and the period over which the terminations are likely to be carried out. Provided that the Council shall not be required to disclose confidential information the disclosure of which would be inimical to Council's interests.

(b) *Time off Work during the Notice Period*

During the period of notice of termination given by the Council an employee shall be allowed reasonable time off without loss of pay for the purpose of seeking other employment.

(c) *Notification to Centrelink*

Where a decision has been made to terminate employees in the circumstances outlined in subclause 1(a) hereof, the Council shall notify Centrelink thereof as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.

(d) ***Employee Leaving during the Notice Period***

An employee whose employment is terminated for reasons set out in subclause 1(a) hereof may terminate his/her employment during the period of notice and shall be entitled to the same benefits and payments under this Agreement calculated up to and including the new termination date.

(e) ***Alternative Employment***

Notwithstanding the provisions of this Agreement, where an employee whose position is no longer required in accordance with subclause 1(a), finds or is found employment suitable to both parties with another Local Government in Queensland prior to termination, the employee will be ineligible for payment of severance pay in accordance with clause 6 of this Agreement.

(f) ***Exemption from Redundancy Agreement***

This Redundancy Agreement shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty, in the case of casual employees, (excluding long term casuals), apprentices, temporaries or employees engaged for a specific period of time or for a specified task or tasks.

(g) ***Transmission of Business***

Employee's entitlements in the event of transmission of business are provided under Clause 35 of the Agreement.

3. EFFECTIVE RETRAINING

The Council agrees to provide, where practicable, effective skills development retraining to employees whose positions become redundant for reasons set out in subclause 1(a) hereof so as to facilitate the immediate or ultimate appointment to another position where the redeployee would otherwise have limited prospects of being re-established in worthwhile employment in the Council. In such a situation, retraining will be oriented towards existing or anticipated employment opportunities.

Retraining may be affected by the adoption of a number of strategies, which include but are not limited to:

- 1..... Informal on-the-job training;
- 2..... Formal job training;
- 3..... Attendance at short courses.

4. PROCESS FOR RETRENCHMENT

The Council will:

- (a) try to redeploy or appoint the employee to a suitable position;
- (b) provide appropriate training in accordance with clause 3 of this agreement to assist the employee to carry out the duties of a redeployed or appointed position;
- (c) if redeployment or appointment to a position is not practicable, make a written offer of the involuntary retrenchment package to the employee concerned.

5. SALARY MAINTENANCE

Where alternative employment is found for a redundant employee within Council and the wage/salary applicable is less than the wage/salary to which the employee was entitled previously, such employee shall continue to receive the same wage/salary until whichever of the following first happens:

- (a) the employee is no longer employed by the Council;

(b) the employee is appointed to a position where the wage/salary is equal to or more than the wage/salary of the former position;

(c) the end of one year after the employee's redeployment and/or appointment to the new position.

Provided that an employee who is redeployed in accordance with this Agreement may within two months of such redeployment reject the new position and request to be retrenched. Council shall then make a written offer of the involuntary retrenchment package to the employee concerned.

6. SEVERANCE PAY

(a) Payments to an employee, including a long term casual employee as defined under Chapter 2 Part 2 Division 1 Section 16 Sub Section (1) (a) of the Industrial Relations Act 1999, who is redundant and is involuntarily retrenched in accordance with this agreement shall be in accordance with Schedule A of this Agreement.

An employee shall be entitled to a payment equal to his/her ordinary time rate of pay for each year of service with the Townsville City Council as detailed in Schedule A.

Provided that a long term casual employee shall be paid a payment for each year of service equal to his/her ordinary time rate of pay based on the average number of hours worked each week during the preceding three (3) financial years or lesser number as the case may be, prior to the date of retrenchment.

The hours so determined shall be paid at the ordinary casual hourly rate being paid to the long term casual employee at the date of retrenchment.

A proportionate amount shall be paid for an incomplete year of service.

The ordinary time rate of pay shall include the employee's base rate of pay plus district and/or locality allowance and any all-purpose payment allowance eg. Leading Hand, site/construction/maintenance allowance.

Provided that an employee shall not receive a severance payment amount more than the employee's ordinary time rate of pay for 60 weeks.

(b) An offer of Voluntary Redundancy will be made on the basis of seeking to avoid as many involuntary retrenchments as possible.

The Council shall approve any request for Voluntary Redundancy on an employee by employee basis. Following approval the employee will be entitled to the same payments detailed in Schedule A for involuntary redundancy in accordance with subclause 6(a) hereof plus an incentive payment of four (4) weeks ordinary time rate of pay.

Provided that a long term casual employee shall be paid an incentive payment of four (4) weeks ordinary time rate of pay based on the average number of hours worked each week during the previous three (3) financial years or lesser number as the case may be, prior to the date of retrenchment. The hours so determined, shall be paid at the ordinary casual hourly rate being paid to the long term casual employee at the date of retrenchment.

An employee seeking Voluntary Redundancy must accept the offer within two (2) weeks of the offer being made, otherwise it will lapse.

Provided that an employee shall not receive a severance payment more than the employee's ordinary time rate of pay for 38 weeks.

7. LEAVE ENTITLEMENTS

(a) Payment will be made for all annual leave owing including pro rata annual leave and 17.5% annual leave loading on all such leave.

(b) All long service leave accrued or pro rata long service leave will be paid to employees who have been employed for at least twelve months by the Townsville City Council. This payment will be made on the basis of 1.3 weeks accrued for each year of service less any long service leave already taken.

8. DISPUTES SETTLEMENT

The parties agree that any dispute arising out of the operation of this Redundancy Agreement where no settlement is reached either party can refer the dispute to the Queensland Industrial Relations Commission for conciliation and arbitration if necessary. Any arbitrated decision shall be binding on the parties to the dispute.

SCHEDULE A

SEVERANCE PAYMENTS		
INVOLUNTARY/VOLUNTARY		
YEARS	SEVERANCE PAYMENTS	
	INVOLUNTARY	VOLUNTARY ****
1	6	10
2	8	12
3	10	14
4	13.2	17.2
5	16.5	20.5
6	19.8	23.8
7	18	22
8	20	24
9	22	26
10	24	28
11	26	30
12	28	32
13	30	34
14	32	36
15	34	38 Max ***
16	36	
17	38	
18	40	
19	42	
20	44	
21	46	
22	48	
23	50	
24	52	
25	54	
26	56	
27	58	
28	60 MAX **	

** Maximum Severance Payment - Involuntary - 60 weeks

*** Maximum Severance Payment - Voluntary - 38 weeks

**** Includes 4 weeks incentive payment

APPENDIX C – SCHEDULE OF WAGES

LOCAL GOVERNMENT EMPLOYEES (EX BCC) AWARD - STATE

Description	From 01.09.2012	From 01.09.2013	From 01.09.2015
LGE1-1st 6 months 18-19 Years (75%)	\$29,606	\$30,672	\$31,776
LGE1-1st 6 months	\$39,475	\$40,896	\$42,368
LGE1 > 6 months	\$40,452	\$41,908	\$43,417
LGE2	\$41,405	\$42,895	\$44,440
LGE3	\$42,357	\$43,882	\$45,462
LGE4	\$43,310	\$44,869	\$46,485
LGE5	\$44,287	\$45,882	\$47,533
LGE6	\$46,193	\$47,856	\$49,579
LGE7	\$48,712	\$50,465	\$52,282
LGE8	\$50,052	\$51,854	\$53,721
LGE9	\$51,732	\$53,594	\$55,523

CHILDRENS SERVICES AWARD

Description	From 01.09.2012	From 01.09.2012	From 01.09.2014
Assistant Childrens Services Worker - Unqualified			
Assistant Child Care Worker Unqualified Yr1	\$35,963	\$37,258	\$38,599
Assistant Child Care Worker Unqualified Yr2	\$36,729	\$38,052	\$39,421
Assistant Child Care Worker Unqualified Yr3	\$37,648	\$39,003	\$40,408
Children's Services Worker			
Child Care Worker 1Year Qualified Year 1	\$38,378	\$39,760	\$41,191
Child Care Worker 1Year Qualified Year 2	\$39,369	\$40,786	\$42,255
Child Care Worker 1Year Qualified Year 3	\$40,302	\$41,753	\$43,256
Group Leader			
Group Leader Child Care 1Year Qualified Year 1	\$43,996	\$45,580	\$47,221
Group Leader Child Care 1Year Qualified Year 2	\$44,844	\$46,459	\$48,131
Group Leader Child Care 1Year Qualified Year 3	\$45,707	\$47,352	\$49,057
Group Leader Child Care 2Year Qualified Year 1	\$46,188	\$47,851	\$49,574
Group Leader Child Care 2Year Qualified Year 2	\$46,856	\$48,543	\$50,290
Assistant Director			
Assistant Director Child Care 2Year Qualified Year 1	\$47,258	\$48,959	\$50,722
Assistant Director Child Care 2Year Qualified Year 2	\$48,306	\$50,045	\$51,847
Director			
<i>1 Year Qualification</i>			
Director Child Care 1Year Qualified Year 1	\$49,659	\$51,447	\$53,299
Director Child Care 1Year Qualified Year 2	\$51,215	\$53,059	\$54,969
<i>2 Years Qualification</i>			
Director Child Care 2Year Qualified Year 1	\$52,349	\$54,234	\$56,186
Director Child Care 2Year Qualified Year 2	\$53,295	\$55,214	\$57,202
Director Child Care 2Year Qualified Year 3	\$54,570	\$56,535	\$58,570
Director Child Care 2Year Qualified Year 4	\$55,962	\$57,977	\$60,064
<i>3 Years Qualification</i>			
Director Child Care 3Year Qualified Year 1	\$53,295	\$55,214	\$57,202
Director Child Care 3Year Qualified Year 2	\$54,453	\$56,414	\$58,444
Director Child Care 3Year Qualified Year 3	\$55,728	\$57,734	\$59,812
Director Child Care 3Year Qualified Year 4	\$57,034	\$59,087	\$61,215
Director Child Care 3Year Qualified Year 5	\$59,590	\$61,736	\$63,958
Director Child Care 3Year Qualified Year 6	\$62,148	\$64,385	\$66,703
Director Child Care 3Year Qualified Year 7	\$64,721	\$67,051	\$69,465
Director Child Care 3Year Qualified Year 8	\$66,871	\$69,279	\$71,773
Director Child Care 3Year Qualified Year 9	\$69,022	\$71,507	\$74,081

PERFORMING ARTS - THEATRICAL EMPLOYEES AWARD

Description	From 01.09.2012	From 01.09.2013	From 01.09.2014
Front of House Coordinator	\$39,614	\$41,040	\$42,518
Stage Assistant	\$36,693	\$38,014	\$39,383
Theatre Technician	\$45,066	\$46,688	\$48,369
Senior Theatre Tech Dist	\$53,533	\$55,460	\$57,457
Assistant Theatre Technician	\$39,614	\$41,040	\$42,518
Theatre Utility Person	\$36,693	\$38,014	\$39,383
Technical Manager	\$63,677	\$65,969	\$68,344
Doorkeeper	\$35,323	\$36,595	\$37,912
Senior Ticket Seller	\$38,117	\$39,489	\$40,911
Ticket Seller	\$36,078	\$37,377	\$38,722
Food and Beverage Supervisor	\$41,717	\$43,219	\$44,775
Food and Beverage Server	\$40,452	\$41,908	\$43,417

PERFORMING ARTS - PERFORMANCE RATES
Paid 4.5 Hours per Performance *(Including Casual Loading)*

Description	From 01.09.2012	From 01.09.2013	From 01.09.2014
Assistant Theatre Technician <17	45.78	47.43	49.14
Assistant Theatre Technician 17-18	50.81	52.64	54.53
Assistant Theatre Technician 18-19	59.86	62.02	64.25
Assistant Theatre Technician 19-20	68.94	71.42	73.99
Assistant Theatre Technician	91.46	94.75	98.16
Theatre Technician <17	50.85	52.68	54.58
Theatre Technician 17-18	55.90	57.91	60.00
Theatre Technician 18-19	65.81	68.18	70.63
Theatre Technician 19-20	75.80	78.53	81.35
Theatre Technician	100.67	104.29	108.04
Senior Theatre Technician <17	51.94	53.81	55.75
Senior Theatre Technician 17-18	57.04	59.09	61.22
Senior Theatre Technician 18-19	67.22	69.64	72.15
Senior Theatre Technician 19-20	77.45	80.24	83.13
Senior Theatre Technician	102.83	106.53	110.37
Front of House Staff <17	40.52	41.98	43.49
Front of House Staff 17-18	44.47	46.07	47.72
Front of House Staff 18-19	52.38	54.26	56.22
Front of House Staff 19-20	60.37	62.54	64.79
Front of House Staff	80.11	82.99	85.98
Front of House Coordinator <17	46.11	47.77	49.49
Front of House Coordinator 17-18	50.63	52.45	54.34
Front of House Coordinator 18-19	59.68	61.83	64.05
Front of House Coordinator 19-20	68.73	71.20	73.77
Front of House Coordinator	91.26	94.55	97.95
Ticket Seller <17	42.62	44.15	45.74
Ticket Seller 17-18	46.81	48.50	50.24
Ticket Seller 18-19	55.08	57.06	59.12
Ticket Seller 19-20	63.43	65.71	68.08

Ticket Seller	82.17	85.13	88.19
Program Seller <17	41.53	43.03	44.58
Program Seller 17-18	45.62	47.26	48.96
Program Seller 18-19	53.75	55.69	57.69
Program Seller 19-20	61.88	64.10	66.41
Program Seller	82.22	85.18	88.24
Stage Assistant <17	42.78	44.32	45.91
Stage Assistant 17-18	46.97	48.66	50.42
Stage Assistant 18-19	55.28	57.27	59.34
Stage Assistant 19-20	63.67	65.97	68.34
Stage Assistant	84.46	87.51	90.66
Stage Coordinator <17	46.12	47.78	49.50
Stage Coordinator 17-18	50.66	52.48	54.37
Stage Coordinator 18-19	59.69	61.84	64.06
Stage Coordinator 19-20	68.75	71.22	73.79
Stage Coordinator	91.20	94.48	97.88

APPENDIX D - TOWNSVILLE CITY COUNCIL STUDY ASSISTANCE POLICY

1. POLICY STATEMENT

Council is committed to building the capacity of its workforce by providing opportunities for employees to attain and maintain qualifications and participate in skills development programs that will enhance their knowledge, expertise and abilities to enable them to perform better in their current and future positions within the organisation.

2. PRINCIPLES

Council endeavours to provide both financial support and leave provisions to assist employees who undertake studies relevant to their current and future positions within Council.

3. SCOPE

This Policy applies to all employees making an application for study assistance. This Policy must be read in conjunction with current contracts of employment and where conditions within the contract of employment provide for other benefits or entitlements, the contract of employment must be followed in the first instance.

4. RESPONSIBILITY

The Human Resource Unit is responsible for funding the financial assistance to be provided to employees.

5. DEFINITIONS

Eligible Employee

An eligible employee is:

- A permanent (full-time, part-time or job-share) employee of Council; or
- Employed under a fixed-term contract for a period exceeding two years; or
- Employed under a Traineeship/Apprenticeship contract with Council, whether on a full-time basis or school-based arrangement.

The following are not eligible employees under this policy:

- Casual employees;
- Short-term temporary employees of less than twelve months; and
- Contractors/on-hire employees engaged through recruitment agencies.

Professional Development Program

A Professional Development Program is an approved course of study that will result in an employee attaining an Associate Diploma or higher qualification from a nationally accredited tertiary institution.

Vocational Education Program

A Vocational Education Program is a course of workplace-based study which results in an employee attaining a nationally recognised vocational Certificate or Diploma qualification from a registered training organisation.

6. POLICY

6.1. Professional Development Program

In assessing an employee's application, Council will consider:

- Whether the employee qualifies for one of the classes of assistance available, as described in this policy;
- Whether the employee exhibits satisfactory work performance; and
- Council's capacity to support the employee throughout the duration of the proposed study period.

Participation on the Professional Development program will be made available to all employees on the basis of merit.

Eligibility Criteria and Categories of Assistance for the Professional Development Program

Category One:

Eligible employees who are engaged under Cadetship arrangements with Council and who are completing a mandatory course of study for their current position may qualify for Category One assistance.

Bonding arrangements may be applied to employees receiving Category One assistance.

Degree of Assistance:

- 100% payment of all course fees and compulsory text books/resources, payment of such to be made by Council prior to semester commencement;
- Paid leave from work during ordinary hours to attend class requirements, including residential programs and mandatory workshops as determined by the tertiary institution;
- Payment of reasonable expenses associated with travel to and from, and attendance at, mandatory residential programs;
- Paid leave of up to five hours per week for completion of course assessments as required by the tertiary institution;
- If the course of study is undertaken by distance education, paid leave of up to five hours per week, as determined by equivalent contact hours, for the completion of course requirements; and
- Up to two days per subject per semester paid leave to prepare for and attend compulsory course examinations.

Category Two:

Eligible employees who are undertaking a qualification which has direct relevance to their current position and attainment of the qualification would be of benefit to the business unit operations may qualify for Category Two assistance.

Degree of Assistance:

- 50% reimbursement of course subject fees, excluding text books and other materials,
- payments to be made by employees up front and reimbursement will be available upon
- successful completion of course units;
- Paid leave of up to five hours per week, including travel time, to attend class requirements if required to attend during normal working hours;
- If course of study undertaken by distance education, paid leave of up to five hours per week, as determined by equivalent contact hours, for completion of course requirements
- Up to two days per subject per semester paid leave to prepare for and attend compulsory course examinations if required; and
- If the course of study is undertaken by distance education, paid leave of up to ten working days per annum to attend residential programs, the cost of attending the residential program to be covered by the individual employee, including travel, accommodation, meals and miscellaneous expenses.

Category Three:

Eligible employees who are undertaking a qualification which has relevance to their area of work or to the functions of local government, but which may not have direct benefit to the employee's current position, however, attainment of the qualification may benefit the employee's progression within Council may qualify for Category Three assistance.

Degree of Assistance:

- Payment of all course fees and course materials will be the responsibility of the employee;
- Paid leave of up to five hours per week, including travel time, to attend class; requirements if required to attend during normal working hours;
- If the course of study is undertaken by distance education, paid leave of up to five hours per week, as determined by equivalent contact hours, for completion of course requirements;
- Up to two days per subject per semester paid leave to prepare for and attend compulsory course examinations if required; and

- If the course of study is undertaken by distance education, paid leave of up to five working days per annum to attend residential programs, the cost of attending the residential program to be covered by the individual employee, including travel, accommodation, meals and miscellaneous expenses.

Variation to Categories of Assistance

The Chief Executive Officer has authority to approve a variation to the categories of assistance applicable to professional development applications.

6.2. Vocational Education Program

An eligible employee may apply for Vocational Education Program assistance if:

- The employee is required to complete the vocational education qualification as part of the position duties;
- The proposed course of study is to be undertaken through an approved Supervising Registered Training Organisation and the qualification to be attained is nationally recognised;
- The course of study to be undertaken will result in a Certificate or Diploma qualification;
- The employee exhibits satisfactory work performance; and
- Council has the capacity to support the Employee throughout the duration of the proposed study period.

Participation on the Vocational Education program will be made available to all employees on the basis of merit.

Vocational Education Assistance

Eligible employees under Council's vocational education assistance program will receive:

- 100% payment of all course fees and compulsory text books/resources, payment of such to be made by Council prior to course commencement or as required by the training organisation;
- Paid leave from work during ordinary hours to attend class requirements, including block release and mandatory workshops as determined by the registered training organisation;
- Payment of reasonable expenses associated with travel to and from, and attendance at, block release programs and mandatory workshops;
- Paid leave of up to two hours per week for completion of course assessments as required by the registered training organisation; and
- If the course of study is undertaken by distance education, paid leave of up to two hours per week, as determined by equivalent contact hours, for completion of course requirements.

6.3. Application for Assistance

Each application for professional development or vocational education assistance must be submitted on a designated Application Form, authorised by the relevant Director and forwarded to the Human Resources Unit.

6.4. Allocation of Assistance

Employees engaged on a permanent part-time arrangement will have their entitlements to professional development or vocational education assistance calculated on a pro-rata basis, determined by equivalent hours of work.

Where possible, employees receiving assistance must ensure that attendance at course requirements has minimal disruption to operational requirements. Employees undertaking courses of study via distance education may only take leave provisions at mutually agreed times to be decided in consultation with the employee's Supervisor.

Unless otherwise granted, employees receiving assistance will not be eligible to claim for expenses associated with late enrolment fees, supplementary exam fees, costs associated with the provision of text books and other course resources, costs associated in replacing lost text books and other course resources and any other costs not specified in the category assistance listings.

6.5. Restrictions on an Employee's Participation on the Professional Development or Vocational Education Program

Council has a responsibility to ensure that services to the community are not adversely affected by an employee's participation on a professional development or vocational education program and Council therefore reserves the right to deny access by an employee to eligible leave provisions should circumstances require.

6.6. Employee Withdrawal from the Professional Development or Vocational Education Program

Assistance will not continue for an employee following his/her termination of employment with Council and applications for study reimbursement will not be accepted by Council following the employee's termination date.

The Chief Executive Officer will have discretion to approve applications for assistance and claims for reimbursement to employees who are on extended leave from work, including career break, maternity leave and long service leave.

6.7 Employee's Inability to meet Course Requirements or Achieve Competency

Council may, at its discretion, withdraw its offer of assistance or request that an employee show cause why she/he should continue to receive assistance if the employee demonstrates poor work performance or fails to pass a subject on more than one occasion or is unable to meet course requirements. Such action may be taken as an outcome of a performance management process.

Employees receiving either category one, two or three assistance are responsible for all costs associated with subject re-enrolment and will not be able to access any leave entitlements for the subject(s) to be repeated that would otherwise be an entitlement for that category of assistance.

An employee who is dissatisfied with the outcome of their application for professional development or vocational education assistance may elect to access Council's grievance process.

7. LEGAL PARAMETERS

Local Government Officers Award 1998

8. ASSOCIATED DOCUMENTS

- Study Assistance Procedure
- Application for Professional Development Assistance
- Application for Vocational Education Assistance

APPENDIX E - LOCAL AREA AGREEMENTS

1 PERFORMING ARTS (TECHNICAL STAFF) LOCAL AREA AGREEMENT

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Hours of Work – Other than Casual Employees	12
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Fatigue Management	14
Meal Times	15
Rosters	16
Higher Duties	17
Leave Arrangements	18
Public Holidays	19
Unpaid Special Leave - Development Opportunity	20

1. PARTIES BOUND

This Local Area Agreement (LAA) is binding on:

- a) The Townsville City Council (the Council) as the Employer,
- b) All staff engaged in the delivery and support of performing arts services for the Townsville City Council and employed pursuant to the Theatrical Employees' Award State and engaged in positions listed in Clause 8 (Wages) of this LAA.

2. DATE AND PERIOD OF AGREEMENT

This LAA will remain in place for the life of the Townsville City Council (Field and Other Employees) Certified Agreement 2012 (the Agreement), unless otherwise varied in accordance with the provisions of the Agreement.

The intention of the parties is for this LAA to be 'rolled over' to be part of any future Certified Agreement.

3. RELATIONSHIP WITH THE AGREEMENT AND AWARDS

In the event of any inconsistency between this LAA and:

1. the Agreement and/or,
2. the Theatrical Employees Award,

this LAA will prevail to the extent of the inconsistency.

This LAA replaces, in its entirety, The Performing Arts Local Area Agreement: Facilities Operated by the Former Townsville City Council.

4. AIM OF THE LAA

This LAA encourages and will facilitate the development of:

- a) A committed, flexible, competitive and highly skilled team which is goal oriented and achieves maximum productivity and output while providing high quality standards of service and service delivery.
- b) A unit which will be responsible and accountable, in line with the Council's work programs, work standards and quality, productivity and performance.

5. OBJECTIVES

The objectives of the LAA are, consistent with the Agreement, to;

- a) Implement a structure and rates of pay that recognises responsibility, qualifications and contribution to achievement of performing arts business and service goals and objectives.
- b) Implement work practices and methods of operation to ensure the unit is as cost effective, efficient, productive and competitive as possible;
- c) Wherever possible, achieve 'Industry Best Practice' in all operations of the unit;
- d) Foster constructive and co-operative team relationships between management and employees and improve consultation and communication at all levels;
- e) Provide an efficient, secure, harmonious and safe working environment;
- f) Create a flexible environment and workplace culture which can adapt to the changing needs of the industry, customers/clients and the community; and
- g) Ensure quality customer service and cost-effective and efficient service delivery.

Employees of the unit will at all times, operate within and meet the needs and requirements of the Council and the plans and budgets related to team activities and also maximise co-operation and efficiency of operations with management and other areas or disciplines that contribute to the delivery of performing arts services and goal achievement .

6. PERFORMING ARTS CONSULTATIVE COMMITTEE

The Performing Arts Consultative Committee will be comprised of all present at each monthly general staff meeting. Each meeting will contain as a minimum, agenda items relating to:

- a) Implementation of this LAA;
- b) Training and staff development;
- c) Work practices;
- d) Job and work redesign; and
- e) Workplace Health and Safety

7. DEFINITIONS

Technical Co-ordinator – means an employee who has overall responsibility for the operation and maintenance of technical systems and the supervision of staff.

Senior Theatre Technician – means an employee appointed as such by Council who is required to undertake a level of responsibility significantly higher than that of a Technician. Such responsibility shall include the supervision of a Technician or Assistant Technician and where necessary, assuming the role of Duty Technician.

Duty Theatre Technician – means a Theatre Technician who whilst so employed is required to accept additional duties and responsibilities as rostered or directed. This includes assuming the role of Chief Warden in case of an emergency; securing the building once all staff and patrons have vacated the premises; overseeing the safe operation of theatre; taking appropriate action if there is a system failure; liaising between back of house and front of house and meeting the needs of the Hirer. These duties can be performed during bump-in, bump-out, set-up and rehearsals as well as before, during and after a performance.

Theatre Technician – means an employee required to perform technical and operational duties related to lighting systems, sound systems and other technical systems including the operation of such systems during performances. The duties of this position may include the operation and maintenance of projection equipment.

Assistant Theatre Technician – mean an employee who, under the direction of a Technician or Senior Technician, assists in the maintenance and operation of a Theatre's technical systems.

Stage Manager – means an employee engaged in the preparation (including carpentry work) of stage and backstage areas for a production and the operation of mechanical systems during productions.

Utility Person – means an employee who is mainly engaged on unskilled work but who performs slightly skilled repair work for the maintenance of the premises and/or billboards wherever situated.

Production/Event – means a staged activity that has production elements.

Rehearsal – means an activity that may precede and/or occurs in the lead-up to a production/event.

8. WAGES

Refer to Appendix C of the Agreement

9. JUNIORS

The percentages set out in the Agreement will apply to employees under 20 years of age who are employed under this LAA. Those percentages will apply to the adult rate of the position in which the employee is engaged.

10. ALLOWANCES

Split Shift Allowance

Where an employee's ordinary hours of work are split by a period of no less than one hour and thirty minutes, that shift will be considered to be a split shift and will accordingly entitle the employee to receive an allowance equivalent in value to 1 hour at their ordinary rate of pay.

This one hour penalty payment will not be counted as an hour worked.

11. CASUAL EMPLOYEES

- a) The Council may engage an employee in any classification of the Theatrical Employees' Award on a casual basis.
- b) A casual employee shall mean an employee engaged by the hour and with a minimum 3 hour engagement and who is not entitled to notice of termination of employment.
- c) All work performed during ordinary hours Monday to Saturday inclusive by casual employees shall be paid at the rate of 25% in addition to the ordinary hourly rate for the appropriate classification.
- d) All casual employee engagements in excess of 10 hours on any day Monday to Saturday inclusive, or in excess of 38 hours in any one week, will be overtime and paid at the rate of pay relevant to the classification and inclusive of the 25% casual loading and at the appropriate overtime rate.
- e) All hours worked on Sundays will be paid at double time with a minimum payment of 3 hours and paid at the rate of pay relevant to the classification and inclusive of the 25% casual loading.

12. HOURS OF WORK - Other Than Casual Employees

- a) The ordinary hours of work shall not exceed 38 in any one week to be worked over any 5 days Monday to Sunday inclusive.
- b) Ordinary working hours may be worked within the span of 8.00 am and 12 midnight
- c) Employees may be rostered to work a maximum of 10 ordinary hours and a minimum of 3 ordinary hours on any day Monday to Sunday inclusive.
- d) All hours worked on Sundays will be paid at double time with a minimum payment of 3 hours.

13. OVERTIME

- a) All hours worked outside the span of hours set out in clause 12 of this LAA will be overtime. 3 hour minimum payments of overtime will not apply where overtime worked is a continuation of work performed the previous day.
- b) All hours worked in excess of 38 ordinary hours in any week, or 10 hours on any day Monday to Saturday inclusive will be paid at the appropriate overtime rate.
- c) Overtime worked on public holidays will be paid in accordance with sub-clause 60.6 of The Agreement.

14. FATIGUE MANAGEMENT

The provisions of clause 48 of the Agreement will apply to this LAA.

15. MEAL TIMES

The ordinary daily hours shall be worked continuously except for meal hours of not less than half an hour or more than one hour's duration, which shall not be counted as working time, to be taken at time mutually arranged.

Meal breaks are to be taken between the 4th and 6th hour of work. Where a meal break is not taken by the sixth hour, the employee will be paid at double time for the hours worked beyond the sixth hour, and until a meal break is taken or until the employee ceases work on that day.

The council will set meal times and such time may be set on a day to day basis.

16. ROSTERS

All weekly employees will be notified of their working shifts by means of a roster posted at least seven days in advance of any 14 day roster period. Changes to working hours or days to be worked must be discussed with the relevant employee at least 48 hours prior to commencement of the new work arrangement. Roster changes may be made with shorter notice periods where the change is mutually agreed with the relevant employee or employees.

17. HIGHER DUTIES

Except where provided below, Senior Technicians, Technicians and Assistant Technicians required to perform the duties of a higher classified position, while so engaged will be paid at the relevant rate of pay of that higher classification for all hours worked where:

- The period of higher duties is greater than one working day, and
- The employee performing higher duties accepts all operational, administrative and managerial responsibilities of the higher classified position, and
- The employee has established their competency to perform all duties of the higher classified position to the standard expected of that position.

Periods of higher duties will be paid in full days.

Higher duties will not be paid where an employee is performing some or all of the duties of a higher classification for the purposes of training and development. Acceptance of such training and development opportunities will be on the basis higher duties will not be paid for the duration of the agree training.

18. LEAVE ARRANGEMENTS

All leave entitlements are as set out in the Agreement.

All leave (other than Personal/Carer's Leave) must be approved in advance.

19. PUBLIC HOLIDAYS

With the exception of those employees to whom Clause 13 (b) of this LAA applies, all entitlements relevant to Public Holidays are as provided in the Agreement.

20. UNPAID SPECIAL LEAVE – DEVELOPMENT OPPORTUNITY

Employees will be able to access special leave provisions to access opportunities for professional development. This professional development includes the ability to perform work with outside theatre companies, schools and other venues to increase their knowledge and expertise.

To be considered, applications must be made in writing, with reasonable notice and must include an outline of the opportunity and what is to be achieved through that opportunity.

This leave is subject to Management approval. Applications may be approved where there is no detriment to theatre operations and all time on leave is unpaid.

2 PERFORMING ARTS (FRONT OF HOUSE STAFF) LOCAL AREA AGREEMENT

1. TITLE

This agreement shall be known as the Performing Arts (Front of House Staff) Local Area Agreement 2012, referred to hereafter as the LAA.

2. ARRANGEMENT

Subject Matter	Clause No.
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Overtime	17
Fatigue Management	18
Meal Times	19
Rosters	20
Higher Duties	21
Leave Arrangements	22
Public holidays	23

1. PARTIES BOUND

This LAA is binding on:

1. The Townsville City Council (the Council) as the Employer,
2. All Townsville City Council staff employed at the Civic Theatre or the Riverway Arts Centre in positions referred to in Clause 8 of this LAA and under either;
 - the Local Government Employees' (Excluding Brisbane City Council) Award –State 2003, or
 - the Theatrical Employees' Award - State 2003

3. DATE AND PERIOD OF AGREEMENT

This LAA will remain in place for the life of the Townsville City Council (Field and Other Employees) Certified Agreement 2012 (the Agreement), unless otherwise varied in accordance with the provisions of the Agreement.

4. RELATIONSHIP WITH THE AGREEMENT AND AWARDS

In the event of any inconsistency between this LAA and the Agreement and or the Local Government Employees' (Excluding Brisbane City Council) Award –State 2003, and or the Theatrical Employees' Award – State 2003, this LAA will prevail to the extent of the inconsistency.

This LAA replaces, in its entirety, The Performing Arts Local Area Agreement: Facilities Operated by the former Townsville City Council.

5. AIM OF THE LAA

This LAA encourages and will facilitate the development of:

- a) A committed, flexible, competitive and highly skilled team which is goal orientated and achieves maximum productivity and output while providing high quality standards of service and service delivery.
- a) A unit which will be responsible and accountable, in line with the Council's work programs, work standards and quality, productivity and performance.

6. OBJECTIVES

The objectives of the LAA are, consistent with the Agreement, to;

- a) Implement a structure and rates of pay that recognises responsibility, qualifications and contribution to achievement of performing arts business and service goals and objectives.
- b) Implement work practices and methods of operation to ensure the unit is as cost effective, efficient, productive and competitive as possible;
- c) Wherever possible, achieve 'Industry Best Practice' in all operations of the unit;
- d) Foster constructive and co-operative team relationships between management and employees and improve consultation and communication at all levels;
- e) Provide an efficient, secure, harmonious and safe working environment;
- f) Create a flexible environment and workplace culture which can adapt to the changing needs of the industry, customers/clients and the community; and
- g) Ensure quality customer service and cost-effective and efficient service delivery.

Employees of the unit will at all times, operate within and meet the needs and requirements of the Council and the plans and budgets related to team activities and also maximise co-operation and efficiency of operations with management and other areas or disciplines that contribute to the delivery of performing arts services and goal achievement .

7. PERFORMING ARTS CONSULTATIVE COMMITTEE

The Performing Arts Consultative Committee will be comprised of all present at each monthly general staff meeting. Each meeting will contain as a minimum, agenda items relating to:

- a) Implementation of this LAA;
- b) Training and staff development;
- c) Work practices;
- d) Job and work redesign; and
- e) Workplace Health and Safety

8. DEFINITIONS

Front of House Supervisor – means an employee who, in addition to other front of house duties, is responsible for the co-ordination of front of house staff and the efficient functioning of the front of house services during productions.

Front of House Staff – means an employee who carries out front of house duties which may include ticket taking, attending doors and ushering.

Performance Call – Applies only to Door Keepers and means a period of engagement commencing at the earliest one hour before a performance commences, for a period up to but not exceeding 4.5 hours, for which a fixed per performance rate is paid.

Performance Event – means a staged activity that has production elements.

Rehearsal – means an activity that may precede and/or occurs in the lead-up to a performance event.

Function Staff (Food and Beverage Staff) – means an employee engaged to deliver food and beverage services.

9. WAGES

Refer to Appendix C of the Agreement.

11. JUNIORS

The percentages set out in the Agreement will apply to employees under 20 years of age who are employed under this LAA. Those percentages will apply to the adult rate of the position in which the employee is engaged.

12. PER PERFORMANCE CALL ENGAGEMENTS

4.5 Hour Performance Call

The ordinary hours of 4.5 Hour Performance Call engagements are 4.5 hours per performance call, and rates of pay per performance call are the equivalent of 4.5 times the ordinary hourly rate of the relevant classification.

13. ALLOWANCES

Split Shift Allowance

Where an employee's ordinary hours of work are split by a period of no less than one hour and thirty minutes, that shift will be considered to be a split shift and will accordingly entitle the employee to receive an allowance equivalent in value to 1 hour at their ordinary rate of pay.

This one hour penalty payment will not be counted as an hour worked.

14. CASUAL EMPLOYEES

- a) The Council may engage an employee in any classification contained in Theatrical Employees' Award or the Local Government Employees (Excluding Brisbane City Council) Award on a casual basis.
- b) A casual employee shall mean an employee engaged by the hour and with a minimum 3 hour engagement and who is not entitled to notice of termination of employment.
- c) All work performed during ordinary hours Monday to Saturday inclusive by casual employees shall be paid at the rate of 25% in addition to the ordinary hourly rate for the appropriate classification.
- d) Casual loadings are not payable to employees engaged on a per performance call basis.
- e) Where casual employees are engaged on a per performance call basis, payment will be as per the Per Performance rate appropriate to the duties performed and as set out in Clause 8 of this LAA.
- f) All casual employee engagements in excess of 10 hours on any day Monday to Saturday inclusive, or in excess of 38 hours in any one week, will be overtime and paid at the rate of pay relevant to the classification and inclusive of the 25% casual loading and at the appropriate overtime rate.
- g) All hours worked on Sundays will be paid at double time with a minimum payment of 3 hours and paid at the rate of pay relevant to the classification and inclusive of the 25% casual loading.

15. HOURS OF WORK (For other than Casual Employees)

- a) The ordinary hours of work shall not exceed 38 in any one week to be worked over any 5 days Monday to Sunday inclusive.
- b) Ordinary working hours may be worked within the span of 8.00 am and 12 midnight
- c) Employees may be rostered to work a maximum of 10 ordinary hours and a minimum of 3 ordinary hours on any day Monday to Sunday inclusive.
- d) All hours worked on Sundays will be paid at double time with a minimum payment of 3 hours.

16. OVERTIME (Excluding Per Performance Engagements)

- a) All hours worked outside the span of hours set out in clause 15 of this LAA will be overtime. 3 hour minimum payments of overtime will not apply where overtime worked is a continuation of work performed the previous day.
- b) All overtime hours worked in excess of 38 ordinary hours in any week, or 10 hours on any day Monday to Saturday inclusive, will be paid at the appropriate overtime rate.
- c) All overtime hours worked on Sundays will be paid at double time with a minimum payment of 3 hours.

Overtime worked on public holidays will be paid in accordance with the relevant clause of the Agreement.

17. OVERTIME – PER PERFORMANCE ENGAGEMENTS

All time worked by per performance employees that is in excess of the relevant Performance Call ordinary working hours, shall be paid for at time and a half for the first 2 hours and double time thereafter with quarter hour divisions.

18. FATIGUE MANAGEMENT

The provisions of Clause 48 of the Agreement shall apply to this LAA.

19. MEAL TIMES

The ordinary daily hours shall be worked continuously except for meal hours of not less than half an hour or more than one hour's duration, which shall not be counted as working time, to be taken at time mutually arranged.

Meal breaks are to be taken between the 4th and 6th hour of work. Where a meal break is not taken by the sixth hour, the employee will be paid at double time for the hours worked beyond the sixth hour, and until a meal break is taken or until the employee ceases work on that day.

The council will set meal times and such time may be set on a day to day basis.

20. ROSTERS

All weekly employees will be notified of their working shifts by means of a roster posted at least seven days in advance of any 14 day roster period. Changes to working hours or days to be worked must be discussed with the relevant employee at least 48 hours prior to commencement of the new work arrangement. Roster changes may be made with shorter notice periods where the change is mutually agreed with the relevant employee or employees.

21. HIGHER DUTIES

Employees working in more than one role on a given day will be paid at the higher classification rate of the roles performed for all hours worked in that cycle, where more than 4 hours are worked in the higher classified role.

Employees working in more than one role on a given day will be paid at the higher classification rate of the roles performed for 4 hours where more than 2 hours but less than 4 hours are worked in the higher classified role.

22. LEAVE ARRANGEMENTS

All leave entitlements are as set out in the Agreement.

All leave (other than Personal/Carer's Leave) must be approved in advance.

23. PUBLIC HOLIDAYS

All entitlements relevant to Public Holidays are as provided in the Agreement.

3 WASTE SERVICES COLLECTION LOCAL AREA AGREEMENT 2012

SECTION 1 - GENERAL

1. Title

This agreement shall be known as the Waste Services Collection (Transitional) Local Area Agreement 2012, referred to hereafter as the LAA.

2. Arrangement

Subject Matter	Clause No.
Title	1
Arrangement	2
Application	3
Date and period of Agreement	4
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Objectives of the LAA	7
Scope of the LAA	8
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Hours of Operation - Team Members - Collection and Collection Support Operations	12
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Leave Arrangements - Team Members – Collection and Collection Support Operations	14
Remuneration - Team Members collection 4 on 4 off	15
Responsibility / Skills Classifications	16
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3. Application

This LAA applies to the following Townsville Waste Services Collection employees:

- all 4 on 4 off employees,
- all collection employees and collection Team Leader/s
- all collection Crew Leaders,
- all collection drivers, and
- all support employees

4. Date and Period of Agreement

This Agreement shall operate from the date of operation of the Townsville City Council (Field and Other Employees) Certified Agreement 2012 (the Agreement) and shall remain in force until replaced by the Waste Services Collection Local Area Agreement 2012, below.

5. Relationship with Award and Other Agreements

This Agreement shall be read and interpreted wholly in conjunction with the Agreement.

6. Aim of the LAA

The LAA encourages and will facilitate the development of:-

- a) a committed, flexible, competitive and highly skilled Waste Unit which is commercially oriented and achieves maximum productivity and output while providing quality standards of service and service delivery.
- b) a unit which will be responsible and accountable, in line with the Council's work programs, work standards and quality, productivity and performance.

7. Objectives of the LAA

7.1 The Objectives of the LAA are, consistent with the Agreement, to:-

- a) implement work practices and methods of operation to ensure Townsville Waste Services collection is as cost effective, efficient and as productive as possible.
- b) foster a constructive and co-operative team relationship between management and employees and improve consultation and communication at all levels.
- c) provide an efficient, secure, harmonious and safe working environment;
- d) create a flexible environment and workplace culture which can adapt to the changing needs of the industry, customers/clients and the community.
- e) ensure quality customer service and cost-effective and efficient service delivery
- f) establish working conditions so as to provide flexibility within the operations of the unit giving consideration to the needs of customers and therefore the need to work extended shifts, 7 days per week.

7.2 Employees of Townsville Waste Services will, at all times, operate within and meet the needs and requirements of the Townsville City Council and the plans and budgets related to Commercial Businesses Division.

8. Scope of the LAA

This LAA is designed to address the requirements of the Waste and Recycling Collection and Collection Support functions in Townsville Waste Services.

9. Operational Requirements

9.1 All employees are employed in accordance with their individual position descriptions and task specific duty statements.

9.2 There will be extra personnel (council employees or labour hire) trained within Townsville Waste Services and used as relief employees if and when required.

Support Operators directly employed by council will be offered this training in the first instance.

9.3 Collections employees may be required to comply with drug and alcohol policies of external commercial organisations. Where this involves drug and alcohol testing such testing will be in accordance with the requirements of the relevant commercial organisation. Council policies and procedures will apply in circumstance where a council employee returns a positive test and is subsequently refused entry to the premises of a commercial organisation.

10. Transport Operations

10.1 General Obligations

All drivers must comply with all requirements of the Department of Transport and Main Roads in relation to the operation of Heavy Vehicles.

10.2 Fatigue Management

Rostered daily work and rest hours will be scheduled in accordance with the *Transport Operations (Road Use Management) Act 1995* and associated regulations as amended from time to time.

10.3 Fitness for Duty

Drivers of commercial heavy vehicles are obligated to notify their employer if there is a medical condition that may affect their ability to drive. Employees with identified medical conditions may be offered suitable alternative employment on a case by case basis to assist in their management of that condition.

SECTION 2 – COLLECTION and COLLECTION SUPPORT OPERATIONS

11. Method of Collection

11.1 Small teams of side arm truck drivers may be formed for the collection of waste and recycling in designated geographical areas on each collection day. A Crew Leader may be appointed to each team.

- 11.2 The Crew Leader shall receive the appropriate hourly rate as a collection team operator plus 10%. The 10% represents an enhancement of the Leading Hand allowance payable under Clause 5.8.23 of the LGE Award. The enhanced rate is not to be paid in addition to the Crew Leader (Leading Hand) Allowance paid under the Award.

Responsibilities of Crew Leaders include but are not limited to:

- a) Ensure the team provide coverage for such incidents as vehicle breakdown, accidents or other uncontrollable events;
 - b) Ensure all team members have reported for duty and advise the supervisor of any absences as early as possible;
 - c) Allocate and ensure all missed services are collected within the required time nominated by the Supervisor;
 - d) Ensure all drivers have adequate lids, pins, wheels, axles and necessary tools and equipment to carry out repairs;
 - e) Encourage team members to leave their vehicle cabins in a clean and tidy condition and that external appearances are in keeping with Council standards;
 - f) Ensure that collections take place to a standard in accordance with Townsville Waste Services Performance Plan.
 - g) Allocation of drivers (including support staff as assigned) to trucks in the absence of the Team Leader;
 - h) Distribution of service requests (such as missed bin requests) to team members.
- 11.3 A Support Team shall exist to support collection operations and act as relief drivers if and when required. Support operators will be paid skills allowance commensurate with their achieved competencies regardless of the day to day duties being undertaken.
- 11.4 Payment for all Statutory Holidays shall be in accordance with the Agreement.

12. Hours of Operation – Team Members Collection and Collection Support Operations

- 12.1 Team Members Collection - The span of hours of work of employees covered by this Agreement shall be between 5:45am and 6:00pm. The normal start time may be varied on an individual basis by mutual agreement subject to the approval of the Manager Waste Operations. Any variance in start time will be paid at ordinary time and will be a normal 7.6 hr day. This section is designed to allow for the early start of some collection vehicles at the request of the operator. Due to the nature of collection operations employees will be required to work a 10 day fortnight and may be required to work on those statutory holidays on which normal collection operations occur.

Support Operators - The span of hours of work of employees covered by this Agreement shall be between 6.00am and 6:00pm. The normal start time may be varied on an individual basis by mutual agreement subject to the approval of the Manager Waste Operations. Any variance in start time will be paid at ordinary time and will be a normal 7.6 hr day. This section is designed to allow for the early start of some collection vehicles at the request of the operator. Due to the nature of collection operations employees will be required to work a 10 day fortnight and may be required to work on those statutory holidays on which normal collection operations occur.

- 12.2 Collection Operations may be conducted seven (7) days per week between the hours of 6:00 am and 6:00 pm. No domestic bins shall be collected outside these times. Normally, domestic collections will be carried out on a Monday to Friday basis. The parties recognise that weekend collections may occur during the life of the agreement. Any proposal to change normal collection systems will be the subject of further consultation.
- 12.3 An employee shall be entitled to thirty (30) minutes unpaid meal break and a rest pause of twenty (20) minutes to be taken in accordance with fatigue management regulations. The breaks shall be taken at a suitable location allocated by the Team Leader/Supervisor unless a mutually agreed alternate arrangement is reached.

13. Hours of Operation – Team Members – Collection 4 On 4 Off

- 13.1 Collection Operations may be conducted seven (7) days per week between the hours of 6:00 am and 6:00 pm. No domestic bins shall be collected outside these times.
- 13.2 All full time employees shall work an average of 38.5 hours/week (average over an eight week roster) between the hours of 5:45 am and 5:45 pm on any four consecutive days of the week with four consecutive days off in accordance with a roster. There is no additional penalty payment for working public holidays and weekends.

- 13.3 A paid rest pause of twenty (20) minutes and an unpaid meal break of 60 minutes (1.0 hr) will be taken at times mutually agreed between the Council and the employee. The meal break may be broken into smaller blocks in order to comply with fatigue management laws.
- 13.4 Employees may, by mutual agreement between themselves, exchange their rostered hours for a given day, provided that the Team Leader Collection approves, in advance, such an exchange.
- 13.5 All drivers must take their breaks at times in accordance with the relevant fatigue management laws. The breaks shall be taken at a suitable location allocated by the Team Leader/Supervisor unless a mutually agreed alternate arrangement is reached.

14. Leave Arrangements – Team Member Collection and Collection Support Operations

14.1 Statutory Holidays

- a) Employees covered by the provisions of this Agreement shall be paid at the rate of triple time for work performed on Christmas Day (25 December) and Good Friday. Payment for all other Statutory Holidays shall be in accordance with the Agreement.
- b) An employee who is required to work on a Statutory Holiday may elect to work on such Statutory Holiday at ordinary rates. For each such Statutory Holiday worked, the employee shall be allowed one and a half days leave on full pay, excepting Good Friday and Christmas Day where the accrual shall be two (2) days. All such leave shall be in addition to any annual leave entitlement under clause 55 of the Agreement.
- c) Provided that the maximum period of leave which may be accrued to be taken as time off in lieu in a twelve month period shall be 10 days (76 hours) that for anytime in lieu accrued in excess of such maximum hours shall be paid to each employee concerned on the 30th June each year in lieu of such accrued excess leave. The arrangement to work on Statutory Holidays at ordinary rates as outlined in this clause is renewable by application to the HR Manager as at the 1 July each year.
- d) If no renewal occurs the employee will be paid for work performed on a Statutory Holiday in accordance with the provisions of clause 7.6 of the Award. This arrangement is only to be offered for existing employees that are signatories to the arrangement at the time the LAA is struck.

14.2 Employees are to participate in the formation and adherence to a roster of annual leave to ensure continuity of the service.

14.3 All 4 on 4 off employees covered by this agreement shall be entitled to five weeks Annual Leave as per the Agreement. As employees work an average of 38.5 hours per week, their yearly entitlement is 192.5 hours. Annual Leave does not attract loading in addition to the annualised salaries.

15. Remuneration – Team Members Collection 4 On 4 Off

15.1 Team members will be paid at the appropriate hourly rate plus 41% (the annualised hourly rate)

15.2 The hourly rate is annualised to compensate for the following:

- a) knowledge and responsibilities of the position.
- b) the range of work and duties to be performed.
- c) working extended shifts, weekends and public holidays.
- d) working outdoors in hot and/or dusty weather.
- e) cleaning rubbish and other objectionable materials from plant and/or equipment.
- f) working in close proximity to rubbish and objectionable material.
- g) care and maintenance of plant and equipment.
- h) support for the development of an operations procedures manual.
- i) annual leave loading.
- j) working or not working on public holidays.
- k) working in the rain.

15.3 These will be the normal pay rates for future increases. In addition to these rates, Council will pay the relevant Award or Agreement provisions for being engaged on higher duties and approved overtime and skills allowance.

15.4 Team members may be offered additional hours on those days that they are rostered “off”. Such work will be paid at the Agreement rate including applicable annualised allowances and applicable overtime penalties.

16. Responsibility/Skills Classifications

- 16.1 An employee shall hold the appropriate Queensland Department of Transport licence(s) and Townsville City Council approved Certificate of Competency to operate vehicles in each of the above categories. The Certificate of Competency shall be reviewed on an annual basis. The Certificate of Competency shall be reissued subject to the employee successfully completing a prescribed program of training and assessment. An employee shall be available to operate vehicles in each of the above categories.
- 16.2 The day to day tasks and responsibilities of the employee will be in accordance with the Position Job Description for the position. The Classifications for the Skills Allowance which apply in addition to the position classification shall be as follows:-
- a) Level One: Side Loader Vehicle Operator; and Front-lift Vehicle Operator; and; and Rear Lift Vehicle Operator.
 - b) Level Two: Side Loader Vehicle Operator; or Front -lift Vehicle Operator
 - c) Level Three: Rear Lift Vehicle Operator.
- 16.3 In providing efficient and quality service to the client, the parties agree that a team commitment to flexibility in operations is necessary and will be implemented as follows:
- a) There shall be no demarcation between employees engaged on driving duties.
 - b) Multi-skilling will be actively encouraged by Townsville City Council through the provision of training to enable employees to develop skills and experience. Staff will be trained as needed in consultation with the Manager Townsville Waste Services in accordance with the operational requirements.

17. Allowances

17.1 Skills Allowance:

- a) In addition to the wage rates applicable in Appendix E of the Agreement, employees shall be paid a Responsibility/Skills Allowance in recognition of their competency and experience:
 - Skills Level One \$1.97c p/h
 - Skills Level Two \$1.71c p/h
 - Skills Level Three \$0.92c p/h
- b) The Skills Allowance is not indexed for increases under the Agreement.
- c) The Skills Allowances shall be calculated on an hourly basis and shall be paid for all periods of ordinary hours of work, overtime, sick leave, annual leave, annual leave loading, superannuation and workers' compensation.
- d) These allowances shall not be paid for periods of leave accrued in lieu of full payment for work on Statutory Holidays or during periods of Long Service Leave or during periods of leave without pay.
- e) The Responsibility/Skills Allowances shall not be considered in calculating the prevailing overtime rates, but shall be paid for all overtime worked. The rates listed above will be paid for each hour worked and shall not be subject to the penalty loadings applicable for overtime and work on statutory holidays. It shall also be included in the payment of the seventeen and one-half per cent (17.5%) annual leave loading for annual leave purposes.
- f) The Responsibility/Skills Allowance shall be considered in calculating Council's and the employee's contributions for the purposes of any Superannuation entitlement.
- g) The parties agree to review the continued payment of the Responsibility/Skills Allowance and the extent to which these payments may be absorbed should the Local Government Employees' (Excluding Brisbane City Council) Award 2003– State be restructured to include a classification structure which addresses the basis of why this allowance is being paid.

17.2 Annualisation of Other Allowances:

- a) Other allowances shall be annualised and be calculated on an hourly basis and shall be paid for all periods of ordinary hours of work, overtime, sick leave, annual leave, annual leave loading, long service leave,

superannuation and workers' compensation. These allowances shall not be paid for periods of leave accrued in lieu of full payment for work on Statutory Holidays.

- b) Annualised allowances include: district allowance, rubbish allowance and wet weather allowance. The current total of these allowances is \$87 per week but these allowances are subject to increases from time to time. Annualised allowances do not include skills allowance, overtime, higher duties or leading hand allowance.

4 WASTE SERVICES DISPOSAL LOCAL AREA AGREEMENT

SECTION 1 - GENERAL

1. TITLE

This agreement shall be known as the Townsville Waste Services Disposal Local Area Agreement 2012, referred to hereafter as the LAA.

2. ARRANGEMENT

Subject Matter	Clause No.
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Parties	3
Date and period of agreement	4
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Aim of the LAA	6
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Scope of the LAA	8
Operational Requirements	9
Hours of Operation - Team Members Disposal	10
Leave Arrangements - Team Members Disposal	11
Remuneration - Team Members Disposal 4 on 4 off	12
Remuneration - Other Disposal Team Members	13

3. PARTIES

The parties to this LAA are

- The Townsville Waste Services Disposal employees
- Townsville City Council

4. DATE AND PERIOD OF AGREEMENT

This Agreement shall operate from the date of operation of the Townsville City Council (Field and Other Employees) Certified Agreement 2012 (the Agreement) and shall remain in force for the duration of the Agreement.

5. RELATIONSHIP WITH AWARD AND OTHER AGREEMENTS

This LAA shall be read and interpreted wholly in conjunction with the Agreement, and the Local Government (Excluding Brisbane City Council) Employees Award 2003

If there is any inconsistency between this LAA and the Agreement or the Award, then the provisions of this LAA will apply.

6. AIM OF THE LAA

The LAA encourages and will facilitate the development of:-

- a) a committed, flexible, competitive and highly skilled Waste Unit which is commercially oriented and achieves maximum productivity and output while providing quality standards of service and service delivery.
- b) a unit which will be responsible and accountable, in line with the Council's work programs, work standards and quality, productivity and performance.

7. OBJECTIVES OF THE LAA

7.1 The Objectives of the LAA are, consistent with the Agreement, to:-

- a) implement work practices and methods of operation to ensure waste services disposal is as cost effective, efficient and as productive as possible.

- b) wherever possible, achieve "industry best practice" in all operations of the unit.
 - c) foster a constructive and co-operative team relationship between management and employees and improve consultation and communication at all levels.
 - d) provide an efficient, secure, harmonious and safe working environment;
 - e) create a flexible environment and workplace culture which can adapt to the changing needs of the industry, customers/clients and the community.
 - f) ensure quality customer service and cost-effective and efficient service delivery
 - g) establish working conditions so as to provide flexibility within the operations of the unit giving consideration to the needs of customers and therefore the need to work extended shifts, 7 days per week.
- 7.2 Employees of Waste Services Disposal will, at all times, operate within and meet the needs and requirements of the Townsville City Council and the plans and budgets related to Townsville Water and Waste Division.

8. SCOPE OF THE LAA

This LAA is designed to address the requirements of Waste Services Disposal Operations which includes Mainland Landfills, Transfer Station Operations and Gatehouse Operations (excluding Magnetic Island Landfill, Bluewater Transfer Station and Toomulla Transfer Station).

9. OPERATIONAL REQUIREMENTS

- 9.1 All employees are employed in accordance with their individual position descriptions and task specific duty statements.
- 9.2 There will be extra employees trained within Waste Services Disposal and used as relief employees if and when required.

SECTION 2 – DISPOSAL OPERATIONS

10. HOURS OF OPERATION – TEAM MEMBERS DISPOSAL

- 10.1 Operation – The Landfill Facilities shall operate up to seven (7) days per week between the hours of 6:15 am and 6:00 pm. Opening hours may be reviewed during the life of the agreement.
- 10.2 All full time employees shall work either:
 - 10.2.1 38 hours per week in accordance with the Hours of Work provisions of the Agreement, or
 - 10.2.2 An average of 38.5 hours/week (average over an eight week roster) between the hours of 6:15 am and 6:00 pm on any four consecutive days of the week with four consecutive days off in accordance with a roster (Four-on Four-off).
- 10.3 Where a four on four off roster is determined to be no longer required (eg landfill operating Monday to Friday) consultation would be entered into with affected employees to establish an appropriate roster and meal breaks in accordance with clause 27 (Notification of Change) of the Agreement.
- 10.4 For employees on a four on four off roster, a meal break of 45 minutes (0.75 hr) and a rest pause of 20 minutes will be taken at times mutually agreed between the Council, the employee and the work group. The meal break shall commence not later than 6 hours after the ordinary starting time each day.
- 10.5 On Christmas Day (i.e. 25th of December) and Good Friday (on whatever date this occurs) landfills will be closed for public access. Employees normally rostered for these days *may* be stood down from duty on full pay and will be paid as if they had worked. There is no additional penalty payment for working Public Holidays and weekends.
- 10.6 Employees on a Four-on Four-off roster may, by mutual agreement between themselves, exchange their rostered hours for a given day, provided that the Team Leader Disposal approves, in advance, such an exchange.

11. LEAVE ARRANGEMENTS – TEAM MEMBERS DISPOSAL

- 11.1 All employees covered by this LAA shall be entitled to five weeks Annual Leave as provided in the Agreement.
- 11.2 As employees on a Four-on Four-off roster work an average of 38.5 hours per week, their yearly entitlement is 192.5 hours. Annual Leave does not attract loading in addition to the annualised salaries.

- 11.3 Annualised salaries do not apply to employees not on a four on four off roster. Accordingly leave loading would be payable on annual leave if alternative arrangements to the four on four off roster are introduced.
- 11.4 Employees are to participate in the formation and adherence to a roster of annual leave to ensure continuity of the service.

12. REMUNERATION – FOUR-ON FOUR OFF TEAM MEMBERS

- 12.1 Four-on Four-off team members will be paid at the appropriate hourly rate plus 41% (the annualised hourly rate)
- 12.2 The hourly rate is annualised to compensate for the following:
- a) skills, knowledge and responsibilities of the position.
 - b) the range of work and duties to be performed.
 - c) working extended shifts, weekends and public holidays.
 - d) working outdoors in hot and/or dusty weather.
 - e) cleaning rubbish and other objectionable materials from plant and/or equipment.
 - f) working in close proximity to rubbish and objectionable material.
 - g) acceptance of money and issuing of receipts on the site.
 - h) implementation of any different charging regime.
 - i) care and maintenance of plant and equipment.
 - j) support for the development of a operations procedures manual.
 - k) annual leave loading.
 - l) working or not working on public holidays.
- 12.3 These will be the normal pay rates for future increases. In addition to these rates, Council will pay the Award provisions for being engaged on higher duties, working in the rain and approved overtime.
- 12.4 Four-on Four-off team members may be offered additional hours on those days that they are rostered “off”. Such work will be paid at the Agreement rate plus applicable overtime penalties.
- 12.5 Four-on Four-off team members who hold the position of Crew Leader will also be paid the Leading Hand Allowance provided in clause 5.8.23 of the Award.

13. REMUNERATION – OTHER DISPOSAL TEAM MEMBERS

- 13.1 Team members who are not employed on a Four-on Four-off roster shall be paid in accordance with the Agreement and the Award.
- 13.2 Team members who hold the position of Crew Leader will be paid the Leading Hand Allowance provided in clause 5.8.23 of the Award.

5 DAMS AND CATCHMENTS UNIT LOCAL AREA AGREEMENT

1. TITLE

This agreement shall be known as the City of Townsville Dams and Catchments Unit Local Area Agreement 2012.

2. ARRANGEMENT

Subject Matter	Clause No.
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Parties Bound	3
Date & Period of Agreement	4
Relationship with Award and other Agreements	5
Aim of the LAA	6
Objectives of the LAA	7
Ranger Unit Consultative Committee	8
Remuneration	9
Hours of Operation	10
Camping	11
Housing	12
Definitions	13

3. PARTIES BOUND

This Local Area Agreement (LAA) applies to all employees employed in the Dams and Catchments Unit who are employed pursuant to the Local Government Employee's Award (excluding Brisbane City Council) 2003 - State, and the Townsville City Council (Field and Other Employees) Certified Agreement 2012.

4. DATE AND PERIOD OF AGREEMENT

This LAA will remain in place for the life of the Agreement, unless otherwise varied in accordance with the provisions of the Agreement.

5. RELATIONSHIP WITH AWARD AND OTHER AGREEMENTS

In the event of any inconsistency between this LAA and the Agreement, or any other agreement introduced at the Council during the period of operation of the LAA, this LAA will prevail to the extent of the inconsistency.

6. AIM OF THE LAA

This LAA encourages and will facilitate the development of:

- (a) A committed, flexible, efficient and highly skilled Dams and Catchments Team which is goal oriented and achieves maximum productivity and output while providing quality standards of service and service delivery.
- (b) A unit which will be responsible and accountable, in line with the Council's work programs, work standards and quality, productivity and performance.

7. OBJECTIVES OF THE LAA

7.1 The Objectives of the LAA are, consistent with the Agreement, to:

- (a) Implement work practices and methods of operation to ensure the Unit is as cost effective, efficient and as productive as possible.
- (b) Wherever possible, achieve "Industry Best Practice" in all operations of the Unit.
- (c) Foster a constructive and co-operative team relationship between Management and employees and improve consultation and communication at all levels.
- (d) Provide an efficient, secure, harmonious and safe working environment;
- (e) Create a flexible environment and workplace culture which can adapt to the changing needs of the industry, customers/clients and the community.
- (f) Ensure quality customer service and cost-effective and efficient service delivery

- (g) Establish working conditions so as to provide flexibility within the operations of the Unit giving consideration to the needs of customers and therefore the need to work extended shifts, up to 7 days per week.

7.2 Employees of the Dams and Catchments Team will, at all times, operate within and meet the needs and requirements of the Townsville City Council and the plans and budgets related to the Townsville Water and Waste Division.

8. RANGER UNIT CONSULTATIVE COMMITTEE

Management and Staff will meet regularly at monthly Toolbox Meetings to discuss the implementation of this LAA. Discussion will include training and Staff development, work practices, job and work redesign and workplace health and safety.

9. REMUNERATION

Team members will be paid an annualised pay as follows;

LGE Level 6 Ranger	Lake Paluma (\$64,748.22), Lake Ross (\$56,100.14)
LGE Level 3 Ranger	Lake Paluma (\$47,149.27), Lake Ross (\$46,227.33)

These annualised salaries compensate for the following:

- a) Skills, knowledge and responsibilities of the position.
- b) The diverse range of work and duties to be performed as per appropriate Position Descriptions.
- c) Working rostered ordinary time on weekends and public holidays (other than Christmas Day and Good Friday which shall not be worked and for which there will be no reduction in pay) wherever applicable.
- d) Working outdoors in wet and/or hot and/or dusty weather.
- e) Working in isolated environments with limited communications.
- f) Working alone in rough and varying terrain.
- g) Cleaning rubbish and other objectionable materials from plant, equipment and recreational areas.
- h) Acceptance of money and issuing of receipts on the site.
- i) Adaptation to changing work practices and procedures.
- j) Care and maintenance of plant and equipment.
- k) Support for the development and ongoing review of an operations/procedures manual.
- l) Annual leave loading.

These will be the normal pay rates for future increases. In addition to these rates, Council will pay the Award provisions for applicable allowances not listed as included above but covered under the relevant award, any overtime not applied as an annualisation but deemed operationally necessary.

10. HOURS OF OPERATION

- 10.1 Operation – As a minimum both Lake Ross and Lake Paluma shall have staff on-site (5) days per week between the hours of 6:00 am and 6:00 pm Monday to Friday. Where operationally necessary both sites may be required to operate on a rolling roster during peak periods.
- 10.2 Employees shall work an average of 76 hours per 9-day fortnight between the hours of 6:00 am and 6:00 pm, allowing 1 Rostered Day Off (RDO) per fortnight. RDO’s shall be suitably staggered to allow adequate staffing of both Lake Ross and Lake Paluma, by approval of Team Leader Raw Water Quality.
- 10.3 A meal break of 30 minutes (0.5 hrs) and a rest pause of 20 minutes will be taken at times mutually agreed between the Council and the employee. The time allowed for the meal break shall commence not later than 6 hours after the ordinary starting time each day.
- 10.4 Christmas Day (i.e. 25th of December) and Good Friday (on whatever date this occurs) will not be working days unless these days coincide with the activation of an Emergency Action Plan (EAP) at either Lake Ross or Lake Paluma. Staff required to work on these days will be paid standard penalty rates.
- 10.5 Should an employee be required to work on any day rostered “OFF”, the employee shall take a day in lieu as soon as practicable and on a date acceptable to the Team Leader Raw Water Quality.

11. CAMPING

When there is an operational requirement for employees to camp out whilst undertaking duties at Lake Paluma, Council shall provide, free of charge, all meals, allowances and appropriate accommodation as per Clause 10.3 of the Award.

12. HOUSING

Housing is provided free of charge the current occupants of the following positions as per their respective employment contracts: Ranger (Lake Paluma), Mt Spec Road, Paluma.

13. DEFINITIONS:

In this LAA:

"Agreement " means Townsville City Council (Field and Other Employees) Certified Agreement 2012

"Award" means the Local Government Employees' (excluding Brisbane City Council) Award - State.

"Committee " means the joint employee/management Committee established to oversee the implementation of the LAA, pursuant to clause 8.

"Council" means the Townsville City Council,

"Employee" means an employee who is employed in the Dams and Catchments Unit and who is employed pursuant to the Award and the Agreement.

6 WASTEWATER TREATMENT PLANTS LOCAL AREA AGREEMENT

1. Application of Local Area Agreement

This Local Area Agreement (LAA) applies to State Award employees of Townsville City Council employed in the Commercial Businesses Division, Townsville Water (TW), Wastewater Operations, Treatment Plants section. Such employees shall be employed in accordance with the provisions of the Local Government Employees' (Excluding Brisbane City Council) Award – State (State Award) unless otherwise determined by the provisions of this LAA and the Townsville City Council (Field, Trades and Other Employees) Certified Agreement 2012 (The Agreement).

This LAA defines a relationship between Townsville City Council and the Wastewater treatment Plant Operators and Operators Assistants employed in the Wastewater Operations, Wastewater Treatment Plant section.

The objective of this LAA is to maintain, and operate TW wastewater treatment plants (WWTP) in the most cost effective and efficient way by the retention of skilled and competent staff. This LAA aims to ensure competency on treatment plants is obtained and maintained for the life of this LAA.

Subject Matter	Clause No
Application of Local Area Agreement	1
Parties Bound	2
Wages	3
Rosters	4
Weekend Work	5
Work Groups	6
Rotation of Staff	7
Competency Allowances	8

2. Parties Bound

2.1 Inclusions

The State Award Classifications to which this LAA shall apply to are as follows:-

Wastewater Treatment Plants Operators Assistant (Assistant) – LGE 6

Position Numbers affected by this LAA include the following; 1TW044, 1TW045, 1TW046

An employee at this level shall be required to undertake duties as required by the relevant Position Description, under the supervision of the on site Wastewater Treatment Plant Operator(s).

The employee is required to enrol in and complete the appropriate qualification of Certificate III in Water Industry Operations or equivalent at management's discretion, within 2 years of commencing employment.

An Assistant Operator when performing higher duties will be required to be on-call as applicable in the plant group roster. If an assistant is required to perform higher duties in a Wastewater Treatment Plant Operators position, they are required to hold a Certificate III in Water Industry Operations as a minimum. Assistants will be required to carry out duties at any of Townsville Water's Wastewater Treatment Plants as required at management's discretion. The day to day responsibilities of the employee will be in accordance with the Position Description for the position and the objectives of the achievement planning process as outlined in section 9 of this LAA.

Wastewater Treatment Operator (Operator) – LGE 9

Position Numbers affected by the agreement include the following; 1TW031, 1TW032, 1TW033, 1TW034, 1TW035, 1TW036, 1TW037, 1TW038, 1TW039, 1TW040, 1TW041, 1TW042, 1TW043.

Operators shall hold the appropriate qualification of Certificate III in Water Industry Operations or equivalent (at management's discretion). They must participate in a rotational on call/overtime roster. Operators will also be required to carry out duties at any of the Townsville Water Wastewater Treatment Plants. The day to day duties and responsibilities of Operators will be in accordance with the Position Description for the position and the objectives of the achievement planning process as outlined in Section 9 of this LAA.

2.2 Exclusions

- (i) Wastewater Treatment Plant Laboratory Technician (position number 1TW030)
- (ii) Wastewater Treatment Plant Labourer (position number 1TW047)

- (iii) Wastewater Treatment Plant Team leader (position number 1TW014)
- (iv) Wastewater Treatment Plant Coordinator (position number 1TW006)

3. Wages

3.1 Definitions

Base Wage – as set out in Appendix C of the Agreement– Schedule of Wages Local Government Employee (excluding Brisbane City Council) Award

Annualised Allowance –the historical claimable allowances applicable to Operators and Assistants under the State Award as listed in paragraph 3.2 of this agreement, that were used in the calculation of the average allowances claimed by Operators and Assistants over 3 years (2006 – 2008).

Annualised Wage - the base wage plus the annualised allowance amount for Operators and Assistants respectively. The Annualised wage is subject to change if weekend work or rosters are adjusted. For Example, if the number of weekends worked in the year is changed, the annualised allowance shall be adjusted to reflect this change.

3.2 Annualised Allowances

Wastewater Treatment Plant operational staff, in conjunction with management have elected to undertake the annualising of all claimable entitlements within this LAA.

The following allowances, in accordance with the provisions of the State Award that are to be annualised within this agreement are as follows;

Working in the rain	Trailer Operation
District	Construction (site)
Poisons	Wet Work
Sewer Mechanical	Sewer Odour
On Call (Mon – Sat)	On Call (Sunday)
Leading Hand	Annual Leave Loading
Live Sewer	First Aid
Public Holidays	

No claims to any further payments, including allowances, penalties, or disabilities under any award or certified agreement, other than those as listed below, are eligible to be claimed for during the life of this agreement.

3.3 Excluded Claimable Allowances

(i) Overtime

Standard rates of pay and provisions shall be in accordance with the provisions of the LAA and the Agreement.

(ii) Call Outs

Standard rates of pay and provisions shall be in accordance with the provisions of the LAA and the Agreement

(iii) Higher Duties

Standard rates of pay and provisions shall be in accordance with the provisions of the LAA and the Agreement. Operators and Assistants who are required to perform higher duties are to be paid at the base rate of the higher duty position and matrix level if applicable, regardless of their level standing at that time.

(iv) 10 Hour Break

Standard rates of pay and provisions shall be in accordance with the provisions of the LAA and the Agreement.

4. Rosters

All Operators will be required to participate in a rotational on call/ duty roster for staffing of Treatment Plant sites. The on call/duty roster will incorporate the flexibility to encompass variations in staffing requirements and numbers and may be varied accordingly. Changes to the on call/duty roster shall be done in consultation with affected staff and shall be undertaken in accordance with the provisions of the State Award and the Agreement.

Changes to rosters that affect the historical calculation of the Annualised Wage shall be negotiated with affected WWTP staff to achieve a majority vote and the annualised amount will be adjusted accordingly, as per requirements outlined in the Agreement– Section 46 (Work Cycles, Arrangement of Hours, Span of Hours and Maximum hours

Worked – Tip Controllers and Cleansing – Local Government Employees (Excluding Brisbane City Council) Award – State; and, Local Government Employees’ (Excluding Brisbane City Council_ Award – State 2003 – Part 6 (Hours of Work, Breaks, Overtime, Shift Work, Weekend Work).

5. Weekend Work

Weekend Work is to be revised outside of this agreement to ascertain efficiency gains to council and work life balance for operators. The assessment will include and not be limited to, an audit of work currently undertaken on the weekend, any legislative requirements, proportion of weekend callouts, and weekend operational requirements. Any changes to weekend work schedules will be communicated and agreed upon with employees within the bounds of Section 4 of this LAA, Any changes to rosters will not affect the current LAA pay rate in the current LAA term.¹

6. Work Groups

The following work groups have been identified and defined for the purpose of facilitation of the Wastewater Treatment Operators and Wastewater Treatment Plants Operators Assistants matrix and to enable the rotation of wastewater treatment plant staff through all of Townsville City Council’s wastewater treatment plant sites. Actual composition of the work groups can be altered at management’s discretion dependent on operational requirements and staffing levels.

(i) Cleveland Bay Purification Plant – CBPP

Cleveland Bay Purification Plant
Cleveland Bay Bio-solids Facility

(ii) Mt St John Treatment Plant – MSJTP

Mt St John Treatment Plant

(iii) Minor Plants

Magnetic Island Water Recycling Plant
Horseshoe Bay Water Recycling Plant
Nelly Bay Treatment Plant until de-commissioned
Magnetic Island Grease Trap Facility
Condon Treatment Plant
Toomulla Treatment Plant

For the purpose of determining an individual’s position on the relevant Wastewater Treatment Plant matrix, each of the single work groups has the same level of status and percentage value allocated to it, regardless of the actual number of facilities it may encompass or any variations of processes, procedures or other site duties.

7. Rotation of Staff

All Operators and Assistants will be required to participate in rotations between any of council’s Treatment Plant work groups at management discretion, meaning the decision to move an Operator or Assistant will be dependant on operational requirements or the needs and circumstances of the members of the WWTOP staff and will be communicated to the affected employees.

Rotation between treatment plant groups will enable treatment plant staff to further enhance their professional development, their standing on the matrix and subsequently their pay scale. Council will benefit from staff rotations by ensuring adequate coverage of wastewater infrastructure and management of staff shortages and emergency situations.

Staff rotation amongst treatment plant groups will generally be for a minimum of 12 months at a time or until deemed competent at that site, though treatment plant staff may also be required to rotate for shorter durations where staff shortages necessitate.

8. Competency Allowances – Wastewater Treatment Plant Operators and Assistants matrix

8.1 Definitions

The competency allowance is defined as an additional percentage (capped at 9%), that can be achieved on top of the annualised wage. Eligibility for this competency allowance is calculated via a 2 dimensional matrix of years of services and competency achieved at each of the 3 plant groups.

Competency for each work group is further defined in Section 9 – Achievement Planning Process.

Plant Group Competencies as used on the matrices for Wastewater Treatment Plant Operators and Assistants are defined as follows; either 9i, 9ii, 9iii or 6i, 6ii, 6iii and relate to either Cleveland Bay Purification Plant, Mount Saint John Treatment Plant and Minor Treatment Plants outlined in Section 6 – Work Groups

Years of Service as used on the matrices for Wastewater Treatment Plant Operators and Assistants are defined as follows; either 9a, 9b, 9c, 9d or 6a,6b, 6c, 6d and relate to demonstrated years of industry experience outlined in Appendix A and B.

8.2 Industry Experience

Equivalent industry experience is to be proved through supplying a minimum of 2 relevant industry referees and detailed résumé to enable externally experienced operators and assistants to enter council’s system at a reasonable industry experience level.

External Experience must be transferable to council wastewater treatment plants and processes (activated sludge, membrane and biological nutrient removal).

Experience must be relative to existing Townsville City Council Wastewater Treatment Operators or Wastewater Treatment Plant Assistant Operators, Position Descriptions.

8.3 Wastewater Treatment Operator (LGE 9) matrix

The base rate as defined by the Wastewater Treatment Operators matrix shall be level 9a/9i (Annualised wage plus 0%) with the ceiling level being 9d/9iii (Annualised wage plus 9%).

Operators can progress through the relevant levels by engaging in continuous employment on treatment plant sites and rotation through and achieving competency on the 3 different work groups.

Pay rates, expressed as hourly rates, under the Matrix at Appendix A are as follows and will apply from the date of operation of the Agreement:

■ Years of Service	■ Plant Group Competencies		
	■ 9i	■ 9ii	■ 9iii
■ 9a	■ \$ 34.00	■ [REDACTED]	■ [REDACTED]
■ 9b	■ \$ 34.43	■ \$ 35.49	■ \$ 36.57
■ 9c	■ \$ 34.78	■ \$ 35.86	■ \$ 36.92
■ 9d	■ \$ 35.14	■ \$ 36.21	■ \$ 37.29

The above rates will be increased on the anniversary dates of the date of operation of the Agreement (1 September 2013 and 1 September 2014) by the percentage increases (3.6%) of the wage increases in Clause 36 of the Agreement.

Operators will be assessed annually as part of council’s achievement planning process to ascertain and review their position on the matrix structure.

Progression/regression of an individual’s position on the matrix is subject to the prescribed conditions as outlined above and as in item 9 – Achievement Planning.

The anniversary of years of service as calculated on the Wastewater Treatment Operator (LGE9) Matrix will be calculated on the anniversary of the Agreement Years of service will be rounded up or down accordingly from year 1.

Since the reallocation of work groups changed from 4 to 3 in 2011, the annualised amount is to be reviewed at this LAA to reflect the change in roster from working 1 in 3 weekends to 1 in 4 weekends. Refer section 3 – Wages, and Section 4 – Rosters.de

8.4 Wastewater Treatment Plants Operators Assistant (LGE 6) matrix

The base rate as defined by the Wastewater Treatment Plants Operators Assistants matrix shall be level 6a/6i (Annualised wage plus 0%) with the ceiling level being level 6d/6iii (Annualised wage plus 9%).

Assistants can progress through the relevant levels by engaging in continuous employment on treatment plant sites, completion of Certificate III in Water Industry Operations and rotation through and achieving competency on the 3 different work groups.

Incremental rates of pay as assessed on the matrix structure for Assistants are included in the table below.

Figures listed were calculated on the previous March 2009 annualised rate including site, locality etc, plus an average of 2006, 2007 and 2008 financial years claimed penalties.

Completion of Certificate III in Water Industry Operations is required within 2 years of commencing employment as Assistant with council. Relieving operators in Higher Duties Positions can not be performed unless Certificate III (or equivalent at Manager’s discretion) has been obtained.

Assistants performing higher duties are capped at the annualised rate of 9i9a.

Pay rates, expressed as hourly rates, under the Matrix at Appendix B are as follows and will apply from the date of operation of the Agreement:

■ Years of Service	■ Plant Group Competencies			
	■ 6a	■ 6i	■ 6ii	■ 6iii
	■ \$ 25.07			
	■ \$ 25.32		■ \$ 26.07	■ \$ 26.82
	■ \$ 25.57		■ \$ 26.33	■ \$ 27.07
	■ \$ 25.82		■ \$ 26.57	■ \$ 27.32

The above rates will be increased on the anniversary dates of the date of operation of the Agreement (1 September 2013 and 1 September 2014) by the percentage increases (3.6%) of the wage increases in Clause 36 of the Agreement.

Assistants will be assessed annually as part of council’s achievement planning process to ascertain and review their position on the matrix structure.

Progression/regression of an individual’s position on the matrix is subject to the prescribed conditions as outlined above and as in item 9 – Achievement Planning.

The anniversary of years of service as calculated on the Wastewater Treatment Operator Assistants (LGE6) Matrix will be calculated on the anniversary of this LAA (November 2011). Years of service will be rounded up or down accordingly from year 1.

9. Achievement Planning / Competency Assessments.

All treatment Plant staff must undergo annual Achievement Planning reviews in conjunction with management in order to monitor an individual’s career path and to revise their position on the Treatment Plants matrix. Achievement Plans will be conducted and documented as per the Townsville City Council’s “State Award Employee Performance Development & Training Appraisal Scheme”

Wastewater Treatment Plant Operators and Wastewater Treatment Plant Assistant Operators failing to rotate through all work groups and partake in the Achievement Planning Process as required will regress to the next lower applicable matrix step and may also be subject to further action by management.

During the Achievement Planning process the following criteria and conditions will be assessed to determine an individual’s performance and matrix placement as a minimum.

9i Operators

(a) Operators competency on a plant in theory should constitute duties as outlined in the relevant PJD and includes but is not limited to:

- >> demonstrated experience and ability to undertake emergency procedures, general operating procedures, start up and shut down of plant,

- >> IMS/administration duties,
- >> Communication with tradespeople and managers,
- >> Interpretation of laboratory results and membrane parameters,
- >> Basic laboratory sampling and analysis techniques,
- >> Start up and shut down of all plant and equipment,
- >> Demonstrated understanding of plant hydraulics,
- >> understanding of hollow fibre tube and flat bed sheet membranes,
- >> Demonstrated understanding of plant routine maintenance activities,
- >> Ability to diagnose and apply chemical dosing techniques to optimise BNR processes.

- (b) A minimum service period of 12 months on the on-call system for each plant group is required to achieve adequate training and experience as an operator in wet and dry season activities and progression along the competency axis of the matrix..
- (c) Achievement Planning Process - Key Achievement Areas relevant to the job, shall include and not be limited to the following elements for an LGE9 wastewater treatment plant operator.
- >> Process optimisation is undertaken formally on a roster basis when on-call, process condition, process changes and equipment faults/difficulties are communicated to supervisors.
 - >> Group process optimisation discussions with fellow operators and supervisors are formalised in daily diary.
 - >> Weekly Plant Review (QAF0350 (CBPP), QAF0351 (MSJTP), QAF0352 (Condon), QAF0353 (HSBY), QAF0354 (MIWR), QAF0355 (Toomulla)), when on duty, communicated to supervisor and work group and stapled into daily diary, detailing interpretation of plant data, process optimisation and efficiency gains and, major incidences/maintenance activities.

9ii Assistant Operators

- (d) Wastewater Treatment Plant Assistant Operators competency on a plant in theory should constitute duties as outlined in the relevant PJD and includes but is not limited to:
- >> Sample collection and laboratory analysis housekeeping,
 - >> Daily preventative maintenance of equipment,
 - >> Basic problem solving,
 - >> Liaison with tradespeople,
 - >> Communication with other operators, managers and assistants, and
 - >> Basic plant administration duties
- (e) A minimum service period of 12 months for each plant group is required to achieve adequate training and experience as an assistant operator during wet and dry season activities and progression along the competency axis of the matrix.
- (f) Assistant Operators acting in higher duties as an operator will only receive a classification level of 9a9i.
- (g) Assistant Operators successfully filling a vacant operator's position will be required to start on classification level 9a9i, regardless of experience attained through acting in higher duties and years of service as an assistant.
- (h) Achievement Planning Process - Key Achievement Areas relevant to the job, shall include and not be limited to the following elements for an LGE6 wastewater treatment plant assistant operator
- >> Daily assistant duties (refer PJD) such as sample collection and laboratory analysis housekeeping, daily preventative maintenance of equipment, basic problem solving, liaison with tradespeople, communication with other operators, managers and assistants, and basic plant administration duties are performed to a high standard
 - >> Participation in the operators process optimisation is undertaken on a weekly basis and then formally on a roster basis when on-call and acting in a higher duties position. Process condition, process changes and equipment faults/difficulties are communicated to supervisors when in a higher duties position as an operator.
 - >> Participation in group process optimisation discussions with fellow operators and supervisors and are formalised in daily diary.
 - >> Weekly Plant Review (QAF0350 (CBPP), QAF0351 (MSJTP), QAF0352 (Condon), QAF0353 (HSBY), QAF0354 (MIWR), QAF0355 (Toomulla)), when acting as an operator on higher duties and on duty, is

communicated to supervisor and work group and stapled into daily diary, detailing interpretation of plant data, process optimisation and efficiency gains and, major incidences/maintenance activities.

10. Other Terms and Conditions

Except as otherwise determined by this LAA and the provisions of the Townsville City Council (Field Trades and Other Employees) Certified Agreement 2012, all other terms and conditions of the Local Government Employee' Award (Excluding Brisbane City Council) Award – State shall apply to employees covered by this LAA.

Appendix A – Wastewater Treatment Plant Operator Matrix (LGE9) – November 2011

<p>Wastewater Treatment Plant Operator Matrix (LGE9) November 2011</p>				
<p> 1. Competencies based on years of industry experience ■ 9a 0-1 years experience or equivalent demonstrated relevant industry experience ■ Water/wastewater industry approved educational qualification of Certificate III in Water Industry Operations or higher ■ 9b 1-4 years experience or equivalent demonstrated relevant industry experience ■ 9c 4-6 years experience or equivalent demonstrated relevant industry experience ■ 9d 6 or more years experience or equivalent demonstrated relevant industry experience ■ ■ </p>	<p> 2. Competency based on plant familiarity ■ 9i experience and competency on 1 TW plant work group ■ 9ii experience and competency on 2 TW plant work groups ■ 9iii experience and competency on 3 TW plant work groups ■ ■ </p>	<p>3. Resulting Matrix – percentage increase on base rate for LGE9.</p>		
		<p> ■ ■ ■ Years of Service ■ ■ ■ </p>	<p> Plant Group Competency ■ 9i ■ 9ii ■ 9iii ■ 9a ■ 0% ■ ■ ■ 9b ■ 1% ■ 4% ■ 7% ■ 9c ■ 2% ■ 5% ■ 8% ■ 9d ■ 3% ■ 6% ■ 9% </p>	

Appendix B Wastewater Treatment Plant Assistant Operator Matrix (LGE 6) – November 2011

**Wastewater Treatment Plant Assistant Operator Matrix (LGE6)
November 2011**

1. Competencies based on years of industry experience	2. Competency based on plant familiarity	3. Resulting Matrix – percentage increase on base rate for LGE6.				
		Plant Group Competency				
		Years of Service	6i	6ii	6iii	
6a 0-1 years experience or equivalent demonstrated industry experience	6i experience and competency on 1 TW plant work group. Including periods of acting operator.	6a	0%	4%	7%	
		6b	1%	5%	8%	
		6c	2%	6%	9%	
Commencement of Certificate III in Water Industry Operations		6d	3%	6%	9%	
6b 1-4 years experience or equivalent demonstrated industry experience.						
Studying towards completion of Certificate III in Water Industry Operations to be completed within 2 years of commencing employment.	6ii experience and competency on 2 TW plant work groups. Including periods of acting operator.					
6c 4-6 years experience or equivalent demonstrated industry experience.						
Completion of Certificate III in Water Industry Operations	6iii experience and competency on 3 TW plant work groups. Including periods of acting operator.					
Ability to undertake higher duties as an operator on-call with minimal supervision.						
6d 6 or more years experience or equivalent demonstrated industry experience. As above.						

SIGNATORIES

Signed for and on behalf of **Townsville City Council**..... Raymond John Burton
In the presence of Brenda Williamson

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:..... Paula Masters

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

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 United Voice, Industrial Union of Employees, Queensland Gary Bullock
In the presence of:..... Kylie Fieldhouse