



PORT STEPHENS
COUNCIL

PSC Enterprise Agreement 2025 to 2028

The Port Stephens Council (PSC) Enterprise Agreement outlines the terms and conditions of employment between Council and employees.

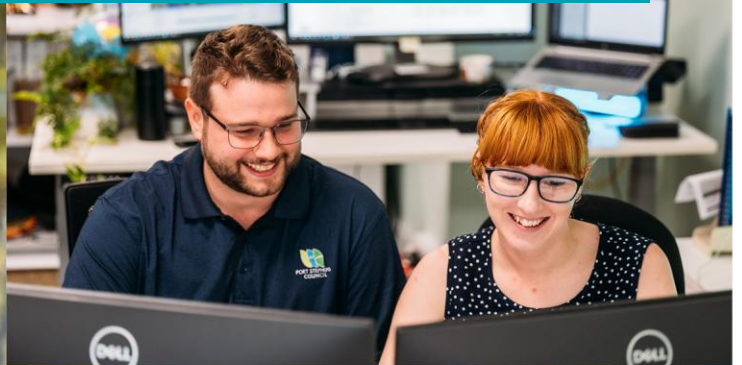


Photo by Destination NSW

GUUDJI YIIGU

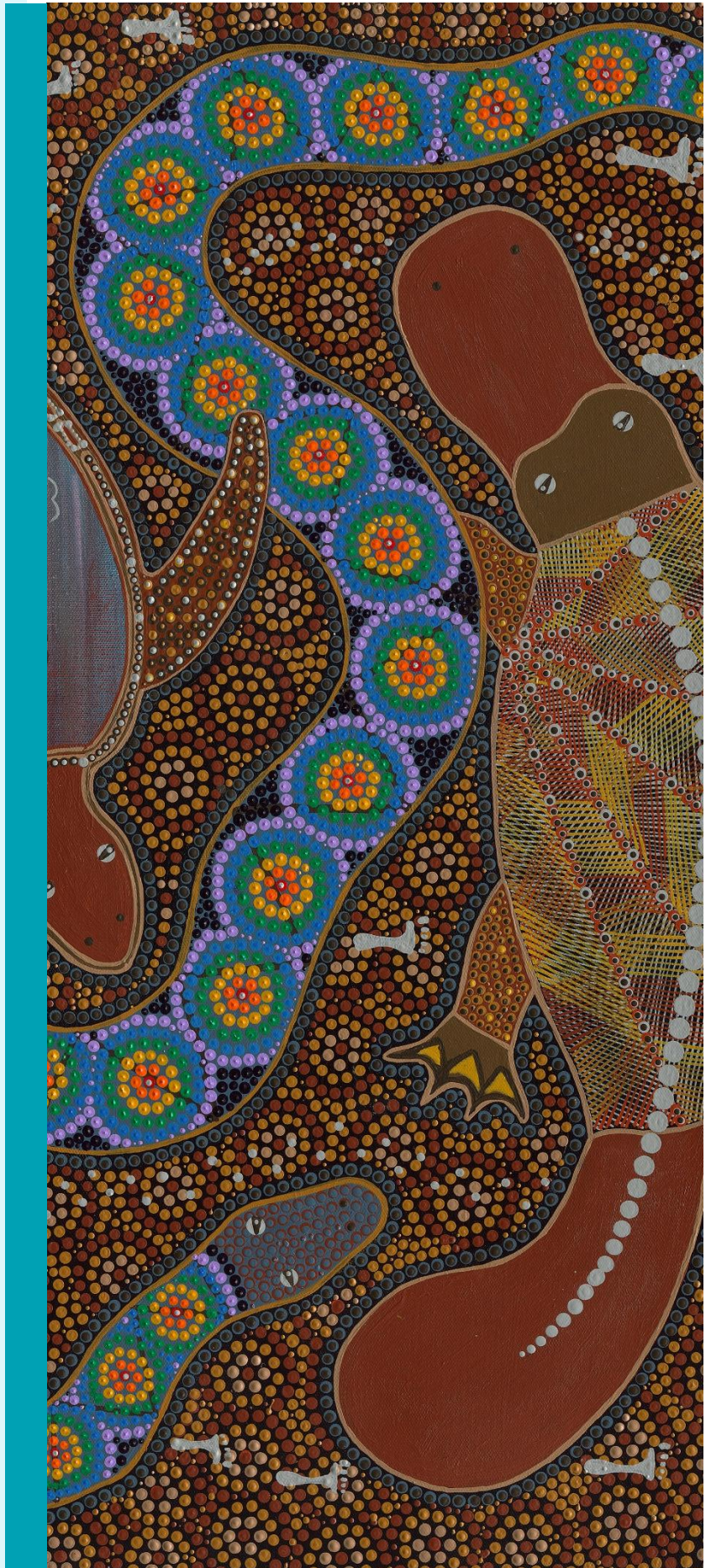
(GOO-JEE IK-KOO)

We welcome you to Port Stephens – part of the Worimi Aboriginal Nation. Port Stephens Council acknowledges the Worimi people as traditional owners and custodians of the lands and waterways on which we all live, learn, work and play.

We value and respect the Worimi people and the legacy 60,000 years of Aboriginal Nation traditions and culture brings with it. As part of Council's culture of acceptance, diversification and harmony we walk alongside the Worimi people on a journey of listening and learning.

Together we will strive to make this a better place for all peoples. As guardians of these lands, we ask that you tread lightly to help preserve the biodiversity and respect those who came before as well as those who will follow.

Artwork by Regan Lilley.



Contents

SECTION A: PSC Enterprise Agreement.....	7
1. This Agreement.....	7
2. Plain English Summaries	7
3. Statement of Intent.....	7
4. Continuous Improvement	8
5. Code of Conduct	9
6. Employer Value Proposition	9
7. Financial Stability	10
8. Purpose, Vision and Values	10
9. Equity, Diversity and Inclusion	11
10. Anti-Discrimination	13
11. Bullying, Harassment and Sexual Harassment	14
12. Definitions	17
13. Council Agreements.....	22
SECTION B: Pay and related matters	25
14. Council's Salary System	25
15. Rates of Pay.....	32
16. Payment of Employees	32
17. Retention Allowance	33
18. Higher Duties Pay	33
19. Weekend Penalty Rates.....	35
20. Shift Work.....	36
21. Overtime	38
22. On-call.....	41
23. Call-back	43
24. Library Chute Clearance	43
25. Right to Disconnect	44
26. Annualised Salaries	44
27. Salary Sacrifice	46
28. Allowances, Additional Payments and Expenses.....	47
29. Motor Vehicle Arrangements.....	59
30. Superannuation and Related Arrangements	60

SECTION C: Employment types and conditions	63
31. Hours of Work	63
32. Facilitative Provisions.....	69
33. Resourcing and Directing employees.....	69
34. Temporary Appointments	69
35. Temporary Employment.....	70
36. Recruitment and Selection	70
37. Multiple Employment.....	71
38. Term Contracts	71
39. Child Protection.....	72
40. Internet, Intranet and Email Usage.....	73
41. Labour Hire	74
SECTION D: Leave entitlements and public holidays	76
42. Public Holidays.....	76
43. PSCare Day	77
44. Union Picnic Day.....	78
45. Personal Leave (Sick Leave and Carers Leave).....	78
46. Health and Wellbeing Leave	83
47. Annual Leave	84
48. Long Service Leave	87
49. Parental Leave (Including Paid Parental Leave).....	91
50. Jury Service Leave.....	95
51. Union Training Leave	95
52. Union Conference Leave	96
53. Bereavement Leave	97
54. Funeral Leave	98
55. Leave Without Pay	98
56. Natural Disaster Leave.....	99
57. Emergency Services Leave.....	99
58. Defence Force Reserve Leave.....	100
59. Grandparent's Leave.....	101
60. Purchase Additional Annual Leave	101
61. Community Volunteer Leave	102
62. Career Break Leave	103

63. Family and Domestic Violence Leave	104
SECTION E: Flexible working	106
64. Flexibility for Work and Life Responsibilities	106
65. Flexible Working Arrangements	107
66. Job-Share Employment.....	114
SECTION F: Managing relationships	117
67. Consultative Committee	117
68. Workplace Issues.....	119
69. Disciplinary Procedures	122
70. Work Health and Safety	126
71. Workplace Bullying.....	127
72. Workplace Change.....	129
Section G: Ending Employment and Related Matters	134
73. Redundancy.....	134
74. Redeployment due to Redundancy	137
75. Termination of employment.....	140
SECTION H: Development.....	143
76. Secondment.....	143
77. Junior, Apprentice, Trainee and Cadet Employment.....	143
78. Learning and Development	150
79. Continuing Compulsory Professional Development and Accreditation.....	152
80. Professional Engineers Registration and Recognition	153
81. Career Development.....	154
82. Performance Evaluation and Reward.....	155
83. Union Delegate Attendance at Corporate Induction	158
SECTION I: Other provisions	160
84. Competitive Tendering.....	160
85. Savings and Transitional	160
86. Leave Reserved	160
RATES OF PAY TABLE	162
APPRENTICE, TRAINEE AND CADET RATES OF PAY TABLE	163
ALLOWANCE TABLE.....	164

SECTION A

PSC Enterprise Agreement



SECTION A: PSC Enterprise Agreement

1. This Agreement

- 1.1. This Agreement shall be known as the Port Stephens Council Enterprise Agreement 2025.
- 1.2. The parties to this Agreement are Port Stephens Council (PSC) and the New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union (USU), Local Government Engineers' Association (LGEA) and the Development and Environmental Professionals' Association (depa).
- 1.3. This Agreement shall operate from 1 July 2025 and shall remain in force for a period of three years.
- 1.4. This Agreement shall apply to all employees of Port Stephens Council and employees of committees of Council established under the *Local Government Act 1993 (NSW)*, with the exception of the General Manager.
- 1.5. This Agreement shall regulate totally the terms and conditions of employment previously regulated by all Awards and Agreements covering employees of Port Stephens Council.

2. Plain English Summaries

- 2.1. There are summary paragraphs written in plain English at the start of some clauses in this Agreement. These paragraphs should not be regarded as operative terms of this Agreement and are not intended to change the legal effect of any term of this Agreement. The purpose of these summaries is to provide employees with a simple summary of the intent of the provision.

3. Statement of Intent

- 3.1. The development of this Agreement has been based on the principles of interest-based bargaining.
- 3.2. Since the implementation of the first Enterprise Agreement (EA) in 2008, Council has had a continuing focus on financial management and continuous improvement to ensure that Council remains sustainable into the future.
- 3.3. Council's program of rolling Service Reviews aims to drive more efficient use of resources, while delivering better quality services in new and innovative ways. This will ensure that Council redirect any savings to finance new or improved services.
- 3.4. Council's current Employed Full-Time (EFT) staffing level as at 21 May 2025 is 596, which consists of 397 indoor positions and 199 outdoor positions, and it is Council's intention that these numbers will be maintained. However, it is acknowledged that staffing levels are affected by various internal and external factors that can be beyond Council's control. These include reductions or changes to Federal or State Government grants and policies that could affect Council's revenue.
- 3.5. The parties are committed to co-operating positively to increase the productivity, structural efficiency and financial sustainability of Council and to

provide employees with access to more fulfilling, varied and better paid work by providing measures to, for instance:

- improve skill levels and establish skill-related career paths
- eliminate impediments to multi-skilling
- broaden the range of tasks which a worker may be required to perform
- achieve greater flexibility in workplace practices
- eliminate discrimination
- establish rates of pay and conditions that are fair and equitable
- work reasonable hours
- promote job security
- ensure and facilitate flexibility for work and family responsibilities
- ensure the delivery of quality services to the community and continuous improvement
- encourage innovation
- promote cooperative and open change management processes
- promote the health and safety of workers and other people in the workplace.

4. Continuous Improvement

- 4.1. Council's goal is to develop a high performing organisation that has a strong culture of 'working together doing the right things the best way'. Council wants to be recognised by the community as a leading local government authority and as a 'best employer'. Council are doing this by pursuing the philosophy within the Australian Business Excellence Framework.
- 4.2. Business Excellence is how Council ensures that Council continually measures and improves our organisational results to the community. It is about:
 - having clear direction and knowing how everyone contributes to the big picture
 - having a focus on our customers
 - implementing best practice
 - doing our best every single day.

The Business Excellence philosophy underpins how Council goes about its work. It is all about doing the right things – the best way.

This Agreement supports the principles of Business Excellence by building a fair, balanced and co-operative relationship between Council, its employees and other stakeholders.

5. Code of Conduct

- 5.1. The Code of Conduct applies to every individual engaged with Council and is designed to help employees maintain our reputation for integrity and fair dealing.
- 5.2. Employees are required to comply with the Code of Conduct.
- 5.3. From time to time, management at Council may be obliged to change the existing Code of Conduct or to introduce a new Code of Conduct which employees will be required to observe in accordance with the Model Code required by the Local Government Act 1993 (NSW). Changes in addition to those required by legislation will only be made following consultation with employees through the Consultative Committee.
- 5.4. Council will ensure communication of any changes in the Code of Conduct to all employees on each occasion that the requirements under the Code of Conduct change through the development and implementation of an appropriate communication plan.

6. Employer Value Proposition

- 6.1. Council is committed to an Employer Value Proposition, which allows us to attract, engage and retain our employees.

At PSC employees **are**:

- Celebrated by their team and our leaders
- Making a difference to the lives of our community
- Fully resourced with everything they need to get the job done
- Trusted and given autonomy to do their role because we know they have the capability.

They apply for a job at PSC because they **need**:

- Flexibility – hybrid work options and flexible hours
- Great colleagues – working as a team, having fun and being part of the family
- Growth opportunities – learn on the job and advance their career
- To be themselves – their personal life is important and they need to bring their whole self to work.

While working at PSC they **feel**:

- Supported by their team and our leaders
- Encouraged to do their best, look for growth opportunities and improve
- Respected by our leaders, our community and their team
- Cared for by our PSCare program and support services.

Council is committed to:

- Attracting and retaining quality employees through market competitive salaries and attractive working conditions
- Providing systems to allow all employees to enjoy a safe and healthy working environment and support their wellbeing
- Individual learning and development programs for all employees
- giving employees a voice through proactive consultation processes
- Building career opportunities internally and externally
- Building a skilled and progressive workforce.

7. Financial Stability

- 7.1. Council is committed to being financially sustainable into the future. There is no single answer to achieving financial sustainability; however there are a number of options that Council is undertaking as part of its Council Plan. These include:
- the consolidation of assets
 - increasing its submissions for Federal and State Government Grants
 - a rigorous investigation of its fees and charges.
- 7.2. When considering employee terms and conditions, Council's commitment to financial sustainability into the future is also carefully considered to ensure that Council can continue to offer employment to the Port Stephens community.

8. Purpose, Vision and Values

Snapshot: This sets out the goals and objectives that underpin this Agreement and the expected behaviours that are to be displayed by all employees.

- 8.1. **Council's Purpose** - To deliver services valued by our community in the best possible way.
- 8.2. **Council's Vision** - Engaged people, working together, delivering valued services.
- 8.3. **Council's Values** - The following values and behaviours are considered to be core requirements of Council. All employees working for Council are expected to demonstrate these values and behaviours in their dealings with each other and with the community.

	RESPECT Creating a unique, open and trusting environment in which each individual is valued and heard	Expected Behaviours <ul style="list-style-type: none"> • Being fair and courteous to each other. • Acknowledging individual contributions and differences. • Listening to our customers and keeping them involved. • Embracing the complexities of local government. 	Unacceptable Behaviours <ul style="list-style-type: none"> • Making promises we know we can't keep. • Tolerating a blame culture. • Gossiping. • Disregarding the differing views of the community.
	INTEGRITY Being honest and inspiring trust by being consistent, matching behaviours to words and taking responsibility for our actions.	Expected Behaviours <ul style="list-style-type: none"> • Doing what we say we are going to do. • Leading by example and setting a positive direction. • Making the right choices, not just the easy ones. • Being present and actively listening. 	Unacceptable Behaviours <ul style="list-style-type: none"> • Making excuses for not delivering what is expected of us. • Doing the bare minimum just to get by. • Allowing personal interest to affect our judgement. • Giving different messages to different people.
	TEAMWORK Working together as one Council, supporting each other to achieve better results for everyone.	Expected Behaviours <ul style="list-style-type: none"> • Tapping into the knowledge and experience of our people. • Helping each other and provide support to a workmate in need. • Communicating clearly and often. • Acknowledging and celebrate work well done. 	Unacceptable Behaviours <ul style="list-style-type: none"> • Working in isolation or pursuing personal agendas. • Taking credit for the work of others. • Being negative about our workmates behind their back. • Acting in a way that impacts negatively on others.
	EXCELLENCE Improving the way we work, to meet the challenges of the future.	Expected Behaviours <ul style="list-style-type: none"> • Working according to the business excellence principles. • Basing all decisions on data and experience. • Seeking feedback to continuously improve what we do. • Encouraging ideas and suggestions and empowering people to develop new approaches. 	Unacceptable Behaviours <ul style="list-style-type: none"> • Resisting change because 'we have always done it this way'. • Taking unnecessary risks when trying new things. • Avoiding responsibility for negative outcomes. • Using jargon over plain English.
	SAFETY Providing a safety focused workplace culture to ensure the wellbeing of staff, their families and the community	Expected Behaviours <ul style="list-style-type: none"> • Working safely at all times. • Taking responsibility for the safety of others as well as ourselves. • Speaking up and reporting unsafe acts. • Using our risk management system to create an even safer workplace. 	Unacceptable Behaviours <ul style="list-style-type: none"> • Continuing with a job or task if we feel unsafe. • Using equipment that we aren't trained to use. • Taking short cuts because we are busy, or pressed to do so • Taking risks that compromise the safety and welfare of staff, volunteers, contractors and/or members of the public.



9. Equity, Diversity and Inclusion

9.1. Council is committed to developing an equitable and diverse workforce which is representative of the community and the region as a whole. This commitment is based, in part, on the need to ensure that Council complies with equal opportunity legislative requirements. However, more importantly, Council is committed to providing a pleasant working environment for all employees by encouraging good working relationships, valuing diversity and respecting differences to achieve the objectives of Council's Employer Value Proposition.

9.2. Principles of Equity, Diversity, and Inclusion

- a) The parties to this Agreement actively promote and uphold the principles of equity, diversity, and inclusion in the workplace. This includes fostering a culture that values and respects the unique contributions of all employees, regardless of their background, identity, or circumstances, and ensuring that all workplace practices are fair, inclusive, and free from discrimination.
- b) The parties commit to taking all reasonable steps to ensure that the operation of this Agreement supports and advances equity, diversity, and inclusion. This may include applying to vary any provision of this Agreement that hinders the achievement of these principles.
- c) The parties recognise the importance of implementing strategies and initiatives to promote equity, diversity, and inclusion, including:
 - i) Providing equitable access to employment, training, and career development opportunities for all employees.
 - ii) Supporting workplace flexibility to accommodate the diverse needs of

employees, including carers, people with disabilities, and those with cultural or religious obligations.

- iii) Delivering training and resources to raise awareness of equity, diversity, and inclusion principles and practices.
- iv) Regularly reviewing workplace policies, management directives, and practices to identify and address barriers to inclusion.

9.3. **Equity** is about fairness. It is about providing everyone with a fair and safe working environment, with access to training and development opportunities and the chance to use and enhance their individual talents and skills for their own improvement and for the advancement of Council.

9.4. **Diversity** is about valuing the differences, brought to the organisation by people of different backgrounds, experiences and perspectives. These differences are valued and respected, and the contributions of a diverse range of people are utilised and maximised to enhance the effectiveness and capability of Council.

9.5. **Inclusion** is the art of creating environments where any individual or group can be and feel welcomed, respected, supported and valued to fully participate. Achieving improved workplace equity and diversity means identifying and eliminating all forms of discrimination and implementing measures to overcome the employment disadvantage faced by diverse groups, including but not limited to:

- a) People from culturally diverse backgrounds, including, people born in countries other than those categorised by the Australian Bureau of Statistics as mainly English-speaking countries.
- b) Indigenous Australians, including, persons of Aboriginal and Torres Strait Islander origin.
- c) People with disabilities, including those who require modified work arrangements or adaptive equipment.
- d) Women.
- e) Youth, including those aged 17 to 25 years.
- f) People who identify as LGBTIQ+ (lesbian, gay, bisexual, transgender, queer, asexual and other sexually or gender diverse people).

9.6. Protection Against Victimisation

The parties reaffirm their commitment to ensuring that no employee is victimised or treated unfairly for raising concerns or participating in initiatives related to equity, diversity, and inclusion. Any complaints or grievances related to breaches of this clause will be handled in accordance with the Workplace Issues clause 68.

9.7. Legislative Compliance

Nothing in this clause affects:

- a) Any conduct or act specifically exempted from anti-discrimination or equal opportunity legislation.

- b) The offering or providing of junior rates of pay to persons under 21 years of age.
- c) A party's right to pursue matters of unlawful discrimination or breaches of equal opportunity legislation in any State or Federal jurisdiction.

9.8. Additional Legislative Frameworks

Council and employees may also be subject to Commonwealth legislation and frameworks that promote equity, diversity, and inclusion.

9.9. Cultural Safety and Inclusion

The parties acknowledge the importance of cultural safety and inclusion for Aboriginal and Torres Strait Islander employees and communities.

10. Anti-Discrimination

- 10.1. It is the intention of the parties bound by this Agreement to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996 (NSW)* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of age, disability race (including colour, national or ethnic origin or immigrant status) sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 10.2. It follows that in fulfilling their obligations under the Workplace Issues procedure prescribed in clause 68 of this Agreement, the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Agreement are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of this Agreement, which by its terms or operation, has a direct or indirect discriminatory effect.
- 10.3. Under the *Anti-Discrimination Act 1977 (NSW)*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- 10.4. Nothing in this clause is to be taken to affect:
 - a) any conduct or act which is specifically exempted from anti- discrimination legislation;
 - b) offering or providing junior rates of pay to persons under 21 years of age;
 - c) any act or practice of a body established to propagate religion which is exempt under section 56(d) of the *Anti-Discrimination Act 1977 (NSW)*;
 - d) a party to this Agreement from pursuing matters of unlawful discrimination in any State or Federal jurisdiction;
 - e) this clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.
- 10.5. Port Stephens Council and its employees may also be subject to Commonwealth anti-discrimination legislation. Section 56(d) of the *Anti-Discrimination Act 1977 (NSW)* provides:

"Nothing in the Act affects ... any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion."

11. Bullying, Harassment and Sexual Harassment

11.1. Commitment to a Safe and Respectful Workplace

Council is committed to providing a safe, respectful, and inclusive workplace free from bullying, harassment, and sexual harassment and any form of inappropriate behaviour. This applies to all employees, contractors, volunteers, councillors, and visitors engaged in Council activities. As a local government employer in New South Wales, Council recognises its obligations under the *Anti-Discrimination Act 1977 (NSW)*, the *Work Health and Safety Act 2011 (NSW)*, and the *Sex Discrimination Act 1984 (Cth)* to ensure the health, safety, and wellbeing of all employees.

11.2. Prevention and Resolution of Bullying and Harassment

- a) Council employees are expected to uphold the values and behaviours outlined in the RITES framework: Respect, Integrity, Teamwork, Excellence, and Safety.
- b) Council will not tolerate bullying or harassment and will take appropriate action to address any workplace issues or complaints related to such behaviour.

11.3. Handling Complaints

- a) Any complaints or grievances related to bullying, harassment, and sexual harassment will be handled in accordance with the Workplace Issues clause 68 of this Agreement and the Code of Conduct. This ensures that all complaints are handled fairly, promptly, and in accordance with established processes to maintain a safe and respectful workplace.
- b) Council is committed to treating all reports seriously, confidentially, and with sensitivity. Allegations of bullying, harassment and sexual harassment will be investigated promptly and impartially, and appropriate action will be taken to address the behaviour and support affected employees.

11.4. General Manager's Discretion

The General Manager reserves the right to determine the most appropriate method of handling Workplace Issues or complaints on a case-by-case basis, including informing relevant authorities in cases of suspected breaches of the law.

11.5. Bullying and Harassment

a) Definition of Bullying

'Bullying' refers to conduct at work where a person or group of people repeatedly act unreasonably towards an employee or group of employees, creating a risk to health and safety. Examples of bullying behaviour include, but are not limited to:

- i) Aggressive, threatening, or intimidating conduct.
- ii) Belittling or humiliating comments.
- iii) Spreading malicious rumours.
- iv) Teasing, practical jokes, or 'initiation ceremonies'.
- v) Exclusion from work-related events.
- vi) Unreasonable work expectations, including too much or too little work, or work below or beyond an employee's skill level.
- vii) Displaying offensive material.
- viii) Pressure to behave in an inappropriate manner.

b) Reasonable Management Action

Reasonable management action carried out in a reasonable manner shall not constitute bullying behaviour. Examples of reasonable management action include:

- i) Performance management practices.
- ii) Disciplinary action for misconduct.
- iii) Informing an employee about unsatisfactory work performance or inappropriate work behaviour.
- iv) Directing an employee to perform duties in keeping with their job.
- v) Maintaining reasonable work goals and standards.
- vi) Legitimately exercising a regulatory function.
- vii) Legitimately implementing a Council policy, Management Directive or administrative process.

c) Responsibilities

- i) Employees must take reasonable care for their own health and safety and that of others in the workplace. They must comply with this clause and the RITES and must not engage in workplace bullying or harassment.
- ii) Managers and supervisors are responsible for:
 - Modelling appropriate standards of behaviour.
 - Educating staff about their obligations under this clause.
 - Monitoring the working environment to ensure acceptable standards of behaviour are observed.
 - Handling complaints promptly, impartially, and confidentially.

d) Support Mechanisms

Council supports the psychological wellbeing of employees by offering initiatives such as, but not limited to:

- i) Education and training on workplace bullying and harassment.

- ii) Access to Mental Health Contact Officers and the Employee Assistance Program.
- e) Zero Tolerance for Victimisation
Council reaffirms its commitment to ensuring that no employee is victimised or treated unfairly for raising concerns or participating in initiatives related to bullying and harassment. Any complaints of victimisation will be treated seriously and handled in accordance with Council's policies.
- f) Legislative Compliance
This clause operates in conjunction with relevant legislation, including the Anti-Discrimination Act 1977 (NSW), the Workplace Gender Equality Act 2012 (Cth), and the Fair Work Act 2009 (Cth).

11.6. Sexual Harassment

- a) Sexual harassment is defined as any unwelcome sexual advance, request for sexual favours, or other conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated. Sexual harassment can be physical, verbal, or written and includes, but is not limited to:
 - i) Unwanted touching, hugging, or kissing;
 - ii) Sexual comments, jokes, or gestures;
 - iii) Displaying or sharing sexually explicit material;
 - iv) Repeated or inappropriate invitations to go out on dates;
 - v) Requests for sexual favours;
 - vi) Intrusive questions about a person's private life or body;
 - vii) Any other behaviour of a sexual nature that creates a hostile, offensive, or intimidating work environment.
- b) Sexual harassment can occur between any individuals in the workplace, including employees, contractors, Councillors, volunteers, and visitors. It can occur in the workplace, at work-related events, or in other settings connected to work.
- c) Responsibilities of Employees
All employees are responsible for maintaining a workplace culture that is free from sexual harassment. Employees must:
 - i) Treat colleagues, Councillors, and members of the public with respect, dignity, and fairness;
 - ii) Refrain from engaging in or supporting any form of sexual harassment;
 - iii) Report any incidents of sexual harassment they experience or witness;
 - iv) Cooperate with any investigations into allegations of sexual harassment.
- d) Responsibilities of Managers and Supervisors
Managers and supervisors have a duty to:

- i) Lead by example and promote a culture of respect and inclusion;
 - ii) Address any incidents or reports of sexual harassment promptly and fairly;
 - iii) Ensure that employees are aware of their rights and responsibilities under this clause;
 - iv) Take appropriate action to prevent and eliminate sexual harassment in the workplace.
- e) Support for Affected Employees
- Council will provide support to employees who have been affected by sexual harassment, including access to counselling services through the Employee Assistance Program (EAP), workplace adjustments, and other resources as needed. Council is committed to ensuring that employees feel safe and supported in raising concerns and that there will be no retaliation against those who report incidents in good faith.
- f) Council will regularly review and update its policies and procedures to prevent and address sexual harassment in the workplace. This includes monitoring trends, addressing systemic issues, and promoting a culture of respect and inclusion at all levels of the organisation. Council will also ensure compliance with its obligations under the *Local Government Act 1993 (NSW)* and other relevant legislation.

12. Definitions

Snapshot: This clause applies to the parties to this Agreement and to Council’s employees. In order for employees to understand the meaning of some of the words in this Agreement, employees should refer back to this section. This is because some words that are used in this Agreement have a specific meaning, have a special legal definition or, a meaning which is unique to our working environment in Port Stephens.

Term	Meaning
Association	means Local Government New South Wales (LGNSW).
Child	also includes: <ul style="list-style-type: none"> • an adopted child; • a stepchild; • an ex nuptial child; • an adult child.

Competency based training	refers to training concerned with the attainment and demonstration of specified skills, knowledge and their application to meet industry standards.
Complying superannuation fund	has the same meaning as in the <i>Superannuation Industry (Supervision) Act 1993 (Cth)</i> .
Council	means Port Stephens Council ABN 16744377876, of 116 Adelaide Street, Raymond Terrace NSW 2324.
Days	unless otherwise specified, any reference to 'days' shall mean calendar days.
Defacto Spouse	means the de facto spouse, of an employee, which means a person who lives with the employee as the employee's husband, wife or same sex partner on a genuine domestic basis although not legally married to the employee.
Employees or Employee	means employees of Port Stephens Council.
Employer	means Port Stephens Council ABN 16744377876, of 116 Adelaide Street, Raymond Terrace NSW 2324.
Excess LSL	means the long service leave that an employee has accrued under this Agreement that is in excess of the long service leave that the employee would have accrued if covered by section 4 of the <i>Long Service Leave Act 1955 (NSW)</i> .
Extended Family	means: <ul style="list-style-type: none"> • a niece of the employee; • a nephew of the employee; • an uncle of the employee; • an aunt of the employee; • the spouse or de-facto partner of a sibling of the employee; • the spouse or de-facto partner of the employee's child (son in law or daughter in law).

General Manager	shall mean a person appointed in accordance with section 334 of the <i>Local Government Act 1993 (NSW)</i> to discharge the duties and responsibilities of the Office of the General Manager as set out in section 335 of the <i>Local Government Act 1993 (NSW)</i> and such other duties that Council may delegate to the General Manager. When carrying out these duties, the General Manager is acting on behalf of Council.
Holiday Parks	shall mean Fingal Bay, Halifax, Shoal Bay, Thou Walla, the Port Stephens Koala Sanctuary and any other holiday park owned or operated by Council during the life of this agreement.
Illness or injury	means that an employee is suffering from a condition that prevents them from performing the inherent requirements of their role.
Immediate Family	means: a spouse, child (including a miscarriage or stillborn as defined in section 6 of the <i>Paid Parental Leave Act 2020 (Cth)</i> , parent, grandparent, grandchild or sibling of the employee; child (including a miscarriage or stillborn as defined in section 6 of the <i>Paid Parental Leave Act 2020 (Cth)</i> , parent, grandparent, grandchild or sibling of a spouse of the employee.
Medical Appointment	means an appointment that an employee attends in order to seek treatment from a qualified medical/health practitioner registered with the appropriate government authority.
Our	means the employer's.
Ordinary Pay	means remuneration for the employee's normal weekly number of ordinary hours of work. Ordinary pay shall include, but not be limited to the employee's salary system rate of pay and the following penalties and allowances where they are regularly received:

- Saturday, Sunday and shift penalties
- adverse working conditions allowances
- civil liability allowance
- tool allowances
- on-call allowance
- first aid allowance
- community language and signing work allowances
- motor vehicle allowances.

Provided that subject to the exclusions below and 46.7, an employee's ordinary pay during periods of paid leave under this Agreement shall not be more or less than what the employee would have received had the employee not been on paid leave.

The following allowance shall be excluded from the composition of ordinary pay:

- overtime payments
- camping allowance
- travelling allowances
- sewer chokes allowance
- use of personal vehicle allowances
- meal allowances.

POC Status

means Present Occupant Only Status. This refers to an employee of Council who was employed prior to 1 September 2008 and whose salary was greater than the salary provided in the revised salary system implemented from this date. These employees receive all increases in addition to their existing salary, with the exception of any market adjustments they may be entitled to under Level 4 of the salary system, which are absorbed into their current rate of pay.

An employee, on vacating the position they held prior to 1 September 2008, relinquishes all POC Status and accepts payment for any new role at the current salary system rate of pay for that role as detailed in the letter of offer, irrespective of whether or not the salary point for the new role is the same as the salary point for the previous role. POC

	status does not apply to higher duties pay except as provided by sub-clause 18.8.
PSCheck-in	means PSCheck-in, which is Council's method for capturing performance and development of individual employees.
Salary system rate of pay	means the rate of pay that is payable to an employee in accordance with Council's salary system.
Section Manager	means employees who have been appointed as a Section Manager within the organisation structure at Port Stephens Council. This position is a Level 3 Manager and generally reports directly to a Director.
Seven day a week rotating roster system	<p>means a work roster system in which the employee is regularly required to work:</p> <ul style="list-style-type: none"> • ordinary hours on each of the seven calendar days of the week; and • ordinary hours on at least one Saturday and one Sunday in every four, or in the case of a seasonal worker, an average of at least 12 Saturdays and 12 Sundays during a 12 month period; and • on Public Holidays; and • at different agreed commencement times during the roster period (i.e. different shifts). <p>Provided that where, prior to the commencement of this Agreement, an employee regularly worked according to a roster system that the Council regarded as a seven day a week rotating roster system, and the employee continues to work according to the same roster system, the roster system shall be deemed to be a seven day a week rotating roster system for that employee.</p>
Spouse	<p>also includes:</p> <p>a former spouse;</p> <p>a de facto spouse; and</p> <p>a former de facto spouse.</p>

Superannuation contributions	means all contributions to a complying superannuation fund, and includes (without limitation) any superannuation contributions required to be made under the <i>Superannuation Guarantee (Administration) Act 1992 (Cth)</i> , and any additional superannuation contributions made by way of salary sacrifice.
The parties	means the Unions and the Employer.
Union	means the New South Wales Local Government, Clerical Administrative, Energy, Airlines & Utilities Union (USU); the Local Government Engineers' Association of New South Wales (LGEA) and the Development and Environmental Professionals' Association (depa).
Us	Means the employer.
We	means the employer.
You	means the employee.
Your	means the employee's.

13. Council Agreements

Snapshot: This clause applies to the parties to this Agreement and Council's employees. A new Agreement can be substituted for a provision of this Agreement if the process set out in this clause is followed.

- 13.1. The parties agree to review operations at the Council level on an ongoing basis with a view to providing enhanced flexibility and efficiency and to meet the particular working needs of Council and its employees.
- 13.2. The terms of any agreement reached between the parties shall substitute for the provisions of this Agreement provided that:
- i) the agreement does not provide less than the entry level rates of pay under the salary system;
 - ii) the agreement is consistent with relevant legislation and current wage fixing principles; and
 - iii) the agreement shall be processed in accordance with sub-clause 13.3 of this clause. Provided further that, where the agreement proposes to

vary Agreement provisions the agreement shall be processed in accordance with the Enterprise Arrangement Principle.

13.3. A Council Agreement shall be processed as follows:

- a) The affected employees shall be notified prior to the commencement of negotiations.
- b) The Unions shall be notified prior to the commencement of negotiations.
- c) The agreement has been genuinely arrived at by negotiation without compulsion.
- d) The agreement shall be committed to writing and shall include a date of operation and a date of expiration.
- e) The Council, an appropriate employee representative and the appropriate Union(s) shall sign the agreement.
- f) Any party to a Council Agreement may at any stage during the above process refer the matter to any applicable Industrial Relations Commission.

SECTION B

Pay and related matters



SECTION B: Pay and related matters

14. Council's Salary System

Snapshot: This clause sets out the process Council uses to determine the rate of pay for a particular job.

14.1. People come in different shapes and sizes – and so do jobs. When you put them together you have different kinds of people doing different kinds of jobs. The question is “how do you work out what to pay people for the different kinds of work they do”? Basically, the bigger the job the more it will get paid. So, we must have a way of deciding the 'size' of each job in Council. We do this by following the four steps that make up Council's salary system.

Step 1	Step 2	Step 3	Step 4
Determining the size of each job	Determining the number of grades in our salary structure	Developing a salary range for each grade in structure	Determining how people progress through the range

14.2. Step 1 – Determining the size of each job

Snapshot: This sub-clause sets out the first step in the process, which is to work out the requirements of a particular job.

The system that Council uses for deciding the size of each job in Council is the Mercer Job Evaluation System. This system expresses the worth of a position in 'work value points'. These points are determined by assessing eight sub factors, which are based on a systems approach to understanding jobs. Job evaluation focuses on the actual requirements of the position, not on a person or their performance.

This approach considers all jobs in terms of:

- the inputs required for the positions. These are defined in terms of the skills, knowledge and experience needed to do the job. This is referred to as EXPERTISE.
- the processes involved in carrying out the functions of the job. These are defined in terms of the complexity of tasks, and the requirement for resolving problems. This is referred to as JUDGEMENT.
- the outputs required for the position. These are defined in terms of the impact, influence and independence of the position. This is referred to as ACCOUNTABILITY.

14.3. Step 2 – Determining the Number of Grades in our Structure

Snapshot: This sub-clause sets out the second step in the process, which is to work out the number of Salary Points needed to cover all Council jobs.

Council's salary system has 24 salary points. Positions are placed in a salary point depending upon their evaluated 'work value points'. Positions that have the same work value points have the same salary point.

14.4. Step 3 – Determining the Remuneration Range for each Salary Point

Snapshot: This sub-clause sets out the third step in the process, which is to work out the salary level for each job.

Council's remuneration range consists of four levels.

Level 4	Market Premium/Business Criticality
Level 3	Competent Performance
Level 2	Development Required
Level 1	Entry Level

- Level 1 is an entry level for new incumbents to a position or incumbents with significant development needs.
- Level 2 represents a minimum level rate of pay which is 92.5% of the median of the range. Most new employees will commence at Level 2.
- Level 3 represents competent performance for an incumbent displaying at least 90% of the criteria required for the position.
- Level 4 is provided for market premiums, business criticality, additional skills required. The People and Culture Unit should be consulted to determine the appropriate rate for critical workforce segment positions eligible for Level 4 consideration, as only a portion of Level 4 may be payable, dependent on market conditions.

14.5. Step 4 – Determining how people progress through the range

Snapshot: This sub-clause sets out the fourth step in the process, which is to work out how employees will progress through the Levels of a Salary Point. Employees must demonstrate to Council that they have increased the competence to progress to the next level.

Progression through the grade will depend upon demonstrated competence at Levels 1, 2 and 3 within the grade. The recognised competency framework

developed using the DDI behavioural and technical competencies will apply with employees required to evidence how they met the competencies in order to progress.

New employees will normally be assessed at either Level 1 or 2 as they enter the organisation, dependent upon their level of technical skill. At the end of the probationary period, employees will be assessed again with any increases to be back dated to their date of commencement.

Any competencies that have not been achieved need to be reflected in a development plan and fed into the individual's PSCheck-in.

A payment above the median of the range is reserved for market premiums for roles that are identified throughout our Workforce Planning process as critical workforce segments as detailed in sub-clause 14.7 b).

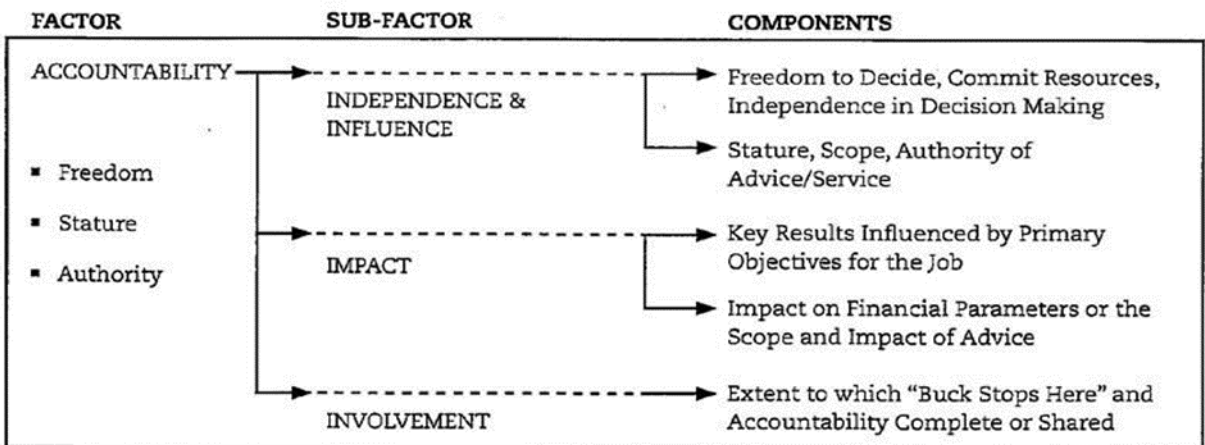
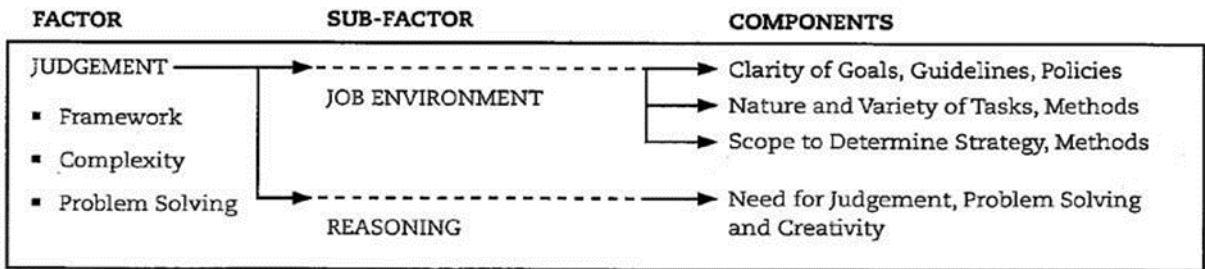
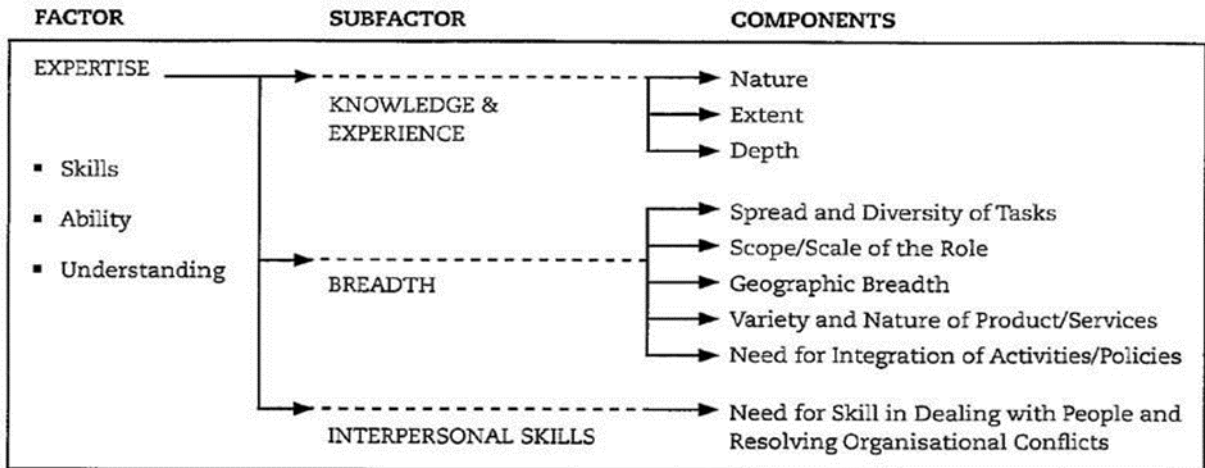
14.6. The role of the Job Evaluation Team

Snapshot: This sub-clause sets out how the Job Evaluation Team determines how a particular job fits into Council's salary system.

A team of six trained staff representing various areas across Council make up Council's Job Evaluation Team (JET). When a position is evaluated, at least three members of the JET use the information provided by the position description and a job expert to assess the position. All panel members must have completed training in the Mercer Job Evaluation System in order to evaluate a position.

An introduction to the Mercer CED Job Evaluation methodology/system

To evaluate a position, assessments are made for each of the eight subfactors. These subfactors are:



An introduction to the Mercer CED Job Evaluation methodology/system

Each subfactor has from three to eight levels. The definitions for each level determine how a position rates on each subfactor.

Summary of how to evaluate a position

EXPERTISE

H	
G	
F	
E	
D	
C	
B	
A	

Knowledge & Experience

7	
6	
5	
4	
3	
2	
1	

Breadth

e	
d	
c	
b	
a	

Interpersonal Skills

EXPERTISE

F3d = 203 points

JUDGEMENT

G	
F	
E	
D	
C	
B	
A	

Job Environment

7	
6	
5	
4	
3	
2	
1	

Reasoning

JUDGEMENT

D4 = 153 points

ACCOUNTABILITY

G	
F	
E	
D	
C	
B	
A	

Independence & Influence

7	
6	
5	
4	
3	
2	
1	

Impact

d	
c	
i	

Involvement

ACCOUNTABILITY

E3d = 309 points

Impact reflects the primary focus of the job

Direct: Staff, expenditure or revenue management
 Indirect: Assists in achieving financial outcomes
 Advice: Of a professional, policy or strategic nature
 Service: Provided to clients and others

EVALUATION

F3d = 203
 D4 = 153
E3d = 309
 Total 665 points

14.7. Council's Market

Snapshot: This sub-clause sets out how Council determines the rate of pay for each Salary Point and Level in line with market data provided by Mercer.

Council's market data is based on the Mercer annual survey that includes remuneration data from all industries and sectors in Australia. This provides Council access to the most current and up to date salary information available in the local government sector.

a) Level 3 – Local Government Median

Council's salary system has adopted the median of the local government market represented by Level 3 of each Salary Point as the normal maximum remuneration for each grade. This is adjusted annually based on the annual survey results.

In this market review the salary point is evaluated against the market data. This means Council looks at the median of the salary point and assess what the local government market is paying for positions of the same work value range. This is completed using the Mercer MCED Pro system.

b) Level 4 Market Assessment – Critical Segment Positions

In July each year, a review of positions identified in the critical segment is undertaken. Positions identified in the critical segment are reviewed each year by the Senior Leadership Team as part of the Workforce Planning process.

Positions which are identified as critical meet the following conditions:

high risk in terms of skills that are potentially difficult to replace, or have a significant impact on the community and organisational value.

In this market review the actual position is evaluated against the market data. This means Council looks specifically at the work value points and position type for the identified position and assess what the local government market is paying for positions of the same work value and type.

For an incumbent in a critical position to be entitled to a market adjustment, they must be at Level 3 (fully competent). If the incumbent is at Level 3 and if a position is identified in the critical segment then the current rate of pay for the incumbent is assessed against the market rate. If the market rate is higher than the Level 3 rate or the individual's current rate of pay, Council increases the rate of pay to a maximum of the top of Level 4 to meet the market conditions. This means the incumbent may receive no increase or an increase of between 1% and 15% above the Level 3 rate, dependent upon market conditions.

This process is captured in the process flowchart entitled Market Review – Critical Positions.

c) Other Determinations

The General Manager may, on occasion, determine that Council will pay an amount outside of the salary system to attract and/or retain an individual in a critical position.

14.8. Total Remuneration Package

Snapshot: This sub-clause sets out how Council packages all of the benefits and payments employees receive into a total remuneration package.

Total remuneration includes base salary, superannuation, motor vehicles including commuter use, allowances, employee bonus and weekend penalty rates. It does not include overtime. The rates of pay as outlined in the salary system reflect base salary only.

A total remuneration model ensures that comparisons within the local government market and general market are relevant.

14.9. How do employees receive salary increases?

Snapshot: This sub-clause sets out the four ways that employees can achieve a salary increase.

There are four main ways in which employees can receive a salary increase:

1. A significant increase in an employee's job responsibilities, which will result in a higher evaluation for their changed position and therefore a higher salary range. A completed Re-evaluation form, copy of the old position description and a copy of the updated position description must accompany any request for a re-evaluation. Re-evaluations will not occur as a result of market increases.
2. A promotional increase to a new position to which an employee has been appointed.
3. An upward revision of salary ranges, resulting from changed market factors assessed annually.
4. An increase payable under this Agreement.

14.10. Workers Compensation

An employee's current weekly rate of pay for the purposes of the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)* shall be the rate paid to the employee under the salary system.

15. Rates of Pay

Snapshot: This clause sets out how Council will calculate employee’s base rate of pay. It also sets out the arrangements for the payment of the ‘Retention Allowance’. The amount of the allowance will depend on how many hours an employee has worked each year.

15.1. Base Rates

The base rates of pay applicable are outlined in the salary system.

Rates of pay and allowances will be increased in accordance with the following table:

Year	Proposed Increase
First full pay period to commence on or after 1 July 2025	3.5% increase plus: <ul style="list-style-type: none">• An employee, other than a casual or temporary employees, with at least 12 months continuous service with Council as at 30 June 2025 shall be paid a gross lump sum payment of \$1,000 or 0.5% of the employee’s annual salary system rate of pay as at 30 June 2025, whichever is greater.• Eligible permanent part-time employees shall receive the payment on a pro-rata basis, based on the regular ordinary hours worked.
First full pay period to commence on or after 1 July 2026	Match Award Package as prescribed in the Award <i>(including % increase in rates of pay plus any Additional Award Payment, if applicable)</i>
First full pay period to commence on or after 1 July 2027	Match Award Package as prescribed in the Award <i>(including % increase in rates of pay plus any Additional Award Payment, if applicable)</i>

16. Payment of Employees

Snapshot: This clause sets out how employees will be paid by Council.

16.1. Employees shall be paid fortnightly or any other period by agreement on a fixed regular pay day.

16.2. Employees shall be paid in arrears on every second Thursday for the previous

two Saturday-Friday periods.

- 16.3. Payment shall be by direct credit to the employee's nominated account.
- 16.4. Council shall be entitled to deduct from the employee's pay such amounts as the employee authorises in writing.
- 16.5. In accordance with section 129(1)(a) of the *Industrial Relations Act 1996 (NSW)* and regulation 10 of the *Industrial Relations (General) Regulation 2015 (NSW)* an employer must keep daily records of the remuneration paid and the hours worked by employees. This includes:
 - a) the number of hours worked by an employee during each day; and
 - b) the times of starting and ceasing work each day.

17. Retention Allowance

- 17.1. Employees will receive an allowance, to be known as the Retention Allowance, in December each year. The allowance will be increased each year in line with increases determined in this Agreement as detailed in the Allowances Table of this Agreement.
- 17.2. Part-time Employees

For part-time employees the allowance is paid on a pro-rata basis, according to the number of hours actually worked per week. This includes those employees who have returned from parental leave in a part-time capacity.
- 17.3. Eligibility
 - a) To be eligible for the allowance, an employee must be employed by Council on the date the allowance is paid. Employees whose employment is terminated during the calendar year are not entitled to a pro-rata payment.
 - b) Employees with less than 12 months service receive the allowance on a pro rata basis for that year, calculated to the number of whole months employed. For example, an employee commencing employment on 20 May would receive 7/12 of the allowance amount.
 - c) Employees who take unpaid leave during the year will have the Retention Allowance paid on a pro-rata basis according to the number of hours actually worked during the year.

18. Higher Duties Pay

Snapshot: This clause sets out the arrangements for how employees will be paid when Council requires employees to do a job, which is not their usual job.

- 18.1. The parties are committed to improving skill levels and removing impediments to multi skilling and broadening the range of tasks that an employee is required to perform.
- 18.2. Council may direct an employee to carry out such duties that are within the

limits of the employee's skill, competence and training.

- 18.3. Council shall provide adequate employees and other resources to enable employees to carry out their duties and functions over the course of working hours that are not unreasonable and support the implementation of the Council's community strategic plan and operational plan.
- 18.4. An employee shall be paid the salary system rate of pay that recognises the skills the employee is required to apply on the job.
- 18.5. An employee required to relieve in a position which is at a higher level within the salary system shall be paid for that relief at the higher salary point.
- 18.6. The rate to be paid shall be determined by demonstrated competence at the salary point the employee is relieving in. Should this be less than their current rate of pay, 50% of the difference between the employee's current level in their salary point and the same level in the relieving salary point shall apply.
- 18.7. An employee, if acting in a position for more than six months, will be paid at least the competent level of the higher salary point, excluding acting Section Manager and acting Director positions, which will be assessed using the salary assessment process.
- 18.8. Higher Duties Annual Leave Allowance
 - a) An allowance equal to the difference between the higher duties rate of pay and the employee's substantive rate of pay, multiplied by the annual accrual factor per hour (.076923) for the time relieving in the higher paid position shall be paid. All paid leave and Agreement holidays are then paid at the employee's substantive rate of pay.
 - b) An employee who is required to relieve in a senior staff position, so designated under the *Local Government Act 1993 (NSW)*, shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken.
 - c) Section Managers relieving in a Director position will receive the same base rate of pay as the Director for which they are relieving.
 - d) Higher duties is payable for actual hours worked as higher duties and is paid to all employees required to complete higher duties.
 - e) The decision to relieve any position is a matter for the Section Manager to determine.
 - f) An employee requested to undertake specifically nominated duties and responsibilities less than the whole job, shall be paid a negotiated allowance, that may be less than the entry level of the relieving position. The amount of the negotiated salary is determined by considering:
 - i) the extent of the responsibilities to be undertaken relative to the whole job; and
 - ii) the level of skill, knowledge, qualification and experience accredited to the employee.

- 18.9. The skills paid for shall not be limited to those prescribed by the position description and may, where appropriate, include skills possessed by the individual which are required by Council to be used in line with or in addition to the employee's normal duties.
- 18.10. Employees who are required by Council to use additional skill(s) such as:
- a) languages other than English, or
 - b) signing services to those with hearing difficulties in the performance of their duties shall have the use of these skill(s) considered in the evaluation of the position.

19. Weekend Penalty Rates

Snapshot: If Council requires employees to work on a Saturday or Sunday, employees will receive penalty rates calculated using an employee's ordinary rate of pay. If an employee asks to work their ordinary hours on a Saturday or Sunday, an employee will not receive any penalty rates.

- 19.1. Except as otherwise provided:
- a) Ordinary hours worked on a Saturday shall attract a 25% penalty in addition to the salary system rate of pay; and
 - b) Ordinary hours worked on a Sunday shall attract a 50% penalty in addition to the salary system rate of pay.
- 19.2. The ordinary hours worked by employees engaged in the following functions shall attract a 50% penalty in addition to the salary system rate of pay for work on a Saturday and a 100% penalty in addition to the salary system rate of pay for work on a Sunday:
- a) Mechanical trades (Workshops)
 - b) Parks and reserves
 - c) Waste
 - d) Library Services.
- 19.3. An employee may request to work ordinary hours on a Saturday and/or a Sunday in lieu of the ordinary hours the employee would otherwise be rostered to work.
- a) An employee's request must be in writing and must outline a period within which the arrangement is to be reviewed.
 - b) Council will not unreasonably withhold agreement to such a request.
 - c) Any such agreement shall not apply to new or vacant provisions.
- 19.4. Where an employee requests to work ordinary hours on a Saturday and/or a Sunday under the provisions of sub-clause 19.3, Council shall not be required to pay the penalty rate provided in sub-clauses 19.1 or 19.2.

19.5. Saturday and Sunday Work – Cleaners

Snapshot: If employees are engaged as a cleaner and rostered to work ordinary hours on Saturdays and Sundays, penalty rates must be paid.

- a) Ordinary hours worked on a Saturday shall attract a 25% penalty in addition to the salary system rate of pay; and
- b) Ordinary hours worked on a Sunday shall attract a 50% penalty in addition to the salary system rate of pay.

19.6. Saturday and Sunday Work – Holiday Parks and the Koala Sanctuary

Snapshot: If employees are rostered to work ordinary hours at a holiday park or the Koala Sanctuary on Saturdays and Sundays, employees must be paid penalty rates.

- a) Ordinary hours worked on a Saturday shall attract a 25% penalty in addition to the salary system rate of pay.
- b) Ordinary hours worked on a Sunday shall attract a 50% penalty in addition to the salary system rate of pay.
- c) Subject to operational requirements, staff may be required to work weekends, as indicated by individual holiday park rosters.
- d) Assistant Holiday Park Managers and the Koala Sanctuary Manager shall prepare the roster and may require employees to work one weekend in every two.
- e) By agreement, ground staff may be required to work weekends to meet operational requirements and staff shortages. Such agreement shall not be unreasonably withheld.

20. Shift Work

Snapshot: If employees are required to work before 6am or after 6pm Monday to Friday, or outside of the hours specified for their particular job, employee will be paid penalty rates for all time worked during this period. If employees ask to work their ordinary hours outside of these times, they will not be paid penalty rates.

- 20.1. Except as otherwise provided, ordinary hours worked outside the span of 6am to 6pm Monday to Friday shall attract a 20% shift penalty in addition to the salary system rate of pay for the actual time worked outside the span of hours specified in this sub-clause.

20.2. Employees engaged in the following functions will be entitled to a 20% shift penalty in addition to the salary system rate of pay for the actual time worked outside the following times:

Function	Outside these times
Aerodromes	5am to 10pm
Caretakers	5am to 10pm
Childcare	5am to 8pm
Cleaners	5am to 9pm
Entertainment, theatres and hospitality	5am to 11pm
Libraries	8am to 9pm
Leisure centres	5am to 11pm
Media and communication	5am to 11pm
Parking station attendants	6am to 10pm
Pools	5am to 11pm
Rangers and parking officers	5am to 10pm

20.3. Notwithstanding the provisions in sub-clause 20.2, employees employed prior to 1 July 2020 in the following functions shall retain their entitlement to a shift penalty in addition to their salary system rate of pay as it existed under the Port Stephens Council Enterprise Agreement 2018:

- a) Childcare and Community Care
- b) Entertainment, Events, Theatres and Hospitality
- c) Media and Communication.

20.4. Night Project Work

- a) This sub-clause only applies to employees who are required to move from their normal roster to temporarily perform night road work on a project basis for a set timeframe, in lieu of Monday to Saturday shift penalties.
- b) Employees engaged in night project work will receive a minimum of 35% shift penalty in addition to the salary system rate of pay for the actual time worked from Monday to Saturday (outside the span of 6am to 6pm).
- c) Sunday shifts will attract the standard weekend penalties as prescribed in sub-clause 19.1.

20.5. Shift penalties shall be payable for ordinary work performed between Monday and Friday and shall not be paid on weekends.

- 20.6. An employee may request to work ordinary hours outside the span of 6am and 6pm or any of the other spans detailed in sub-clause 20.2, in lieu of the ordinary hours the employee would otherwise be rostered to work.
- a) An employee's request must be in writing and must outline a period within which the arrangement is to be reviewed.
 - b) Council will not unreasonably withhold agreement to such a request.
 - c) Any such agreement shall not apply to new or vacant positions.
 - d) Where an employee requests to work ordinary hours outside the relevant span of hours Council shall not be required to pay a shift penalty for the actual time worked.

21. Overtime

Snapshot: Sub-clause 21.1 applies to Council employees who are not Section Managers. Employees will be paid overtime rates or have the option to bank time if they are required by Council to work before or after their normal start or finish times, or additional hours on weekends. Council must also give employees a break of 10 hours after they finish working overtime.

- 21.1. Except where otherwise provided:
- a) all time worked by direction before the agreed commencement of ordinary hours, or later than the agreed completion of ordinary hours, shall be paid for at the rate of time and a half for the first two hours and double time thereafter
 - b) overtime worked on Saturday shall be paid for at the rate of time and a half for the first two hours and double time thereafter, provided any overtime worked after 12 noon Saturday shall be at double time
 - c) overtime worked on Sunday shall be paid for at the rate of double time.
- 21.2. Where there is prior agreement between the Council and the employee, an employee directed to work in excess of ordinary hours may elect either to be paid the appropriate overtime rate or be granted time in lieu equivalent to the actual hours worked. This sub-clause shall not apply to employees who are on-call or called back to work. The conditions provided in sub-clause 65.3 j) for the approval of overtime must also be satisfied prior to overtime being worked.
- 21.3. Overtime and time in lieu shall be claimed at the time of it being worked. Council shall keep a record of such overtime. Overtime accruals shall not be forfeited and shall be paid at the appropriate overtime rate on termination or at another agreed time.
- 21.4. An employee who works so much overtime between the completion of ordinary work on one shift and the commencement of ordinary work on the next shift that they have not had at least 10 consecutive hours off duty between those times shall be released after 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.

- 21.5. If an employee is instructed to resume work without having had 10 consecutive hours off duty, the employee shall be paid at double ordinary rates until released from duty and then shall be entitled to a 10-hour break without loss of pay.
- 21.6. This sub-clause only applies to employees who are on-call or called back to work:
- a) for four hours or more, or
 - b) on consecutive days without having had a 10-hour break, or
 - c) on more than one occasion during the day outside of the four-hour period.
- 21.7. Employees classified as Section Managers may be required, in addition to their ordinary hours, to attend meetings of Council and standing and/or special committee meetings. For the purpose of this sub-clause, an employee who is required to attend meetings of the Council and standing and/or special committee meetings shall be entitled to claim overtime for actual hours worked after 11pm.
- 21.8. Subject to sub-clause 21.9, Council may require an employee to work reasonable overtime at overtime rates.
- 21.9. 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.
- 21.10. For the purposes of sub-clause 21.9, what is unreasonable or otherwise will be determined having regard to:
- a) any risk to the employee
 - b) the employee's personal circumstances including any family and carer responsibilities
 - c) the needs of the workplace
 - d) the notice, if any, given by the employer of the overtime and by the employee of their intention to refuse it
 - e) any other matter.
- 21.11. Overtime Allowance – Section Managers

Snapshot: This sub-clause applies to employees engaged as Section Managers. Section Managers will be paid an allowance for working reasonable overtime, instead of receiving overtime pay.

- a) A per annum allowance as set out in the Allowances Table of this Agreement will be paid in lieu of reasonable overtime worked.
- b) The overtime allowance will be indexed in accordance with any increases

determined under this Agreement.

- c) The overtime allowance will be paid on a pro-rata basis per fortnight.
- d) Overtime payment and leave in lieu of unreasonable additional hours
- e) Where there is prior agreement between the Section Manager and their Director and/or the General Manager, a Section Manager directed to work hours that are deemed to be unreasonable under sub-clause 31.2 Hours of Work – Section Managers and Directors, may elect either to be paid the appropriate overtime rate for each hour worked, or be granted time in lieu equivalent to the actual hours worked.

21.12. Overtime – Community Services Employees

Snapshot: Council employees engaged as community services employees, who are required to work overtime hours may be entitled to accrue flexitime and time in lieu; or be paid at overtime rates.

- a) For the purposes of this clause 'Community Services Employee' is defined as employees involved in the delivery of community based programs and cultural events for the Port Stephens community who are required to work ordinary hours and overtime outside of the normal spread of hours for Community Service Employees of 7am to 7pm.
- b) Employees who are required to work outside the normal spread of hours for Community Services Employees as prescribed in sub-clause 21.12 a) shall receive the following payments.
 - i) Monday to Friday
 - Employees shall accrue leave flexitime for hours worked within the spread of ordinary hours, as per sub-clause 65.3, and leave in lieu for hours worked before 7am or after 7pm. Leave in lieu will be accrued at the rate of actual hours worked. If leave in lieu is not taken it will be paid to the employee on termination of employment at the applicable overtime rate of pay as prescribed in clause 21.1.
 - The employee must seek the approval of their supervisor prior to accruing leave in lieu.
 - Types of events that this clause is applicable to include, but are not limited to:
 - regular meetings
 - non-regular meetings
 - events which take place before or after normal working hours
 - events, such as displays, which occur on normal working days but involve more than seven hours work.

- Should the amount of flexitime already banked reach the limit allowable, the employee should seek approval from their supervisor to accrue leave in lieu.

ii) Weekends, Public Holidays or Regular Events

Employees may choose to be paid overtime as per sub-clause 21.1 or accrue leave in lieu at the rate of actual hours worked for required attendance at the following types of events:

- RBT nights and Drive Alive sessions
- Australia Day celebrations
- Moonlit movies.

and attendance at any other events for which prior approval has been given by the employee's supervisor

22. On-call

Snapshot: Council may require an employee to be available and contactable outside of ordinary hours to do certain types of work. The arrangements for on call work will depend on the job that is performed.

- 22.1. For the purposes of this Agreement, the on-call allowance compensates employees for the requirement to be available for duty outside of ordinary hours at all times in order to attend emergency and/or breakdown work and/or supervise the call-out of other employees.
- 22.2. Subject to sub-clause 22.5 of this clause, employees who are required to be on-call are not required to remain at their usual place of residence or other place appointed by Council. However, an on-call employee must be able to be contacted and be able to respond within a reasonable time. Employees who are unable to respond in a reasonable time may at the discretion of the employer, be removed from an on-call roster.
- 22.3. Subject to sub-clause 22.5 of this clause employees required to be on-call on days when they would ordinarily work, or would have ordinarily worked but for a public holiday, in accordance with clause 31, Hours of Work shall be paid an on-call allowance at the rates set out in the Allowances Table of this Agreement for each such day the employee is required to be on-call.
- 22.4. Employees required to be on-call on days other than their ordinary working days shall be paid an on-call allowance at the rates set out in the Allowances Table of this Agreement for each such day the employee is required to be on-call.
- 22.5. Provided that the on-call allowances in sub-clauses 22.3 and 22.4 of this clause shall not total more than the rates set out in the Allowances Table of this Agreement for any one week.

- 22.6. Employees on-call who are required to work outside their ordinary hours shall be entitled to be paid overtime at the appropriate rate for the actual time worked. Subject to sub-clause 22.7, actual time worked shall be deemed to include 'travelling time' by the most direct route from:
- a) the location where an employee departs to the place of overtime work, and
 - b) the place of overtime work to the employee's normal place of residence.
- 22.7. Where an employee resides outside of Council's local government area, Council and the employee may agree, in writing, that the 'travelling time' to and from the place of overtime work commences and ends at the boundary of the Council's local government area, provided that an employee who was required to be included on the on-call roster as at 1 July 2020 and whose residence was located outside of the Council's local government area shall not suffer any reduction to their Agreement entitlement for recognition of travel time while the employee continues to reside at that residence.
- 22.8. On-call employees are not subject to the minimum payment provisions on a public holiday. For each public holiday an employee is required to be on-call, the employee shall be granted one half day to be taken at an agreed time.
- 22.9. Employees who are on leave, excluding rostered days off, are not entitled to be on-call except where legislation requires a particular nominated person or position to be on-call or if there is no other suitably qualified person available.
- 22.10. Annualisation of all on-call allowances may occur in accordance with sub-clause 33 of this Agreement.
- 22.11. Remote response

Snapshot: Council will pay employees for the time they spend remotely responding to an issue.

- a) An employee who is in receipt of an on-call allowance and available to immediately:
 - i) respond to phone calls or messages;
 - ii) provide advice ('phone fixes');
 - iii) arrange call out/rosters of other employees; and
 - iv) remotely monitor and/or address issues by remote telephone and/or computer access.

will be paid the applicable overtime rate for the time actually taken in dealing with each particular matter, except where the employee is recalled to work (Note: sub-clause 22.6 applies where an on-call employee is recalled to work).
- b) An employee remotely responding will be required to maintain and provide to the employer a time sheet of the length of time taken in dealing with each matter remotely for each day commencing from the first remote response. The

total overtime paid to an employee for all time remotely responding in any day commencing from the first response will be rounded up to the nearest 15 minutes.

- c) The employer may, by agreement, make an average payment equivalent to an agreed period of time per week where the employee is regularly required to remotely respond as defined in sub-clause 22.11 a).

23. Call-back

Snapshot: This clause applies to employees who are notified they are required to work overtime after they have finished work for the day. Council must pay employees for a minimum of four hours at the relevant overtime rate for the first call back and for all time worked on call backs after that.

- 23.1. For the purposes of this Agreement, an employee shall be deemed to be on a call-back if the employee is recalled to work overtime without receiving notice before ceasing work.
- 23.2. Any employee who is called back to work as defined in sub-clause 23.1, shall be paid for a minimum of four hours work at the appropriate overtime rate for each time so recalled. Provided that any subsequent call-backs occurring within a four-hour period of a call-back shall not attract any additional payment. An employee working on a call-back shall be paid the appropriate overtime rate from the time that such employee departs for work.
- 23.3. Except in the case of unforeseen circumstances arising, the employee shall not be required to work the full four hours if the job that the employee was recalled to perform is completed within a shorter period. This sub-clause shall not apply in cases where the call-back is continuous subject to a reasonable meal break with the commencement of ordinary hours.

24. Library Chute Clearance

Snapshot: This clause applies to library employees who agree to clear the library chute outside of their ordinary hours. Library employees are entitled to accrue at least one hour of time to take off at another time.

Employees who volunteer to attend the library outside of their ordinary hours of work for purposes such as clearing the after-hours return chute, are entitled to accrue a minimum of one-hour time in lieu plus travelling time to and from their place of residence.

25. Right to Disconnect

- 25.1. Employees have a right to disconnect from work during non-working time.
- 25.2. Supervisors and managers must respect employees' periods of leave and rest days and right to disconnect from work during non-working time.
- 25.3. Employees (other than on-call employees) are not required to read or respond to work emails or phone calls outside their working hours.
- 25.4. The provision of a mobile phone or laptop computer to an employee does not mean they are on-call or expected to be available outside their working hours.

26. Annualised Salaries

Snapshot: This clause set out the circumstances in which employees who core hours vary from week to week may be able to enter into an agreement with Council to ensure that they receive the same amount of pay each fortnight.

- 26.1. Council will consider an annualised salary for those positions whereby fluctuation occurs considerably from week to week based on the number of hours worked and when the hours are worked.
- 26.2. An annualised salary can create an environment where employees will work efficiently throughout the normal hours of work and assist in overtime arrangements where applicable. In addition, an annualised salary may be tailored to more flexible working hours and arrangements.
- 26.3. Annual salary instead of Agreement provisions
- 26.4. Notwithstanding any other provision of this Agreement, Council and an employee may agree that Council may pay the employee an annual salary in satisfaction of any or all payments arising under the following provisions of this Agreement:
 - a) Rates of Pay – sub-clause 15
 - b) Higher Duties Pay – sub-clause 18
 - c) Salary Sacrifice – sub-clause 27
 - d) Allowances, Additional Payments and Expenses – sub-clause 28
 - e) Hours of Work – clause 31
 - f) Overtime – clause 21
 - g) Public Holidays – clause 42
- 26.5. Annual salary not to disadvantage employees
 - a) The annual salary must be no less than the amount the employee would have received under this Agreement for the work performed over the previous financial year for which the salary is paid (or if the employment ceases earlier over such lesser period as has been worked) together with applying the

current rate of pay for each of the applicable allowances to the annualised amount.

- b) The annual salary of the employee must be reviewed by Council at least annually to ensure that the compensation is appropriate having regard to the agreement provisions which are satisfied by the payment of the annual salary.
- c) Employees may request a review of the annualisation of allowances agreements once per annum at the beginning of the financial year providing the employee produces satisfactory evidence that the pattern of work has changed in a substantial way warranting such a review. Under these circumstances, the annualised amount shall be amended for the new financial year to reflect the new pattern of work or the employee may elect to return to claiming allowances on a weekly basis as provided in this clause.
- d) Employees shall not be denied the opportunity to apply for new or vacant positions as a result of the operation of this clause.

26.6. An annual salary agreement must:

- a) be in writing and signed by both parties
- b) state the date on which the arrangement commences
- c) be provided to the employee
- d) contain a provision that the employee will receive no less under the arrangement than the employee would have been entitled to if all agreement obligations had been met, taking account of the value of the provision of matters not comprehended by the agreement
- e) be subject to an annual review
- f) contain details of any salary package arrangements, including the annual salary that is payable
- g) contain details of any other non-salary benefits provided to the employee
- h) contain the salary for the purposes of accident make up pay (if applicable)
- i) contain the Agreement Salary Point and Level for the role.

26.7. An annual salary agreement may be terminated:

- a) by Council or the employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period.
- b) at any time, by written agreement between the employer and the employee.

26.8. On termination of an annual salary agreement, the employee will revert to the Agreement entitlements unless a new annual salary agreement is reached.

26.9. For new employees, annualisation of allowances will only commence following successful completion of the probationary period. This is to allow sufficient time for a reasonable pattern of work to be formed prior to calculation of a reasonable annual allowance amount.

27. Salary Sacrifice

Snapshot: This clause sets out how employees can agree with Council to salary package items to increase their take home income. Council recommends employees seek financial advice before entering into any salary packaging arrangement.

- 27.1. Council and an employee may agree to enter into a salary sacrifice arrangement, which allows an employee to receive a part of their pre-tax salary as a benefit rather than salary. Such agreement shall not unreasonably be withheld.
- 27.2. The value of the benefits shall be agreed between the Council and employee and shall include fringe benefits tax where applicable.
- 27.3. Council uses an external salary packaging provider to provide salary packaging services to employees.
- 27.4. The salary sacrifice arrangement, including the benefits to be salary sacrificed and their value including fringe benefit(s) tax, shall be in writing and signed by either Council and the employee or the salary packaging provider and the employee, as applicable.
- 27.5. The employee may request in writing to change the benefits to be salary sacrificed and the Council shall not unreasonably refuse the request.
- 27.6. The employee's gross pay is their pre-tax ordinary pay less the values of the salary sacrifice benefit including fringe benefit(s) tax.
- 27.7. The value of a salary sacrifice benefit and applicable fringe benefit tax, shall be treated as an approved benefit for superannuation purposes and shall not reduce the employee's salary for employer contributions.
- 27.8. The value of salary sacrifice benefits and applicable fringe benefits tax shall be ordinary pay for calculating overtime and termination payments.
- 27.9. The employee is responsible for seeking appropriate financial advice when entering into any arrangement under this clause.
- 27.10. The salary packaging provider will ensure that the salary sacrifice arrangement complies with taxation and other relevant laws.
- 27.11. Council has the right to vary and/or withdraw from offering salary sacrifice to employees with appropriate notice if there is any alteration to relevant legislation that is detrimental to salary sacrifice arrangements.
- 27.12. A salary sacrifice arrangement shall cease on the day of termination of employment.
- 27.13. A salary sacrifice arrangement shall be suspended during periods of leave without pay.
- 27.14. Council may maintain and/or enter into other salary sacrifice arrangements with employees.

28. Allowances, Additional Payments and Expenses

Snapshot: This clause sets out allowances which may be payable to employees in certain circumstances. All allowances are paid in addition to employee's hourly rate of pay and do not form part of the calculation of any penalty rate.

28.1. Savings

These provisions identify minimum criteria only, and shall not be construed so as to require the reduction or alteration of more advantageous benefits or conditions under any arrangement existing at the date the Award was varied to give effect to this clause. They shall not however be cumulative upon such existing payments.

28.2. Adverse Working Conditions Allowance

Snapshot: This allowance is payable if Council requires employees to work outdoors and/or for moderately unpleasant, offensive or dirty working conditions.

- a) **Level 1** - adverse working conditions allowance is in addition to the salary system rate of pay and shall be payable to designated employees to compensate for the special disabilities associated with working outdoors and/or for moderately obnoxious, offensive or dirty working conditions.
- b) This allowance shall be paid at the rates set out in the Allowances Table of this Agreement and shall be paid for all purposes of the Agreement but shall not attract any penalty.
- c) Employees who are Team Leaders or below working in positions where the adverse working conditions allowance is appropriate should generally receive the allowance. Team Leaders in these positions may also be referred to as leading hands or supervising tradesperson within Council.
- d) Excepting staff engaged in the following functions:
 - i) administration
 - ii) civic centre, recreation and theatre
 - iii) community services
 - iv) finance
 - v) garbage, sanitary and sullage
 - vi) managing sale yards
 - vii) noxious plant inspection
 - viii) ordinance control

- ix) ordinance inspectors
- x) overseers
- xi) public relations
- xii) storekeepers
- xiii) technical services
- xiv) works supervisor

and also some specific employees who have been exempted from receiving the allowance because of position and historic reasons.

- e) Designated employees who are Team Leaders or below who do not qualify for the allowances at 28.2 d) and 28.2 f) shall be paid the level 1 adverse working conditions allowance for the actual time worked by direction performing the following work with a minimum payment of one hour per day on which the work is performed:
 - i) Childcare employees – whilst changing nappies.
 - ii) Employees whose duties involve animal destruction – whilst destroying companion animal and/or manual handling the remains or faeces of such companion animals. For the purpose of this sub-clause, companion animals mean cats and dogs. Council may make an average payment equivalent to an agreed number of hours per week where the employee is regularly required to perform such work.
- f) **Level 2** – all employees classified as Team Leaders or below who are employed in garbage, sanitary and sullage collection work or engaged at garbage tips, in street sweeping and in cleaning offensive materials from gutters or storm water drains, shall in addition to their salary system rate of pay, be paid an adverse working conditions allowance at the rate set out in the Allowances Table of this Agreement. This allowance shall be paid for all purposes of the Agreement but shall not attract any penalty.
- g) The level 2 adverse working conditions allowance is to compensate for the special disabilities associated with the hours worked and the offensive, filthy and obnoxious nature of duties performed by employees engaged in this work.

28.3. Sewer Chokes

Snapshot: This allowance is payable if Council requires employees to clear a partial or total blockage from a sewage system.

- a) Employees clearing sewer chokages shall be paid at the rate set out in the Allowances Table of this Agreement whilst so engaged.
- b) The sewer choke allowance is to compensate for the highly obnoxious working conditions associated with the clearing of blockages from sewer mains (of any diameter) carrying raw or partially treated sewerage to

sewerage treatment plants, often in circumstances where direct contact with the raw sewerage is unavoidable.

- c) For the purposes of this sub-clause, a sewer choke shall mean a partial or total blockage that may result in a spill to the external environment from the sewer system.
- d) The sewer choke allowance is paid per shift, including overtime shifts which are not continuous with an ordinary shift. The sewer choke allowance shall not be paid in addition to the sewerage treatment works allowance at sub-clause 28.5 of this Agreement.

28.4. Septic Tanks

Snapshot: This allowance is payable if Council requires employees to work on septic tanks.

Employees shall be paid treble rates in addition to their normal rates for all time occupied on work in connection with the cleaning of septic tanks, and/or septic closets and/or chemical closets by other than mechanical means. Payments made in accordance with this sub-clause shall be in substitution of overtime rates and any other penalty.

28.5. Sewerage Treatment Works

Snapshot: This allowance is payable if Council requires employees to do particular tasks at sewerage treatment works.

Employees required during their ordinary hours of work to enter digestion tanks at sewerage treatment works for the purpose of cleaning tanks, or who are required to enter and clean aeration ponds or who are required to enter and clean wet wells at sewer pump stations shall be paid at the rate of double their salary system rate of pay for all time worked. Payments made in accordance with this sub-clause shall be in substitution of overtime rates and any other penalty.

28.6. Employee Providing Tools

Snapshot: Employees may be entitled to receive an allowance if they agree to use their own tools to do their job. If employee's tools are stolen, Council must reimburse employees for the cost of the tools (up to a maximum amount).

- a) Where the employee and Council agree that the employee shall supply their own tools, a tool allowance shall be paid at the rate set out in the Allowances Table of this Agreement. A listing of tools expected to be supplied by the

employee receiving the allowance is available from the relevant coordinator. The listings may be reviewed and updated from time to time in consultation with staff.

- b) Complete Tool Kits - allowances paid to employees in accordance with this sub-clause shall be deemed to apply in respect of a full range of tools ordinarily used in carrying out the trade, occupation, duties and functions.
- c) Special Purpose Tools - allowances prescribed by this clause shall not cover tools required for special uses or purposes outside of the ordinary trade functions of the employee's classification.
- d) Compensation of Tools - Council shall reimburse the employee to a maximum amount as set out in the Allowances Table of this Agreement for loss of tools by breaking and entering whilst securely stored at the Council's premises or on the job site or if the tools are lost or stolen while being transported by the employee at the Council's direction, or if the tools are stolen during an employee's absence after leaving the job because of injury or illness. Provided that an employee transporting their own tools shall take all reasonable care to protect those tools and prevent theft or loss.
- e) Provided for the purposes of this clause:
 - i) only tools used by employees in the course of their employment shall be covered by this clause;
 - ii) employees shall, if requested to do so, furnish Council with a list of tools so used;
 - iii) reimbursement shall be at the current replacement value of new tools of the same or comparable quality; and
 - iv) employees shall report any theft to the police prior to making a claim on the council for replacement of stolen tools.
- f) Apprentices will be provided with a start-up allowance to cover costs associated with commencing their trade to support them in purchasing the tools that they will require in their roles. The eligibility of this allowance and the allowance amount will be outlined in Council's Apprentice, Trainee and Cadet Guide.

28.7. Telephone

Snapshot: Employees who are required to use a phone for their job, may be entitled to receive an allowance and/or reimbursement for some of the cost.

In regard to mobile phones, Council will provide one of the following:

- a) A Council supplied mobile phone, which must be used in line with Council's Mobile Devices Management Directive which may be reviewed from time to time.

- b) A monthly mobile telephone allowance at the rates set out in the Allowances Table of this Agreement that would contribute towards the monthly rental of a personal phone and cover all business-related calls.

28.8. Expenses

Snapshot: When Council requires employees to travel for their job, Council must discuss with employees' arrangements prior to travelling and cover the associated costs.

- a) All reasonable expenses, including out-of-pocket, accommodation, travelling and communication expenses, incurred in connection with the employee's duties shall be paid by Council and, where practicable shall be included in the next pay period.
- b) The method and mode of travelling or the vehicle to be supplied or to be used shall be arranged mutually between Council and the employee.
- c) Travelling, accommodation and communication arrangements shall be agreed between Council and the employee prior to the travelling occurring.

28.9. Travelling Allowance – Start and/or finish away from normal starting point

Snapshot: If Council requires employees to start or finish work at a place which is not where they usually start or finish work, employees may be entitled to receive an allowance. Employees may also be entitled to an additional allowance if they drive other employees in their car.

- a) This sub-clause shall apply to employees who are required to start and/or finish at a location away from Council's depot, workshop or other agreed starting point.
- b) For the purposes of this sub-clause 'normal starting point' shall mean:
 - i) Council's workshops or depots.
 - ii) Council's offices or buildings to which the employee is usually assigned.
 - iii) any other agreed starting and/or finishing point.
- c) Where more than one starting point is fixed each employee shall be attached to one starting point only. An employee may be transferred to another starting point at any time by agreement, such agreement shall not unreasonably be withheld by either party. In the event of a dispute clause 68 Workplace Issues, shall apply.
- d) An employee who is required to commence and/or finish work at a location away from the employee's normal starting point at the normal starting and/or finishing times or is required to start or finish overtime work at a location away

from the normal starting point shall be paid a travelling allowance.

- e) Where an employee works at a distance from the employee's residence greater than:

3km but not more than 10km	The amount as set out in the Allowances Table
More than 10km but not more than 20km	The amount as set out in the Allowances Table
More than 20km but not more than 33km	The amount as set out in the Allowances Table
More than 33km but not more than 50km	The amount as set out in the Allowances Table
Plus for each additional 10km in excess of 50kms	The amount as set out in the Allowances Table

- f) Note: On and from 1 July 2014, an employee may be entitled to two travelling allowances on the one day.
- g) For the purpose of this sub-clause a residence shall not be reckoned as such unless it is situated within the Council area. Where the employee resides outside the Council area, the travelling allowance is payable from the Council boundary of the Council by which they are employed.
- h) For the purpose of this sub-clause distance shall mean the nearest trafficable route to work.
- i) Where transport is provided by Council the conveyance shall have suitable seating accommodation and a cover to protect the employees from the weather. Explosives shall not be carried on vehicles which are used for the conveyance of employees.
- j) This sub-clause shall not apply where an employee commences and/or finishes work at a worksite which lies between the employee's place of residence and the employee's normal starting point, provided that reasonable transport is available and the employee travels no further than ordinarily travelled to the normal starting point.
- k) This sub-clause does not apply to employees who travel where management and employees agree on a flat rate per week to be paid for travelling. In the event of a dispute, the Workplace Issues Procedure in clause 68 of this Agreement shall be applied.
- l) This sub-clause does not apply to travelling involved in after hours on-call work or to employees recalled to work overtime.

28.10. Use of Personal Vehicle Allowance

- a) Where by agreement, Council requires an employee to use their own vehicle to transport other employee(s) or materials to the worksite to commence

and/or finish work at a location away from the employee's normal starting point at the normal starting and/or finishing times or is required to start or finish overtime work at a location away from the normal starting point, a use of personal vehicle allowance for the use and depreciation of the vehicle shall be paid as follows:

Kilometres travelled transporting other employee(s) or materials	Cents per kilometre
Internal combustion motor vehicle 2.5 litres (nominal engine capacity) and over	The amount as set out in the Allowances Table
Internal combustion motor vehicle under 2.5 litres (nominal engine capacity)	The amount as set out in the Allowances Table
Hybrid vehicle	The amount as set out in the Allowances Table
Electric vehicle	The amount as set out in the Allowances Table

- b) Such use of personal vehicle allowance shall be paid in addition to travelling allowance provided by sub-clause 28.9.

28.11. Unless otherwise agreed, an employee shall not be entitled to travel related allowances except those provided for in sub-clauses 28.9 and 28.10. Nothing in these sub-clauses shall be construed so as to require the reduction or alteration of more advantageous benefits or conditions under any existing travel arrangements.

28.12. Camping Allowance

Snapshot: If Council requires employees to camp overnight, employees may be entitled to receive an allowance. Council will also give employees time to travel and set up camp during normal working hours.

- a) Employees who are required by Council to camp out or where no reasonable transport facilities are available to allow them to proceed to and from their homes each day, shall be paid a camping allowance at a rate as set out in the Allowances Table of this Agreement for each night the employee camps out.
- b) Council shall pay the camping allowance in advance if requested, where Council requires the employee to camp out for all of the rostered working days in a week. Council shall be reimbursed the camping allowance that has been paid in advance excepting where the camp has been shortened or cancelled for reasons beyond the employee's control.

- c) When employees are required to camp, all travelling between their respective depots and camp site at the beginning and/or completion of the camp be undertaken during normal working hours. If the employees are required to travel outside normal working hours they shall be paid the appropriate travelling allowance in accordance with sub-clause 28.9 of this clause.
- d) All time occupied in setting up or in shifting camps during the ordinary working hours shall be paid for at ordinary rates. Should employees be required to shift camp at times other than during their ordinary hours of work they shall be paid time and a half rates for the time occupied.
- e) Council shall provide transport for employees, who are required to camp out from the Council depot at the commencement of each working week and to return to such depot at the finish of each working week or when the employees are camped for a period less than one week at the commencement and finish of the period in which the employees are required to camp out.
- f) Notwithstanding the above, transport may be mutually arranged between Council and the employee(s) and shall remain at all times with those employee(s) required to camp.
- g) Council shall provide free transport once each week to enable commodities for use in camp to be obtained by the employees from the nearest suitable location. For the purpose of this sub-clause, the camping allowance prescribed in sub-clause 28.12 shall be payable to the employees so concerned.
- h) No employee shall be required to camp without at least 24 hours' notice unless such employee agrees to do so.
- i) Where reasonably practicable to do so, Council shall arrange for perishable foods to be purchased on the morning prior to the time of departure on that day.
- j) Minimum standards of caravan accommodation to be provided to employees required to camp out are contained in Schedule 1 to the *Local Government (State) Award 2023 (NSW)*.
- k) Where the employee is required to work more than five (5) hours onsite on the final day of camping out and a meal has not been provided by the employer, the employee shall be entitled to a meal allowance at the rate set out in the Allowances Table.

28.13. Community Language and Signing Work

Snapshot: This allowance is payable if Council requires employees to speak a language other than English or to provide signing services while at work.

- a) Employees using a community language skill as an adjunct to their normal duties to provide services to speakers of a language other than English or to

provide signing services to those with hearing difficulties, shall be paid an allowance in addition to the salary system rate of pay as set out in the Allowances Table of this Agreement. The allowance may be paid on a regular or irregular basis, according to when the skills are used.

- b) Such work involves an employee acting as a first point of contact for non-English speaking residents or residents with hearing difficulty. The employee identifies the resident's area of inquiry and provides basic assistance, which may include face-to-face discussion and/or telephone inquiry.
- c) Such employees convey straightforward information relating to Council services, to the best of their ability. They do not replace or substitute for the role of a professional interpreter or translator.
- d) Such employees shall record their use of a community language according to Council established policy.

28.14. First Aid Work

Snapshot: This allowance is payable if Council requires an employee to act as an Approved First Aider and this requirement has not been included into an employee's pay.

- a) Where an employee is required by Council to be the Approved First Aider in charge of a first aid kit and/or to administer first aid and the use of such adjunct skills are not paid for in accordance with the salary system established by Council, the employee shall be paid an allowance in addition to the weekly rate, as set out in the Allowances Table of this Agreement.
- b) If an employee works from home, they may be paid the allowance, as prescribed in sub-clause 28.14, on a pro-rata basis for each day they attend Council's premises.
- c) Through consultation with their supervisor and a risk assessment, Approved First Aiders will be determined within Council.
- d) An Approved First Aider is someone who is required to perform responsibilities as outlined in Council's First Aid Procedure, which may be amended from time to time.
- e) There are some employees who are required as part of their position description or due to legislative or workplace requirements, to hold a First Aid Certificate. Further information regarding employees who are required to possess certification as part of their roles can be found in Council's First Aid Procedure, which may be amended from time to time.

28.15. Additional Skills Criteria

Snapshot: If Council requires employees to use language or first aid skills, it must pay for employees to participate in training activities.

- a) Where an employee is required by Council to use community language or first aid skills in the performance of their duties:
 - i) Council shall provide the employee with the opportunity to obtain accreditation from a language aide or first aid accreditation agency
 - ii) the employee shall be prepared to be identified as possessing the additional skill(s)
 - iii) the employee shall be available to use the additional skill(s) as required by Council.
- b) Such training shall form part of Council's learning and development plan and budget, in accordance with the requirements of clause 78 of this Agreement.

28.16. Meal Allowance

Snapshot: To ensure the wellbeing of its employees, Council requires employees to take an unpaid meal break in certain circumstances. If Council requires employees to work overtime for more than two hours, employees may be entitled to an allowance.

- a) A meal allowance, set out in the Allowances Table shall be paid to employees instructed to work overtime as follows:
 - i) for two hours or more prior to their agreed commencing time.
 - ii) for two hours immediately after their agreed finishing time and after subsequent periods of four hours.
 - iii) after each four hours on days other than ordinary working days.
- b) Provided that a meal allowance is not payable where, by agreement, a meal is provided by the employer.
- c) An employee will not be required to work more than five hours without receiving an unpaid meal break of at least 30 minutes. Thereafter, a paid meal break not exceeding 20 minutes shall be given and taken after a further five hours continuous work.
- d) By agreement, or in the case of unforeseen circumstances, (including where the taking of the meal break would cause unreasonable interference in operations), the meal break may be delayed and shall be taken as soon as practicable, subject to the observance of appropriate work health and safety standards.

28.17. Civil Liability – Engineering Professionals

Snapshot: This allowance is payable to eligible engineering professionals who are required to manage Council's assets.

- a) Subject to this sub-clause, engineering professionals directly involved in the application of engineering principles to the asset management of the Council's assets that give rise to liability under the *Civil Liability Act 2002 (NSW)* shall be paid a 3.5% allowance in addition to the weekly salary system rate of pay.
- b) This allowance was introduced to ensure that engineering professionals whose work value had changed in response to the *Civil Liability Act 2002 (NSW)* are paid for that change in work value. This allowance applies to functional management positions as well as engineering professionals working in asset management at the operational level.
- c) Direct involvement in the application of engineering principles to the management of Council's assets includes:
 - i) the planning for
 - ii) designing
 - iii) maintenance
 - iv) replacing
 - v) rehabilitation
 - vi) disposingof the Council's assets which may give rise to liability under the *Civil Liability Act 2002 (NSW)*.
- d) To qualify for the payment of this allowance the position in question must be evaluated at or above salary point 14 in accordance with Council's salary system.
- e) The allowance is not payable where an employee receives a rate of pay that is at least 3.5% above the level three rate of pay for their evaluated salary point or where the position is designated as a Section Manager. Partial payment of the allowance will apply where an employee is paid above the level three rate of pay but not 3.5% above the level three rate.
- f) Claims for the payment of the civil liability allowance under this sub-clause shall be made within 30 days of the work being performed, and any claims for back-payment of the civil liability allowance shall be limited to the date on which the employee made the claim. This sub-clause does not apply where it can be demonstrated that Council incorrectly made representations to an employee that the civil liability allowance had already been paid for in accordance with their rate of pay and/or the salary system established by the employer, providing that back payment will not apply for claims prior to 1 July 2015.

28.18. Holiday Parks – Overnight Stay Allowance

Snapshot: This allowance is payable if Council requires employees to stay overnight at a Holiday Park.

An overnight stay allowance is payable to employees who are required to stay overnight at a holiday park for the purposes of providing an on-call service to guests as set out in the Allowances Table of this Agreement.

28.19. Electrical Industry Allowance

Snapshot: This allowance is payable to employees engaged as Electricians who are aged at least 20 years.

An electrical industry allowance as set out in the Allowances Table of this Agreement, shall be paid to all employees aged 20 years and over who are classified as Electricians. This allowance shall be paid for all purposes of the agreement with the exception of travelling time, overtime and other penalty rates.

28.20. Statutory Licence

Snapshot: Employees who are required to hold a special licence or certification to do their job, will be reimbursed by Council the cost of the licence or certification.

Employees who are required to hold a statutory licence in order to fulfil the inherent requirements of their position will be reimbursed these fees upon renewal by Council. Such licences could be but are not limited to; working with children check, SafeWork NSW Approved Certificates, high risk licences and/or trade licences but does not include driver's licences.

28.21. Broken Shift Allowance

Snapshot: Employees who are required to work two separate shifts in a day, will receive an allowance for the broken shift.

- a) For the purposes of this Agreement, an employee shall be deemed to have worked a broken shift if the employee is required to work two separate shifts in a day, where the unpaid break in between such periods is greater than one hour OR required to work a rostered shift in two parts, where the unpaid break in between such periods is greater than one hour.

- b) An employee deemed to have worked a broken shift will be paid a broken shift allowance at the rates set out in the Allowances Table of this Agreement for each day the employee works a broken shift.

29. Motor Vehicle Arrangements

Snapshot: Council may provide vehicles, pay a motor vehicle or car allowance to an employee to meet the operational requirements of their position and/or as a market-based recruitment and retention strategy.

- 29.1. Council may provide vehicles or pay a motor vehicle allowance or car allowance to an employee to meet the operational requirements of a position and/or as a market-based recruitment and retention strategy. The conditions are contained in the Motor Vehicles and Other Related Benefits Management Directive and Procedure, which may be changed from time to time following consultation with staff through the Consultative Committee. The amount of the Allowances are set out in the Allowances Table of this Agreement.
- 29.2. Employees who are entitled to receive a Motor Vehicle Allowance have the ability to make an additional contribution to a motor vehicle of their choice.
- 29.3. Novated Lease
 - a) A novated lease is a type of motor vehicle lease common in Australia between an employee, employer, and finance company, with the responsibility for the lease lying with the employee and the lease payments being made from the employee's pre-tax income.
 - b) Council shall not make it a job requirement that an employee enter into a novated lease agreement for the use of a motor vehicle.
- 29.4. Motor Vehicle – Section Managers
 - a) Section Managers will be provided with an allowance sufficient to cover the total costs of providing a large luxury passenger sedan or equivalent plus any Fringe Benefits Tax (FBT) liability and are to meet any excess from their gross salary or may retain any savings (from the packaged amount), should the actual cost of the personal benefit value of the vehicle be greater than or less than the agreed personal benefit value.
 - b) The quantum of the allowance will be negotiated with the Section Managers and the General Manager in accordance with the Motor Vehicles and Other Related Benefits Management Directive.

29.5. Car Allowance and Motor Vehicle Allowance

Snapshot: These allowances are payable if employees agree to use their own car on Council business. The amount of the allowances will depend on how often an employee needs to use their car.

- a) Where by agreement, an employee supplies a car, either the car allowance or the motor vehicle allowance is to be made for the use and depreciation of such vehicle shall be the amount as set out in the Allowances Table of this Agreement
- b) Where the car is used for official business and is available continuously when the employee is on duty the employee shall be paid the allowance but with a minimum fortnightly payment as set out in the Allowances Table of this Agreement. Periods of personal leave in excess of three weeks, annual leave in excess of four weeks, long service leave, paid and unpaid parental leave shall not be counted when calculating the minimum payment for the car allowance.
- c) Where the car is used for official business on an intermittent, irregular or casual basis, the employee shall be paid the allowance for the number of kilometres travelled on official business as set out in sub-clause 28.10 and shall not be entitled to the minimum payment as set out in paragraph 28.10.
- d) Any agreement to pay the allowances under this clause may only be terminated by 12 months' notice by either party or by the employee's termination of employment.

30. Superannuation and Related Arrangements

Snapshot: This clause applies to Council and its employees. Council must make superannuation contribution into an employee's choice of fund. If an employee does not choose a fund, Council will make contributions on an employee's behalf to Local Government Superannuation.

- 30.1. Council will contribute the minimum amount required under the *Superannuation Guarantee (Administration) Act 1992 (Cth)* to a complying fund of the employee's choice except as otherwise noted.
- 30.2. Should an employee fail to advise Council of an approved fund of the employee's choice, Council will contribute the minimum amount required to Vision Super. Information on the fund is available on request to Council.
- 30.3. Salary Sacrifice Arrangements specific to Superannuation
 - a) An employee may, on written request to the employer, sacrifice all or part of their salary into superannuation in line with Australian Taxation Office provisions and Council's salary sacrifice arrangements. Council will continue

to pay the superannuation guarantee rate as determined by legislation equal to the amount of ordinary time earnings. Subject to this sub-clause, eligible employees may, with the consent of the employer, cash out some or all of their Excess Long Service Leave (LSL) into their respective superannuation fund.

- b) Any Excess LSL cashed out in accordance with this sub-clause shall be paid to the employee at the employee's ordinary pay.
- c) For example, after 10 years of service this agreement provides 13 weeks long service leave whereas the act provides eight weeks. The excess long service leave that an employee can cash out would be five weeks or any part thereof.
- d) Eligible employees who have Excess LSL cashed out under this clause must enter into a salary sacrifice arrangement for the equivalent amount to be paid into the superannuation fund as ordinary time earnings, unless the employee has reached their concessional contribution cap.
- e) Notwithstanding sub-clause 27 of this Agreement, any salary sacrifice arrangement made under this clause shall not be treated as an approved benefit for superannuation purposes.

SECTION C

Employment types and conditions



SECTION C: Employment types and conditions

31. Hours of Work

31.1. Ordinary Hours – Full-time Employees

Snapshot: This sub-clause applies to employees engaged on a full-time basis. The job that employees perform will determine an employee's core ordinary hours and days of work.

Except as otherwise provided, the ordinary hours of work for a full-time employee shall be 35 or 38 hours per week as agreed between the employer and the employee.

- a) The ordinary hours for employees working 38 hours per week shall be arranged on one of the following bases:
 - i) 38 hours within one week provided that at least two days off shall be granted
 - ii) 76 hours within two weeks provided that at least four days off shall be granted
 - iii) 114 hours within three weeks provided that at least six days off shall be granted
 - iv) 152 hours within four weeks provided that at least eight days off shall be granted.
- b) The ordinary hours of work for employees engaged in the following functions shall be 35 hours per week:
 - i) Administration
 - ii) Building Surveying
 - iii) Community Services (Professional/Specialist Band 3)
 - iv) Engineering (Professional and Trainees)
 - v) Executive Band
 - vi) Finance
 - vii) Health Surveying
 - viii) Library
 - ix) Public Relations
 - x) Technical Services
 - xi) Town Planning
- c) The ordinary hours for employees working 35 hours per week shall be arranged on one of the following bases:
 - i) 35 hours within one week provided that at least two days off shall be

- granted
 - ii) 70 hours within two weeks provided that at least four days off shall be granted
 - iii) 105 hours within three weeks provided that at least six days off shall be granted
 - iv) 140 hours within four weeks provided that at least eight days off shall be granted.
- d) Except as otherwise provided, the ordinary hours for all employees shall be between Monday and Sunday.
- e) Where the employer seeks to alter the spread of ordinary hours for a new or vacant position from Monday to Friday to Monday to Sunday for any of the following functions:
- i) Crematoriums and Cemeteries;
 - ii) Road Constructions and Maintenance;
 - iii) Stores and Depots
 - iv) Trade functions
- Council shall refer the proposal to alter the spread of ordinary hours to the Consultative Committee prior to advertising the new or vacant position(s); and
- If the Council is satisfied that there are suitably qualified employees employed by the employer that can be redeployed to the new or vacant position(s) the employer shall call for expressions of interest from those employees for redeployment into the new or vacant position(s).
- f) Employees employed prior to 1 July 2014 whose ordinary hours of work are from Monday to Friday shall not be compelled to agree to work ordinary hours of work on Saturdays and/or Sundays.
- g) The ordinary hours for employees engaged in the following functions shall be between Monday and Friday:
- i) Building Surveyors
 - ii) Engineering (professional and trainees)
 - iii) Finance
 - iv) Health Surveyors
 - v) Town Planning.
- h) The ordinary hours for employees engaged in general administration shall be between Monday and Friday except where such administrative duties are associated with work in functions where a different spread of hours is applicable.
- i) An employee's commencement and/or finishing times may be altered by agreement. Such an agreement must be in writing and must be genuine with no compulsion to agree.

- j) Ordinary hours of work shall not exceed twelve hours in any one day exclusive of unpaid meal breaks.
- k) Where broken shifts are worked, the spread of ordinary hours can be no greater than twelve hours in any one day.
- l) Any proposal to change the ordinary hours of a position from 35 to 38 or vice versa shall be discussed with Consultative Committee prior to any change being implemented. Any change must include additional payment reflecting the change of hours, where applicable.

31.2. Hours of Work – Section Managers and Directors

Snapshot: Section Managers and Directors will work 35 ordinary hours plus reasonable additional hours.

- a) Section Managers and Directors will be employed on a full-time basis.
- b) Section Managers and Directors may be required by Council to work reasonable additional hours of duty to meet the demands of the position.
- c) Section Managers and Directors agree to advise their Director and/or the General Manager should they consider the hours they are required to work are unreasonable having regard to:
 - i) any risk to personal health and safety
 - ii) personal circumstances including any family responsibilities
 - iii) the needs of the workplace or enterprise
 - iv) the notice (if any) given by Council of the additional hours and by the Section Manager of your intention to refuse it.
- d) Section Managers and Directors are required to work from 9am to 5pm Monday to Friday inclusive, together with such additional hours outside these hours of work, including but not limited to weekends or public holidays, as necessary for the proper performance of duties. These core hours may be varied by agreement between the individual Section Manager and Director and their Director and/or the General Manager.
- e) The remuneration package is structured to reward the employee for all work undertaken as a Section Manager and Director and no overtime or any allowances shall be paid to the Section Manager or Director for reasonable additional hours of duty. Hours worked in addition to reasonable additional hours shall be dealt with in accordance with sub-clause 21.11 e) of this Agreement.

31.3. Minimum Shift Duration – Cleaners

- a) Cleaners shall not be rostered to work shifts of less than two hours duration.
- b) Shifts will be allocated to Cleaners as per operational requirements. The supervisor is responsible for ensuring an equitable distribution of shifts to employees within the roster system. Employees who are available for

additional work will advise their supervisor. If employees are required at short notice, the availability list will be consulted, the first four employees will be contacted and if none are available, labour hire staff will be engaged.

- c) Employees who refuse shifts will be rotated to the bottom of the list. Employees on the eligibility listing who refuse a shift on three occasions, will be removed from the list for a period of three months.
- d) In the event of a dispute, the Workplace Issues procedure in clause 68 of this Agreement shall be applied.

31.4. Part-time Employment

Snapshot: This sub-clause applies to employees who are engaged to work less than 35 or 38 hours per week. Prior to starting part-time employment, Council will outline employee's core hours and days of work, which by agreement, with Council may be changed at any time.

- a) Except as otherwise provided, a part-time employee shall mean an employee who is engaged on the basis of a regular number of hours which are less than the full-time ordinary hours in accordance with clause 31.1 Ordinary Hours of Work – Full-Time Employees.
- b) Prior to commencing part-time work, Council and the employee shall agree upon the conditions under which the work is to be performed including:
 - i) the hours to be worked by the employee, the days upon which they shall be worked and the commencing times for the work
 - ii) the nature of the work to be performed
 - iii) the rate of pay as paid in accordance with this Agreement.
- c) The conditions may also stipulate the period of part-time employment.
- d) The conditions may be varied by consent.
- e) The conditions, or any variation to them, must be in writing and retained by the Council. A copy of the conditions and any variations to them must be provided to the employee by Council.
- f) Where it is proposed to alter a full-time position to become a part-time position such proposal shall be referred to the Consultative Committee for information. In such cases, Council and the employee shall agree upon the conditions, if any, of return to full-time work.
- g) A part-time employee may work more than their regular number of hours at their ordinary hourly rate by agreement. Where an employee works hours outside the spread of hours in clause 31, Hours of Work of this Agreement, the provisions of clause 21, Overtime, shall apply.
- h) Except as otherwise provided, part-time employees shall receive all conditions prescribed by this Agreement on a pro-rata basis of the regular hours worked.

An adjustment to the accrued leave entitlements may be required at the conclusion of each service year based on the proportion of actual hours worked.

- i) Where a public holiday falls on a day where a part-time employee would have regularly worked the employee shall be paid for the hours normally worked on that day.
- j) Part-time employees on seven day a week rotating roster shall receive public holiday payment in direct proportion to their normal weekly hours of work.
- k) A change to full-time employment from part-time employment or to part-time employment from full-time employment shall not constitute a break in the continuity of service. All accrued entitlements shall be calculated in proportion to the hours worked in each employment arrangement.

31.5. Part-time Employment – Cleaners

Part-time employment may be offered to Cleaners, based on an annualised guarantee of part-time hours per calendar year.

- 31.6. Employees must notify their supervisor at least 24 hours before, where practicable, if they will be unavailable to work the rostered shift. Notification is required by telephone or email contact. Non-compliance with this clause may result in action under clause 69 Disciplinary Procedures.

31.7. Casual Employment

Snapshot: This sub-clause applies to employees engaged on a casual basis. The clause sets out how a casual employee's rate of pay is calculated and the nature of their employment.

- a) A casual employee is employed on a day-to-day basis where budgetary allocation is provided.
- b) In addition to the amounts prescribed by sub-clause 31.7 g) of this clause, a twenty-five percent (25%) loading, calculated on the hourly salary system rate, shall be paid. This loading shall not attract any penalty. This loading shall be paid in lieu of annual leave, personal leave and severance pay, except for paid parental leave, prescribed by this Agreement. Casual loading is not payable on overtime.
- c) A casual employee shall not:
 - i) replace an employee of the employer on a permanent basis
 - ii) be engaged by the employer on a permanent basis.
- d) An employee engaged under this clause for a period in excess of twelve months may request that the employer review the nature of their engagement.
- e) A review under sub-clause 31.7 d) shall examine whether or not the position is more appropriately filled by a permanent employee. In undertaking this review, the employer shall have regard to the following matters:

- i) the genuine operational reasons that align with the nature of the role
 - ii) the service requirements of the position
 - iii) the seasonal nature of the roles
 - iv) if the position is contingent upon external funding
 - v) any other relevant matter.
- f) As a result of a review conducted under sub-clause 31.7 d) an employee may be invited to apply for a permanent position with the employer.
- g) A casual employee shall be paid the hourly salary system rate of pay for ordinary hours worked in accordance with clause 31.1, Ordinary Hours – Full-Time Employees.
- h) Except as otherwise provided, casual employees who work on Saturday and/or Sunday are entitled to penalty rates prescribed by clause 19. The penalties are calculated on the hourly salary system rate of pay.
- i) Except as otherwise provided, casual employees who work outside the relevant spread of hours identified at clause 20.1 and 20.2 are entitled to a shift penalty. The penalty is calculated on the hourly salary system rate of pay.
- j) Subject to sub-clause 21.8 a casual employee will not be offered to work overtime in a position held by a permanent employee of Council, if such employee is available to work that overtime. Overtime shall be paid where a casual employee works outside the ordinary hours for that position. In cases where there are no ordinary hours for the position, overtime shall be paid for the hours worked in excess of those prescribed in clause 31.1, Ordinary Hours - Full-Time Employees.
- k) It is Council's policy that a casual employee can be recruited to assist with peaks in workload or through seasonal demands. Casual employees do not have designated working days and designated hours of work which are to be worked each week as a permanent arrangement.
- l) Casual employees engaged on a regular and systematic basis shall have access to at least an annual assessment under Council's salary system. For the purposes of salary assessment only, 'regular and systematic' shall mean a casual who has worked the equivalent of at least 216 hours in the role over the proceeding twelve-month financial year period.
- m) Carer's entitlements shall be available for casual employees as set out in sub-clause 45.25 of this Agreement.
- n) Bereavement entitlements shall be available for casual employees as set out in sub-clause 53.3 of this Agreement.
- o) Parental leave entitlements shall be available for casual employees in accordance with Part 4, Parental Leave, of the *Industrial Relations Act 1996 (NSW)* and Chapter 2 – Terms and Conditions of Employment, Part 2-2, Division 5 - Parental leave and related entitlements of the *Fair Work Act 2009 (Cth)* as they apply to Council employees.

- p) No casual employee should work more than twelve hours in any one day, exclusive of unpaid meal breaks.
- q) The service of a casual employee may be terminated without notice, either by Council or the employee.
- r) In cases of misconduct, Council can dismiss a casual employee instantly.

32. Facilitative Provisions

- 32.1. Council, Unions and the affected employees may agree on hours of work, weekend penalties and shift penalties other than those prescribed in clauses 31, 19, and 20 of this Agreement.

33. Resourcing and Directing employees

Snapshot: This clause set out the circumstances in which employees can be directed to perform other work.

- 33.1. Council shall provide adequate employees and other resources to enable employees to carry out their duties and functions over the course of working hours that are not unreasonable and support the implementation of the Council's Community Strategic Plan, Delivery Program and Operational Plan.
- 33.2. Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

34. Temporary Appointments

Snapshot: This clause sets out how employees will be paid during temporary appointments.

- 34.1. Employees who are temporarily appointed into another position, will be paid the salary system rate of pay that recognises the skills the employee is required to apply on the job.
- 34.2. The skills paid for shall not be limited to those prescribed by the position description and may, where appropriate, include skills possessed by the individual which are required by Council to be used in line with or in addition to the employee's normal duties.
- 34.3. Any leave taken during the temporary appointment will be paid at the employee's temporary appointment rate of pay.
- 34.4. If the employee does not exhaust their leave that has been accrued at the higher rate of pay during the temporary appointment, they employee may request that Council payout the difference between the accumulated higher rate of leave and their substantive rate of leave accrual.

Note the temporary appointment accumulated leave entitlements should be taken prior to the employee accessing their previous leave balance prior to

entering the temporary contract.

35. Temporary Employment

Snapshot: This clause applies to Council employees engaged on a temporary basis. Council may engage an employee on a temporary or fixed term basis to fill a vacant position.

- 35.1. *The Local Government Act 1993 (NSW)* provides that Council must determine an organisation structure and the resources to be allocated towards the employment of staff. It is the intent of the *Local Government Act 1993 (NSW)* to prevent Councils from increasing their establishment numbers through the employment of temporary and casual staff.
- 35.2. The *Local Government Act 1993 (NSW)* views temporary employment as a 'stop-gap' measure involving temporary replacement or temporary assistance on a full-time or part-time basis. The *Local Government Act 1993 (NSW)* limits temporary appointments to 12 months or 24 months in the case of a temporary appointment due to a period of parental leave.
- 35.3. Specifically, section 351 of the *Local Government Act 1993 (NSW)* provides that a temporary appointment may be made to a position within the organisation structure of Council if the position is vacant or the holder of such a position is suspended from duty, sick or absent.
- 35.4. A temporary employee can be employed where an establishment position is vacant or the job holder is on approved leave. A person who is appointed to a position temporarily may not continue in that position for a period of more than 24 months if the position is temporarily available because of a period of parental leave or 12 months in all other cases.
- 35.5. A person who is required in a temporary capacity for a period exceeding 12 months will be employed on a fixed term basis.
- 35.6. All employment requisitions for temporary staff will include the establishment position number that is being filled or the minute number of the Council resolution that increases the establishment for the temporary appointment.

36. Recruitment and Selection

Snapshot: This clause applies to Council and its employees. Council has a merit based recruitment process to manage the recruitment and the selection of candidates to fill vacant jobs in accordance with this clause.

- 36.1. The objective of Council's Recruitment, Selection and Employment Management Directive is to attract, select and retain a skilled and diverse workforce through the use of recruitment practices which facilitate the appointment of the best possible candidate for each position.

- 36.2. Council recognises that the people we employ are fundamental to achieving Council's purpose of 'engaged and resilient people in strong healthy relationships, working collaboratively, enhancing community wellbeing'.
- 36.3. Council's Recruitment, Selection and Employment Management Directive details the processes and procedures Council uses to ensure its objectives are met.
- 36.4. Where an internal or external candidate has applied for vacant position and their application is unsuccessful, they may:
- a) request in writing the reasons as to why they were not appointed; and
 - b) upon such request Council shall provide the reasons in writing.
- 36.5. Council shall provide every new employee a copy of the Local Government Employee Information Statement (LGEIS) approved by the Association and Unions before, or as soon as possible after, they commence employment with Council.

37. Multiple Employment

Snapshot: This provision allows for employees to work in multiple positions within Council.

- 37.1. Where an employee is employed in a second position with Council, the second position shall, for all purposes of this Agreement, be regarded as a separate and distinct employment engagement from the original employment provided that:
- a) the positions involve different duties or are in different work function areas; and
 - b) the employee agreed to the employment in the second position.

38. Term Contracts

Snapshot: This clause applies to Council and its employees. Employees may only be engaged by Council on a fixed term contract in certain circumstances.

- 38.1. Council may only employ a person on a term contract of employment in the following situations:
- a) for the life of a **specific task or project** that has a definable work activity, or
 - b) to perform the duties associated with an **externally funded position** where the length of the employment depends on the length of the funding, or
 - c) to perform the duties associated with a **vacant position** until the vacant position is filled on a permanent basis, provided that the duration is no longer

than is reasonably necessary to undertake recruitment for the vacant position, or

- d) to **temporarily replace** an employee that is on approved leave, secondment, workers compensation or acting in a different position or working reduced hours under a flexible work and leave arrangement, or
 - e) to undertake training and work as part of an apprenticeship, traineeship, cadetship, graduate training program or student work experience program in conjunction with an education institution, or
 - f) to **trial a new work area**, provided that the duration is no longer than is reasonably necessary to trial the new work area, or
 - g) to perform the duties associated with a vacant position during the intervening period between when 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 the employment in the vacant position and the date that the changes are implemented, or
 - h) to accommodate time limitations imposed by law or sought by the employee (e.g. visa restrictions).
- 38.2. As of the first full pay period on or after 1 July 2020, Council shall identify in the letter of offer/contract of employment offered to a prospective employee, and the position description (where appropriate), the relevant situation identified in sub-clause 38.1 that gives rise to employment pursuant to a fixed or maximum term contract.

39. Child Protection

Snapshot: This -clause applies to Council and its employees who are required to work with children.

Council is obliged to comply with the *Children's Guardian Act 2019 (NSW)* and the *Child Protection (Working with Children) Act 2012 (NSW)*. Candidates and employees will be subject to relevant screening and agree that their employment will be conditional on the information produced during this screening.

- 39.1. Employees (and potential employees) engaged in employment that is in a primary child-related position are required to undertake several screening processes as per the requirements of Council's Child Protection Policy, which may be amended from time to time, to ascertain the employee's or potential employee's suitability, including:
- a) a national criminal record check (for child related and/or relevant sexual offences);
 - b) a check for relevant Apprehended Violence Orders; and
 - c) checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct or acts of violence in the workplace which involve children,

are directed at children or take place in the presence of children.

- 39.2. If the existence of convictions relating to sexual activity, acts of indecency, child abuse or child pornography are uncovered during the checks, the employee or potential employee will automatically be prohibited from employment in a child-related position.
- 39.3. Relevant criminal records, Apprehended Violence Orders and completed relevant disciplinary proceedings which involve child abuse, sexual misconduct or acts of violence in the workplace may influence the decision to offer an employee or a potential employee child-related employment.
- 39.4. Any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences.
- 39.5. An employee or potential employee in child-related employment must consent to these checks being conducted and acknowledge that any information obtained through these processes may be provided to current or prospective employers for employment screening purposes.

40. Internet, Intranet and Email Usage

Snapshot: This clause applies to Council and its employees. Employees must follow the Council Code of Conduct and relevant management directives when using the internet, intranet and email. Council may monitor employee's use of its computer system in accordance with Council's Workplace Surveillance Policy.

- 40.1. Council's 'Code of Conduct' must be followed when using the internet, intranet and email. This provision clarifies the use of internet, intranet and email in line with the Code and does not supersede any element of the Code.
- 40.2. The computer system, including the internet, intranet and email system, is Council property and should be used for legitimate Council business. Council business does not include advertising goods or services or the promotion of non-Council events. A separate notice board on the intranet has been established for this purpose.
- 40.3. Use of the internet, intranet or email system to harass others, send anonymous messages or access and/or distribute offensive, obscene, threatening, abusive or defamatory images of any type will not be tolerated. Use of the computer system by an employee of this type will result in disciplinary action and may result in termination of employment.
- 40.4. Council reserves the right to monitor employee usage of the internet, intranet and email.
- 40.5. Employees will comply with the relevant Council management directives and policies, which may be amended from time to time.

41. Labour Hire

Snapshot: This clause applies to the parties to this Agreement. Unless it agrees with the relevant Union, Council must not engage a labour hire employee to permanently replace a direct employee. However, Council may engage a group training business to provide apprentices or trainees.

- 41.1. An employee of a labour hire business shall not be engaged on a permanent basis in work functions ordinarily filled by permanent employees of the employer. In ensuring that labour hire staff are not engaged on a permanent basis the employer shall review the use of labour hire services on an annual basis.
- 41.2. This clause does not apply to the employment of apprentices and/or trainees by a group training business.
- 41.3. For the purpose of this clause:
 - a) “labour hire business” is a bona fide labour hire business (whether an organisation, business enterprise, company, partnership, cooperative, sole trader, family trust or unit trust, corporation and/or person) which supplies staff employed or engaged by it to the employer on an on-hire basis for the purpose of such staff performing work or services for that employer. Provided that a business is not a labour hire business if:
 - i) the staff of that business are not performing the specific duties of a position(s) covered by the employer’s organisation structure;
 - ii) the business is providing professional business services which cannot reasonably be fulfilled by the employer’s employees, for a specified period of time or for a specific task (for example, legal, financial or accounting services);
 - iii) the business is a bona fide contractor providing both equipment and employees to the employer; or
 - iv) the business is another entity covered by this Agreement.
 - b) A “group training business” is a bona fide group training business (whether an organisation, business enterprise, company, partnership, co-operative, sole trader, family trust or unit trust, corporation and/or person) which has as its business function, or one of its business functions, to supply apprentices and/or trainees to the employer for the purpose of such staff performing work or services as an apprentice or trainee for that employer.
- 41.4. Notwithstanding the provisions of sub-clause 41.1, the employer and the relevant Union may agree in writing that the employer may replace an employee of the employer on a permanent basis with the employee of a labour hire business.

SECTION D

Leave entitlements and public holidays



SECTION D: Leave entitlements and public holidays

42. Public Holidays

Snapshot: This clause outlines the public holidays that will be observed by Council. If employees are required to work on a public holiday, they may be paid penalty rates. Seven-day rotating roster employees who are not rostered on the public holiday, are entitled to claim a day in lieu.

- 42.1. The days on which holidays shall be observed are as follows:
- a) New Years' Day;
 - b) Australia Day;
 - c) Good Friday;
 - d) Easter Saturday;
 - e) Easter Sunday;
 - f) Easter Monday;
 - g) Anzac Day;
 - h) King's Birthday;
 - i) Labour Day;
 - j) Christmas Day;
 - k) Boxing Day;
 - l) all locally proclaimed holidays within the Council's area; and
 - m) all special days proclaimed as holidays to be observed throughout the whole of the State of NSW.
- 42.2. In addition to the days provided for in sub-clause 42.1, employees who are Aboriginal and Torres Strait Islanders shall be entitled to one day during NAIDOC week so that they can participate in National Aboriginal and Islander Day celebrations.
- 42.3. Where any of the holidays prescribed by this Agreement fall on a day ordinarily worked by the employee, the employee shall not have a reduction in ordinary pay.
- 42.4. Except as otherwise provided, where an employee is required to work on a holiday as prescribed by this Agreement, the employee shall be paid at double time and a half inclusive of payment for the day with a minimum payment of four hours worked.

- 42.5. All employees classified at salary point 8 or below of this Agreement employed in garbage, sanitary and sullage (other than the supervisor) who are required to work on Good Friday or Christmas Day shall be paid at triple time inclusive of payment for the day with a minimum payment of four hours work.
- 42.6. Where an employee is required to work ordinary hours on a holiday as prescribed by this Agreement, Council and the employee may agree that the employee be paid time and a half for the hours worked on a holiday and in addition, be granted equivalent time off in lieu to be paid at ordinary time for each holiday worked. Such leave shall be taken at a mutually convenient time.
- 42.7. When a holiday occurs on a day on which an employee is rostered off while employed on a seven day a week rotating roster system, the employee shall be paid a day's pay at ordinary rates in addition to the ordinary week's pay.
- 42.8. Council may, in lieu of making such additional payment, grant a day's leave for each such holiday which may be taken at such time as is mutually agreed to between Council and the employee.
- 42.9. Full-time employees working rosters other than seven day a week rotating rosters shall be entitled to receive at least the same number of public holidays as a full-time employee working ordinary hours Monday to Friday.
- 42.10. If a rostered day off falls on a public holiday, the next working day will be substituted, or another day by agreement, except for employees engaged on a seven day a week rotating roster system
- 42.11. No employee will receive the benefit of a Show Day holiday for the Newcastle Show unless it is specifically proclaimed as a holiday in the Council area.
- 42.12. Where any of the holidays prescribed by this Agreement fall on a day not ordinarily worked by the employee, the employee shall not be entitled to payment for that day.

43. PSCare Day

Snapshot: The PSCare Day is a holiday for all employees.

- 43.1. The PSCare Day shall for the purposes of this Agreement, be regarded as a holiday for all employees.
- 43.2. The PSCare Day shall be on such a day as is agreed between the employee and their supervisor, in order to ensure that operational requirements of Council are still met.
- 43.3. Leave is forfeited if not taken by the end of the calendar year; it shall not be carried into the next calendar year.

44. Union Picnic Day

Snapshot: This Union Picnic Day is a holiday for employees who are financial members of the unions.

- 44.1. The Union Picnic Day shall for all the purposes of this Agreement be regarded as a holiday for employees who are financial members of the union(s).
- 44.2. The Union Picnic Day shall be on such day as is agreed between the employee and their supervisor, in order to ensure that operational requirements of Council are still met.
- 44.3. The union(s) shall provide Council with a list of financial members by 1 November each year. Should an employee join a union after this date, they are to provide proof of financial union membership with their leave application.
- 44.4. Leave is forfeited if not taken by the end of the calendar year; it shall not be carried into the next calendar year.

45. Personal Leave (Sick Leave and Carers Leave)

Snapshot: This clause applies to employees and their entitlement to personal leave, which includes both sick and carer's leave. The sub- clause sets out the requirements for applying for personal leave.

- 45.1. An employee is entitled to 15 days, at ordinary pay, pro-rated for part-time employees, paid personal leave during each year of employment, subject to the following conditions:
 - a) Council shall be satisfied that the sickness is such that it justifies the time off; and
 - b) that the illness or injury does not arise from engaging in other employment.
- 45.2. Note: that the "day" entitlement may affect the application of this provision for those employees working on a flexible work arrangement. Some examples of how this entitlement should apply is outlined as follows (but is not limited to):
 - An employee is employed 35 hours per week and works 5 days per week, which equates to 7 core hours per day. This means that this employee is entitled to 15 days paid personal leave each year.
 - An employee is employed 38 hours per week and works 4 days per week, which equates to 9.5 core hours per day. This means that this employee is entitled to 12 days paid personal leave each year.

- 45.3. Personal leave is:
- a) paid leave (sick leave) taken by an employee because of a personal illness, or injury, of the employee; or
 - b) paid or unpaid leave (carer's leave) taken by an employee to provide care or support to a member of the employee's immediate family, friend, neighbour or a member of the employee's household, who requires care or support because of:
 - i) a personal illness, or injury, of the member; or
 - ii) an unexpected emergency affecting the member and where no other person is available to provide such support.
 - c) Time to attend a medical appointment
 - i) It is Council's preference that employees book medical appointments outside of working hours or on their non-working days wherever possible.
 - ii) Leave to attend medical appointments shall be for the duration of the appointment and not exceed the employee's substantive core hours for the day.
- 45.4. An employee may elect, with the consent of Council, to take unpaid carer's leave for the purpose of providing care and support to a person who is ill or who requires care due to an unexpected emergency.
- 45.5. Notice must be given to Council as soon as reasonably practicable (which may be at a time before or after the leave has started) that the employee is (or will be) absent from their employment. This provision does not apply to an employee who could not comply with it because of circumstances beyond the employee's control.
- 45.6. To be entitled to paid personal leave, an employee must submit a leave application for approval by their supervisor and forward it to payroll for processing.
- 45.7. Employees are not required to provide a medical certificate to claim personal leave. However, Council may require an employee to provide medical evidence to support a claim for personal leave in the event that:
- a) More than 15 days leave is claimed in any one calendar year, inclusive of Health and Wellbeing Leave as prescribed in clause 46.
 - b) A pattern of leave occurs which suggests that the leave provision may be being abused.
 - c) They have exhausted their personal leave allocation.
- 45.8. If documentation is required, Council shall meet with the employee, where practicable, and advise why documentation is being requested prior to implementing the need for the provision of documentation. Where documentation is required:
- a) The required documentation must be given to the employer as soon as reasonably practicable, which may be at a time before or after the leave has

started.

- b) The required document must include a statement to the effect that in the registered health practitioner's opinion, the employee was, is, or will be unfit for work during the period because of a personal illness or injury or alternatively, that the person for whom the employee is providing care and support is in need of such support because the person is ill or injured.
- 45.9. Except as otherwise provided, the personal leave entitlement may accrue from year to year so that any balance of leave not taken in any one year may be taken in a subsequent year or years. However, you are not entitled to payment for untaken personal leave on termination of your employment, unless provided for in sub-clause 45.28.
- 45.10. Council may require employees to attend a doctor nominated by Council at Council's cost.
- 45.11. Accumulated personal leave shall be transferable on change of employment from Council to Council within New South Wales up to 13 weeks, provided that an employee shall only be entitled to transfer personal leave accumulated since the employee's last anniversary date on a pro-rata basis.
- 45.12. Such accumulated personal leave shall only be transferable if the period of cessation of service with the Council and appointment to the service of another Council does not exceed three months.
- 45.13. The personal leave entitlement transferred shall not exceed the maximum amount transferable as prescribed by the appropriate Agreement at the time of transfer.
- 45.14. Additional Personal Leave
- a) Where an employee has exhausted all leave entitlements, Council may grant, upon application by the employee, such additional paid personal leave as, in its opinion, where the circumstances warrant.
 - b) Requests for additional paid personal leave will not be unreasonably withheld and will take into consideration the reasons for the additional leave being sort as well as the employee's leave record.
- 45.15. Section 50 of the *Workers Compensation Act 1987 (NSW)* dealing with the relationship between sick leave and workers compensation applies which provides that workers compensation is to be paid in preference to sick leave if compensation is legally applicable. Payment of workers compensation overrides any payment of sick leave. Thus, an employee is not entitled to be paid sick leave if they could properly claim workers compensation.
- 45.16. Where the parties are unable to reach agreement on the granting of personal leave (carer's leave) the Workplace Issues Procedures of clause 68 of this Agreement should be followed.
- 45.17. The employee shall, if required:
- a) establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person; or

- b) establish by production of documentation acceptable to Council or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.
- 45.18. In normal circumstances, an employee must not take personal leave (carer's leave) under this sub-clause where another person has taken leave to care for the same person.
- 45.19. An employee may elect, with the consent of Council, to take unpaid leave for the purpose of providing care and support to a class of person set out in sub-clause 45.3 b) above who is ill or who requires care due to an unexpected emergency.
- 45.20. An employee shall, wherever practicable, give Council notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's 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 absence.
- 45.21. In addition to paid carer's leave, employees are entitled to up to two days of unpaid carer's leave for each occasion that they are required to care for an immediate family member, providing their paid leave entitlements have been exhausted.
- 45.22. Time off in Lieu of Payment for Overtime
- An employee may, with the consent of Council, elect to take time in lieu of payment of overtime accumulated in accordance with the provisions of sub-clause 21 of this Agreement for the purpose of providing care and support for a person in accordance with sub-clause 45.3 b).
- 45.23. Make-up Time
- An employee may elect, with the consent of Council, to work 'make-up time', under which the employee takes time off during ordinary hours, and works those hours at a later time, within the spread of ordinary hours provided in this Agreement, at ordinary pay for the purpose of providing care and support for a person in accordance with sub-clause 45.3 b).
- 45.24. Annual Leave and Leave Without Pay
- An employee may elect with the consent of Council to take annual leave or leave without pay for the purpose of providing care and support for a person in accordance with sub-clause 45.3 b). Such leave shall be taken in accordance with sub-clause 47, Annual Leave and sub-clause 55, Leave Without Pay of this Agreement.
- 45.25. Carer's Entitlement for Casual Employees
- a) Subject to the evidentiary and notice requirements contained in this clause, casual employees are entitled to not be available to attend work, or to leave work if they need to care for a person prescribed in sub-clause 45.3 b) of this clause who are sick and require care and support, or who require care due to

an unexpected emergency, or the birth of a child.

- b) Council and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. Casual employees are not entitled to any payment for the period of non-attendance.
- c) Council must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

45.26. Council may, at its discretion, grant an employee sick leave at half pay if satisfied that extenuating circumstances exist.

45.27. Where a public holiday falls during a period of sick leave at half pay, the public holiday shall also be paid at half pay. Further, all entitlements shall accrue during periods of sick leave at half pay on a proportionate basis.

45.28. Paid Personal Leave on Termination of Employment

- a) An employee employed by Council prior to or on 26 September 2000, who has not previously waived their right to this provision, continues to have an entitlement for the payment of unused sick leave arising out of the termination of employment.
- b) In the event of the termination of service of such an employee the following payout provisions shall apply:
 - i) Employees who commenced between 27 February 1996 and 26 September 2000, will be entitled to have any sick leave which was accrued between 26 September 2000 and date of termination, which remains as untaken as at the date of termination paid out at:
 - 12.5% if termination is at 5 years
 - 25% if termination is at 10 years
 - 50% if termination is at 20 years or thereafter
 - (2.5% per year for 20 years = 50% maximum entitlement).
 - ii) Employees who commenced prior to 27 February 1996 will be paid out at as follows:
 - after 5 years 25%
 - after 10 years 50%
 - after each subsequent years' service 5% until a maximum of 100% of the entitlement is reached.
- c) When the service of an employee is terminated by death, Council shall pay to the employee's estate, the monetary equivalent of any untaken sick leave standing to the employee's credit at the time of death.

- d) Payment under this clause is limited to personal leave calculated to retirement age in accordance with relevant legislation and shall not be payable if the injury or illness arises out of or in the course of employment such that it is compensable under the *Workers Compensation Act 1987 (NSW)*.
- e) On application to Council, an employee may request a partial payout of the entitlement prior to termination of employment. Council reserves the right to cap payments at an amount of \$200,000 in any one financial year across the entire workforce.
- f) Should an employee choose to request a payout prior to termination of employment, they will:
 - i) forfeit any ongoing entitlement to payout of accumulated personal leave; and
 - ii) be required to retain a minimum balance of two years personal leave entitlement as at the date of pay out. Any such retained balance will be paid out on termination of employment if unused at the date of termination.

45.29. Access to Sick Leave after Terminal Illness Diagnosis

- a) This sub-clause applies where Council is satisfied that an employee has a terminal illness being a diagnosed disease or condition which cannot be cured and is likely to lead to death. The sub-clause is also limited in application to those employees who are not covered by sub-clause 45.28.
- b) In the event that such an employee is unable to attend work or perform the duties of the position in the foreseeable future on account of their condition, then the employee shall be entitled to request continued access to the employee's accrued sick leave until the leave is exhausted, the employee dies or the employee uses 48 weeks of accrued sick leave whichever occurs first. Council shall not unreasonably refuse such a request.

45.30. An employee, other than a casual employee, with responsibilities for an assistance animal, may in accordance with this sub-clause, use any current or accrued sick leave entitlement, for absences where an assistance animal that is ill or injured requires veterinary care.

For the purposes of this sub-clause an 'assistance animal' is defined in a manner consistent with section 9 of the *Disability Discrimination Act 1992 (Cth)* to be guide dogs, hearing assistance dogs and trained animals (excluding working dogs) that are trained:

- a) to assist a person with a disability to alleviate the effect of the disability; and
- b) to meet standards of hygiene and behaviour that are appropriate for an animal in a public place.

46. Health and Wellbeing Leave

- 46.1. Council acknowledges that workplace health and wellbeing programs can lead to positive outcomes such as improved employee work performance and productivity, improved employee recruitment and retention, reduced absenteeism, and other benefits, and has introduced the PSCare program.

- 46.2. PSCare is Council's employee wellness program, giving employees access to a range of tools and resources to improve their mind, body and culture while at work and at home.
- 46.3. An employee may, with the consent of Council, take up to two days paid personal leave per calendar year from their personal leave allocation pursuant to clause 45, Personal Leave, to participate in a health and/or wellbeing activity
- 46.4. The granting of personal leave for health and wellbeing purposes under this clause is at the discretion of Council, however, Council will not unreasonably refuse such a request.

47. Annual Leave

Snapshot: This clause applies to Council employees and their entitlement to annual leave. The sub-clause sets out the requirements for applying for annual leave.

- 47.1. Annual leave of absence consisting of four weeks at ordinary pay, exclusive of public holidays observed on working days shall be granted to an employee, after each 12 months service and, except as provided for in sub-clause 47.6 of this clause, shall be taken on its due date or as soon as is mutually convenient thereafter to Council and the employee.
- 47.2. Annual Leave at Full Pay, Half Pay or Double Pay
- a) This sub-clause applies to an employee who is an employee of a 'council' within the meaning of the *Local Government Act 1993 (NSW)*.
 - b) An employee who is entitled to annual leave may, with the consent of the employer, take annual leave:
 - i) on full pay; or
 - ii) on half pay; or
 - iii) on double pay.
 - c) When an employee takes annual leave, the leave entitlement will be deducted on the following basis:
 - i) a period of leave on full pay – the number of days so taken; or
 - ii) a period of leave on half pay – half the number of days so taken; or
 - iii) a period of leave on double pay – twice the number of days so taken.
 - d) When an employee takes annual leave, the period of service for the purpose of leave accruals shall be as follows:
 - i) a period of leave on full pay – the number of days so taken; or
 - ii) a period of leave on half pay – half the number of days so taken; or
 - iii) a period of leave on double pay – the number of days so taken.

- e) The entitlement to take annual leave at double pay is only available to an employee if, after taking the period of leave, the employee will have an accrued annual leave entitlement of not less than four weeks.
- f) Employees that take annual leave at half pay or double pay shall not be disadvantaged nor obtain a windfall gain in relation to superannuation contributions.

47.3. Payment in Lieu of Annual Leave

- a) This sub-clause applies to an employee who is an employee of a 'council' within the meaning of the *Local Government Act 1993 (NSW)*.
- b) An employee and Council may agree to a payment in lieu of a period of annual leave to which the employee is entitled only if:
 - i) after the payment the employee will have an accrued annual leave entitlement of not less than four weeks; and
 - ii) the payment in lieu of a period of annual leave is not less than the employee's ordinary pay.
- c) Periods of annual leave that are cashed out shall not attract any accruals.
- d) Employees that are paid in lieu of annual leave shall not be disadvantaged nor obtain a windfall gain in relation to superannuation contributions.

47.4. Council may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- a) where the employee has accumulated in excess of eight weeks annual leave.
- b) a period of annual close-down of up to and including two weeks. Provided that:
 - i) Where an employee has accrued more annual leave than the period of the annual close down, the balance of such leave shall be taken in accordance with sub-clause 47.1 of this clause.
 - ii) In the case of employees who are not entitled to annual leave or do not have an entitlement sufficient to cover the period of the close- down, Council shall;
 - Allow employees with an anniversary date less than six months an annual leave deficit of up to five days leave;
 - Endeavour to provide meaningful duties as are within the limits of the employee's skill, competence and training for the whole or part of the close-down.
 - iii) In the event that meaningful duties are not available the employee may be directed to take leave without pay, or by agreement with Council may take annual leave in advance of the entitlement provided that in the event of the employee leaving employment before the entitlement becomes due, such annual leave shall be repaid by a deduction from the employee's termination pay.

- iv) In the event that leave without pay is directed to be taken, such leave shall be regarded as service for the purpose of the accrual of long service leave, personal leave and annual leave.

47.5. Payment to an employee proceeding on annual leave shall be made by Council at the employee's ordinary pay for the period of annual leave through the usual pay periods, or upon written request of employee before the commencement of the employee's annual leave.

47.6. On resignation or termination of employment, Council shall pay to the employee:

- a) their ordinary pay for all untaken leave credited for completed years of service; and
- b) all pro rata leave accrued.

Provided that the employee shall not receive payment for more than four weeks annual leave for any period of 12 months.

47.7. Except as provided by sub-clause 18.8, where an employee receives a varying rate of ordinary pay for six months or more in the aggregate in the preceding 12-month period, the employee's ordinary pay shall be deemed to be the average weekly ordinary pay earned during the period actually worked over the 12 months immediately preceding the annual leave or the right to payment under this clause.

47.8. Electricians - Annual Leave Loading

- a) Electricians entitled to annual leave under this Agreement shall receive, in addition to such entitlements, a monetary loading of seventeen and one half per cent, calculated and payable as follows.
- b) Such loading shall apply only to annual leave entitlements and not to any additional days (or other time) added to an employee's annual leave to compensate for working on an agreement holiday or for any other reason or purpose provided for by this Agreement.
- c) Payment of the loading shall be calculated upon the employee's ordinary time rate of pay pertaining at the time such leave is taken or otherwise discharged.
- d) When the employment of an employee is terminated by Council for any reason other than misconduct and such employee has not taken the whole of the annual leave entitlement accrued, other than any pro-rata annual leave entitlement, the employee shall be entitled to loading on such accrued annual leave.
- e) Where, by arrangement with Council, annual leave is taken in advance of it falling due, such loading may at the Council's discretion also be applied in advance with the leave taken.
- f) Such loading shall be paid with the annual leave payment as prescribed in 47.5 for each period of annual leave as taken.

47.9. Re-crediting annual leave

- a) An employee who becomes ill or injured whilst on annual leave is entitled to have the leave re-credited and replaced with sick leave subject to the employer being satisfied that:
 - i) the illness or injury resulted in the employee being unable to derive benefit from the leave, and
 - ii) the illness or injury did not arise from the employee engaging in other employment, and
 - iii) the period of illness or injury is at least five (5) consecutive working days, and
 - iv) the employee will be returning to work at the conclusion of the leave; and
 - v) the employee has enough sick leave to cover the period of illness or injury.
- b) The employer may require the employee to provide satisfactory medical evidence to justify the re-crediting of the annual leave.

48. Long Service Leave

Snapshot: This clause applies to employees and their entitlement to long service leave. Employees are entitled to take long service leave after employment with Council for more than five years and in accordance with the arrangements set out in this sub-clause.

48.1. An employee (other than a casual) of Council shall be entitled to long service leave at ordinary pay as follows:

Length of Service	Entitlement
After 5 years' service	6.5 weeks
After 10 years' service	13 weeks
After 15 years' service	19.5 weeks
After 20 years' service	30.5 weeks
For every completed period of 5 years' service thereafter	11 weeks

48.2. A casual employee shall be entitled to long service leave in accordance with the *Long Service Leave Act 1955 (NSW)*, provided that in calculating the employee's long service leave entitlement there shall be a deduction of the long service leave accrued as a casual employee prior to 1 July 2025.

Note: prior to 1 July 2025 the casual loading compensated casual employees for long service leave.

- 48.3. Where an employee (other than a casual) has completed more than five years' service with Council and is terminated for any cause, long service leave shall be deemed to have accrued for the employee's total length of service and an amount equivalent to such long service leave, less such leave already taken, computed in monthly periods and equivalent to 1.3 weeks for each year of service up to 15 years and 2.2 weeks for each year of service from 15 years onwards.
- 48.4. Where an employee (other than a casual) has completed more than five years of service with Council, the employee shall be entitled to apply for long service leave accrued between each completed five years of service on a pro rata basis calculated monthly. Such an application shall not be unreasonably refused.
- 48.5. An employee (other than a casual) who is entitled to long service leave may, with the consent of the employer, take long service leave:
 - a) on full pay; or
 - b) on half pay; or
 - c) on double pay.
- 48.6. When an employee (other than a casual) takes long service leave, the leave entitlement will be deducted on the following basis:
 - a) a period of leave on full pay – the number of days so taken; or
 - b) a period of leave on half pay – half the number of days so taken; or
 - c) a period of leave on double pay – twice the number of days so taken.
- 48.7. When an employee (other than a casual) takes long service leave, the period of service for the purpose of leave accruals shall be as follows:
 - a) a period of leave on full pay – the number of days so taken; or
 - b) a period of leave on half pay – half the number of days so taken; or
 - c) a period of leave on double pay – the number of days so taken.
- 48.8. Employees that take long service leave at half pay or double pay shall not be disadvantaged nor obtain a windfall gain in relation to superannuation contributions.
- 48.9. Long service leave shall be taken at a time mutually convenient to Council and the employee, provided that all long service leave accruing on or after 23 June 1988 shall be taken within five years of it falling due.
- 48.10. Council may direct an employee to take long service leave accrued on or after 23 June 1988 and not taken within five years of it falling due provided that at least four weeks' notice is given to the employee. It is the intention of Council to work with employees on an individual basis to reduce their leave accruals by establishing a leave management plan, which is fair and reasonable.
- 48.11. Payment to an employee proceeding on long service leave shall be made by

Council at the employee's ordinary pay for the period of long service leave either before the commencement of the employee's long service leave, or by agreement through the usual pay periods.

- 48.12. An employee who has become entitled to a period of leave and the employee's employment is terminated by resignation, death or dismissal for any cause shall be deemed to have entered upon leave at the date of termination of the employment and shall be entitled to payment accordingly.
- 48.13. For the purpose of calculating long service leave entitlement in accordance with sub-clause 48.1 and 48.3 of this clause all prior continuous service with any other Council within New South Wales shall be deemed to be service with the Council by which the employee is currently employed.
- 48.14. Continuity of service shall be deemed not to have been broken by transfer or change of employment from one Council to another provided the period between cessation of service with one Council and appointment to the service of another Council does not exceed three months and such period is covered by accrued annual and long service leave standing to the credit of the employee at the time of the transfer, provided further that the employee concerned does not engage in work of any kind during the period of paid leave between the cessation of service with one Council and appointment to the service of another employer.
- 48.15. An employee (other than a casual) who is entitled to long service leave, may, with the consent of the employer, cash out a particular amount of excess long service leave.
- 48.16. For the purpose of this sub-clause, long service leave is deemed to accrue under the *Long Service Leave Act 1955 (NSW)* at the rate of 0.867 weeks per year of service.
- For example, after 10 years of service this Agreement provides 13 weeks long service leave whereas the Act provides eight weeks. The excess long service leave that can be cashed out would be five weeks or any part thereof.
- Each cashing out of a particular amount of excess long service leave must be by separate agreement between Council and the employee.
- 48.17. For the purpose of this clause, service shall include the following periods.
- a) Any period of service with any of His Majesty's Forces provided that the employee enlisted or was called up direct from the service of Council.
 - b) In the case of an employee, transferred to the service of a Council of a new or altered area - any period of service with the Council from which such employee was transferred.
 - c) Service shall mean all service with a Council irrespective of the classification under which the employee was employed.
- 48.18. There shall be deducted in the calculation of the employee's service all leave of absence without payment not specifically acknowledged and accepted by Council as service at the time leave was taken.
- 48.19. When an employee transfers from one Council to another, the former Council

shall pay to the newly employing Council the monetary equivalent of all long service leave accruing to the employee at the time of transfer up to a maximum of five years of accrual, calculated at the rate(s) of accrual applying to leave accrued in the five years immediately prior to the transfer.

- 48.20. By agreement between the former employer and the newly employing employer, more than the monetary equivalent of five years of accrued long service leave may be transferred. However, an employee who at the time of transfer has completed at least five years continuous service may elect to be paid the monetary equivalent of the entitlement.
- 48.21. Employees who at the time of transfer elect to be paid the monetary equivalent of their long service leave entitlement shall have that entitlement calculated by multiplying in completed years and months their period of continuous service with Council(s).
- 48.22. A statement showing all prior continuous service with the Council(s) of the employee concerned shall be furnished together with details of the assessment of the amount of money that shall be paid into a long service leave reserve account and appropriate notations made in the Council's long service leave record.
- 48.23. A Council which has received under sub-clause's 48.19 to 48.22 of this clause a monetary equivalent of long service leave entitlement to cover an employee's period of service with a previously employing Council(s) shall if the employee subsequently leaves the service of that employing Council to seek employment outside New South Wales Local Government before a long service leave entitlement has become due, refund to such previously employing Council(s) the amount paid.
- 48.24. Long service leave shall be exclusive of annual leave and any other holidays as prescribed by clause 42 Public Holidays, of this Agreement, occurring during the taking of any period of long service leave, provided that where a public holiday falls during a period where the employee has taken long service leave on half pay, the public holiday shall also be paid at half pay.
- 48.25. When the service of an employee is terminated by death Council shall pay to the employee's estate the monetary equivalent of any untaken long service leave standing to the employee's credit at the time of the employee's decease.
- 48.26. Where an employee's service is terminated through shortage of work, material or finance or through illness certified by a duly qualified medical practitioner and such employee is re-employed by the same Council within 12 months of termination of service, prior service shall be counted for the purpose of this clause.
- 48.27. Re-crediting Long Service Leave
- a) An employee who becomes ill or injured whilst on long service leave is entitled to have the leave re-credited and replaced with sick leave subject to the employer being satisfied that:
 - i) the illness or injury resulted in the employee being unable to derive

- benefit from the leave, and
 - ii) the illness or injury did not arise from the employee engaging in other employment, and
 - iii) the period of illness or injury is at least five (5) consecutive working days, and
 - iv) the employee will be returning to work at the conclusion of the leave; and
 - v) the employee has enough sick leave to cover the period of illness or injury.
- b) The employer may require the employee to provide satisfactory medical evidence to justify the re-crediting of the long service leave.

49. Parental Leave (Including Paid Parental Leave)

Snapshot: Employees may be entitled to apply for parental leave after 12 months continuous service.

49.1. These provisions shall apply in addition to:

- a) Part 4, Parental Leave, of the Industrial Relations Act 1996 (NSW);
- b) Chapter 2 Part 2-2, Division 5 – ‘Parental leave and related entitlements’ of the National Employment Standards (NES) under the *Fair Work Act 2009 (Cth)*; and
- c) the Paid Parental Leave Act 2010 (Cth)
- d) as amended from time to time and as they apply to employees of Council.

49.2. Note: Division 5 of the *Fair Work Act 2009 (Cth)* relates to:

- a) Unpaid parental leave, including unpaid adoption leave.
- b) Unpaid special maternity leave.
- c) Transfer to a safe job and no safe job leave.

49.3. Definitions

- a) Paid Parental Leave – shall mean leave taken by an employee in connection with the pregnancy, the birth, adoption or long-term foster care of a child of the employee where the employee is providing care to that child.
- b) Parental Leave Pay (PLP) instalments – shall mean instalments paid during the paid parental leave period under the *Paid Parental Leave Act 2010 (Cth)* or any lump sum payment made under this legislation.
- c) Paid special parental leave - shall mean leave taken by an employee where the pregnancy of the employee terminates before the expected date of birth (other than by the birth of a living child), or where the employee suffers illness related to their pregnancy, and the employee is not then on paid parental leave; provided that a medical practitioner certifies such leave to be

necessary before their return to work.

49.4. Paid Parental Leave

Snapshot: Council and eligible employees who care for a child after birth, adoption or long-term foster care may be entitled to a period of paid parental leave, in addition to any government entitlements.

- a) This clause applies to all full-time and part-time employees who have had 12 months continuous service with Council immediately prior to the commencement of parental leave or special parental leave and to casual employees who have worked on a regular and systematic basis with Council for at least 12 months prior to the commencement of parental leave or special parental leave.
- b) An employee shall be entitled to a total of 14 weeks paid parental leave or special parental leave on full pay; or 28 weeks paid parental leave or special parental leave on half pay; or paid parental leave or special parental leave on a combination of full pay or half pay provided the leave does not exceed the equivalent of 14 weeks on full pay. In addition:
 - i) an employee may also be entitled to receive PLP instalments as prescribed by the relevant legislation
 - ii) an employee who is entitled Paid Parental Leave but not to PLP instalments shall be provided with paid parental leave equivalent to 14 weeks on full pay.
- c) An employee may choose to commence Parental Leave before the expected date of the birth, long term foster care or adoption.
- d) Paid Parental Leave is able to be taken as a single continuous period, flexibly (subject to approval), or a combination of both.
- e) Paid Parental Leave must be taken and fully utilised within the first two years (104 weeks) from the date when:
 - i) the child is born
 - ii) placement of adoption
 - iii) placement of long-term foster care
- f) Annual leave, long service leave, unpaid parental leave and any accumulated time in lieu may be taken in conjunction with Paid Parental Leave and special parental leave, subject to Council approval, provided that the total period of leave does not exceed 104 weeks.
- g) Employees may take periods of annual leave and long service leave during unpaid parental leave at half pay, provided the total period of all leave does not exceed 104 weeks.
- h) The period of Paid Parental Leave and special parental leave is taken into account in calculating the employee's long service, annual and sick leave

accruals and superannuation. For the avoidance of doubt, superannuation is calculated on the full parental leave payment (i.e. the employee's ordinary pay inclusive of PLP instalments).

- i) Payment for Paid Parental Leave and special parental leave is at the ordinary rate applicable prior to the commencement of the leave period. Employees working as permanent part-time employees will be paid at their ordinary part-time rate of pay calculated on the regular number of hours worked. A casual employee's rate of pay will be calculated by averaging the employee's weekly wage in the 12 months immediately prior to the employee commencing Paid Parental Leave or special parental leave.
- j) Paid Parental Leave and paid special parental leave shall be exclusive of public holidays. Where a public holiday falls during a period where the employee has taken either paid parental leave or annual or long service leave on half pay, the public holiday shall also be paid at half pay. Further, all entitlements shall accrue during periods of leave at half pay on a proportionate basis.
- k) The employee will not engage in any other form of paid work during the period of paid parental leave without the approval of the General Manager.

49.5. Notice of intention to take paid parental leave.

An employee must:

- a) provide Council with certification of the expected date of leave at least 16 weeks before the child is due or the adoption is to take place - this is known as the first notice; and
- b) advise Council in writing of the employee's intention to take Paid Parental Leave and the proposed start date at least 8 weeks prior to that date - this is known as the second notice.

49.6. Requalification period

An employee shall not be entitled to a further period of paid parental leave unless the employee has returned to work for Council for at least three months since their previous period of parental leave.

49.7. Communication During Parental Leave

- a) Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, Council shall take reasonable steps to:
 - i) 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
 - ii) 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.
- b) The employee shall take reasonable steps to inform Council 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.

- c) The employee shall also notify Council of changes of address or other contact details, which might affect the Council's capacity to comply with sub-clause 49.7.

49.8. Council must not fail to re-engage a regular casual employee because:

- a) the employee or employee's spouse is pregnant; or
- b) the employee is or has been immediately absent on parental leave.
- c) The rights of Council in relation to engagement and re-engagement of casual employees are not affected, other than in accordance with this clause.

49.9. Right to request

- a) An employee, other than a casual, entitled to parental leave may request Council to allow the employee to return to work 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.
- b) An employee entitled to parental leave may request Council to allow the employee:
 - i) to extend the period of simultaneous unpaid parental leave use up to a maximum of eight weeks;
 - ii) to extend the period of unpaid parental leave for a further continuous period of leave not exceeding 12 months;to assist the employee in reconciling work and parental responsibilities.
- c) 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 Council's business. Such grounds may include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.
- d) The employee's request and the Council's decision made under sub-clause 49.9 a) and 49.9 b) ii) must be recorded in writing.
- e) Request to return to work part-time
 - i) Where an employee wishes to make a request under sub-clause 49.9 a) above, 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.
 - ii) If a full-time employee returns to work in a part-time capacity then all leave entitlements and any ongoing allowances will be calculated on a pro-rata basis. This includes, but is not limited to, the Retention Allowance, referred to in sub-clause 17.
 - iii) If a full-time employee returns to work in a part-time capacity then all leave entitlements and any ongoing allowances will be calculated on a

pro-rata basis. This includes, but is not limited to, the Retention Allowance, referred to in sub-clause 17.

50. Jury Service Leave

Snapshot: Employees who are called up for jury service will be paid the difference between their ordinary pay and the pay they receive for jury service. Employees must notify Council of the date upon which they are required to commence jury service and evidence of the details of the jury service.

- 50.1. An employee required to attend for jury service during the employee's ordinary working hours shall be reimbursed by Council an amount equal to the difference between the amount in respect of the employee's attendance for such jury service and the amount of wage the employee would have received in respect of the ordinary time the employee would have worked had the employee not been on jury service.
- 50.2. An employee shall notify Council as soon as possible of the date upon which the employee is required to attend for jury service. Further, the employee shall give Council proof of attendance, the duration of such attendance and the amount received in respect of such jury service.

51. Union Training Leave

Snapshot: Employees who are a Union Delegate endorsed by a Union partyed to this agreement and who are asked to attend a Union training course, unless it has a reasonable reason to refuse, Council will agree to allow employees to take paid leave to attend the course.

- 51.1. Council shall agree to release employees to attend an accredited Union training course with pay and such agreement shall not unreasonably be withheld.
- 51.2. An eligible employee shall be entitled to five days paid leave to attend courses, which are specifically directed towards relevant training for eligible employees.
- 51.3. For the purpose of this clause relevant training for eligible employees is training directly related to:
 - a) Eligible employees' rights and responsibilities in their capacity as Union Delegate.
 - b) Understanding this Agreement, council agreements, and council policies.
 - c) Workplace Issues procedures, and disciplinary procedures.
 - d) Code of Conduct.

- e) Bullying, harassment, and discrimination.
- 51.4. Such leave will be available to an individual eligible employee once only during their employment, provided that the employer shall not unreasonably refuse additional training where:
 - 51.5. There is a change in relevant provisions of this Agreement; or
 - 51.6. More than three years has elapsed since the eligible employee last took leave for the purpose of this clause.
- 51.7. An eligible employee is defined as a full-time or part-time employee:
 - a) Who is a Union Delegate, who has been duly appointed by a Union and Council has been formally notified of that appointment; and
 - b) Who has completed 12 months continuous service with the current employer, unless otherwise agreed.
- 51.8. An eligible employee must comply with the following notice requirements:
 - a) Provide Council with at least four weeks prior notice in writing of their request to attend a training course; and
 - b) Outline details of the type, content and duration of the course to be attended in the written notice.
- 51.9. Council will consider a request for leave in accordance with this clause having regard to:
 - a) The operational requirements of the employer; and
 - b) The capacity of Council to make adequate staffing arrangements among current employees during the proposed period of leave.
- 51.10. Council must not unreasonably refuse to agree to a request by the employee to take training leave.
- 51.11. Council will not be liable for any additional expenses associated with an employee's attendance at a course other than the payment of ordinary hourly ordinary time rate for such absence.
- 51.12. An eligible employee will be required to provide Council with proof of attendance at, and satisfactory completion of, the course to qualify for payment of leave.
- 51.13. Nothing in this sub-clause prevents Council and an employee from agreeing to additional Union training leave either with or without pay.
- 51.14. Leave granted pursuant to this clause counts as service for all purposes of this agreement.

52. Union Conference Leave

Snapshot: Union Delegates endorsed by a Union partyed to this Agreement, and who apply to attend their Union's yearly conference, unless Council has a reasonable reason to refuse, will agree to allow an employee to take paid leave to attend the conference if the Union provides adequate notice.

Accredited Delegates to the Union's annual conferences shall be granted paid leave for the duration of the conference provided that Council's operational requirements are met and the Union notifies Council of the accredited Delegates nominated to attend the conference at least one month prior to the commencement of the conference.

53. Bereavement Leave

Snapshot: Employees engaged on a permanent and temporary basis are entitled to paid leave when a member of their immediate family or household dies. Additional leave is available if the death occurs outside of Australia. Employees may also be entitled to take up to one day of paid leave to attend the funeral of a person who is not a member of their immediate family or household.

- 53.1. Where a full-time or part-time employee is absent from duty because of the death of immediate family or a member of the same household, the employee shall be granted five days leave with pay upon application. Should the death occur outside of Australia, the employee shall be granted 10 days leave with pay upon application to travel overseas to attend the funeral.
- 53.2. Where a full-time or part-time employee is absent from duty because of the death of an extended family member, the employee shall be granted two days leave with pay upon application.
- 53.3. Bereavement Entitlements for Casual Employees

Snapshot: Employees engaged on a casual basis are permitted to be unavailable for work for up to five days following the death of a member of their immediate family or household.

- a) Casual employees are entitled to not be available to attend work, or to leave work upon the death in Australia of a person prescribed in sub-clause 53.1.
- b) Council and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to five days per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

- c) Council must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of Council to engage or not engage a casual employee are otherwise not affected.
- d) Council may require the employee to provide satisfactory evidence of the death subject of the bereavement leave application.

53.4. Bereavement Entitlements for Cultural Ceremonies

For the purposes of this sub-clause, special consideration will be given by the Director to providing bereavement leave for employees where the term 'Immediate Family' means kinship and there is a relationship or obligation under the customs and traditions of the community or group to which the employee belongs to attend cultural ceremonies for persons deemed 'Immediate Family' under this provision.

54. Funeral Leave

Where an employee is absent from duty to attend the funeral service of a person not described in 53.1, the employee shall be granted up to one day's paid leave to attend such service. This means leave shall be granted for the time to travel to and from the service and to attend the service. Any additional time to attend a function following a funeral service will be taken from other leave entitlements such as time in lieu, annual leave or flexitime with the prior approval of the employee's Supervisor.

55. Leave Without Pay

Snapshot: Employees engaged on a permanent basis may be entitled to take leave without pay for a period of up to 12 months. Council will assess the merits of an application before it is approved.

- 55.1. Periods of leave without pay, shall be taken at a time mutually convenient to Council and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service.
- 55.2. An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.
- 55.3. All applications for leave without pay will be assessed on their individual merits, on a case by case basis, taking into account:
 - a) whether the operations of the work area will be adversely affected by the employee's absence e.g. loss of irreplaceable skills, cost of recruitment and training of replacement staff where applicable;
 - b) to what extent these disadvantages will be offset by the advantages to the employee (e.g. the compassionate nature of the request) or advantages to the work area (e.g. leave without pay for professional purposes);

- c) whether the employee is a key member of an important current project;
 - d) whether the total numbers of employees absent on leave without pay, annual or long service leave will cause a diminution in the standard of service provided by the area;
 - e) the likelihood of the employee returning to Council after taking leave without pay; and
 - f) whether the employee would be required to leave the organisation if the leave is not granted.
- 55.4. The length of leave without pay granted will vary according to the needs of the work area and of the employee's personal circumstances but would not extend beyond a 12-month period.
- 55.5. Leave without pay must not be taken if the employee is intending to work for another organisation. In this instance, a career break must be applied for as per clause 62 of this Agreement.

56. Natural Disaster Leave

Snapshot: Employees who are affected by a bushfire or other severe weather event and are unable to attend work, will be paid for the hours they would have ordinarily worked on that day.

An employee's (including casual employees if they were rostered to work but were prevented from attending work in circumstances outlined in this clause) ordinary pay shall not be reduced when the employee is prevented from attending work due to bushfire or other climatic circumstances beyond their control.

57. Emergency Services Leave

Snapshot: Permanent employees who are members of emergency services organisations may be entitled to take paid leave when they are required to provide services to an emergency services organisation of which they are a member.

- 57.1. It is Council policy to recognise and support the vital contribution that permanent employees who are members of Local Emergency Services organisations and to ensure they are not disadvantaged.
- 57.2. Council provides leave to active members for the purposes of providing volunteer support during periods of declared natural disasters and/or events declared under Section 44 of the Rural Fires Act 1997 (NSW) within the Port Stephens Local Government Area.
- 57.3. Any employee seeking leave in accordance with this policy must submit a leave application for approval by their supervisor and forward it to Payroll for

processing. All applications must have supporting documentation, which shows they are required to fulfil service commitments.

- 57.4. Approval for such leave will be at the discretion of a member of the Senior Leadership Team or by delegated authority. Approval can be withheld if the employee's absence will cause exceptional inconvenience or jeopardise the safety of other employees or members of the public.
- 57.5. Employees should advise Council of their membership(s) of any emergency services organisation, preferably at commencement of employment or upon becoming a member of any emergency services organisation(s). Employees should, wherever possible, seek approval to take leave before commencing leave. If proof of attendance at an emergency can be obtained, the employee should provide it to Council.
- 57.6. The period of leave which is allowable will be at Council's discretion and will vary according to the circumstances of each case. In the case of a declared emergency, it should not continue past the date the declaration is revoked.
- 57.7. Employees required to take emergency services leave will be paid their ordinary pay. If an employee receives any payment from the emergency services authority, this amount is to be deducted from their usual wages and salary.
- 57.8. Employees required to assist in the fighting of fires or other activities deemed dangerous to their health may be required to provide Council with a medical certificate advising they are fit to resume duties prior to them returning to work.
- 57.9. An employee's contract of service will continue uninterrupted during the leave period.
- 57.10. Emergency services leave cannot be taken during a period of annual or long service leave or rostered days off.
- 57.11. Council may elect to temporarily replace the employee for the period of leave, but the employee is entitled to their job back upon return from leave.

58. Defence Force Reserve Leave

Snapshot: Permanent employees who are Defence Force Reservists may be entitled to take two weeks of unpaid leave each year to undergo training. Council may permit employees to take a longer period of leave.

- 58.1. Council resolved to participate in the scheme of the active support of the Reserves of the Defence Force of Australia.
- 58.2. Council encourages enlistment in the Defence Force Reserves. Council recognises that Reserve service is of national importance, is an economical method of providing Defence Forces in peacetime and can be a valuable addition to employee development within Council.

- 58.3. Council will grant leave to attend duties as a member of the Australian Defence Force, provided such leave is consistent with the *Defence Reserve Service (Protection) Act 2001 (Cth)*.
- 58.4. Note: Section 31 of the *Defence Reserve Service (Protection) Act 2001 (Cth)* provides that the period of absence on defence service other than “continuous full-time defence service is taken to be paid service in employment.
- 58.5. Leave granted under this clause will be treated as unbroken service when calculating annual leave, long service leave and sick leave or any other entitlements.
- 58.6. Employees occupying residences will pay normal rent during their absence.

59. Grandparent’s Leave

Snapshot: Employees with at least 12 months service may be entitled to request unpaid leave for up to one year to care for their grandchildren.

- 59.1. An employee with at least 12 months service may apply for unpaid leave of up to one year to assist with the care of grandchildren.
- 59.2. Leave may be taken in minimum periods of one month, up to a maximum of 12 months during the term of employment with Council.
- 59.3. For the purposes of this clause, a grandchild includes blood relatives and step grandchildren.
- 59.4. Applications for grandparent’s leave should be made at least four weeks prior to taking the leave. Leave will be approved at Council’s discretion taking into account operational requirements; however, Council will not unreasonably withhold access to such leave.

60. Purchase Additional Annual Leave

Snapshot: Employees who are engaged on a permanent basis may agree with Council to purchase additional annual leave.

- 60.1. An employee and Council may negotiate an arrangement to purchase additional annual leave.
- 60.2. Additional annual leave is a separate arrangement whereby the employee will receive four weeks annual leave and purchase up to an additional 52 weeks leave with pay.
- 60.3. Additional annual leave is subject to the following requirements and conditions:
 - a) The additional annual leave arrangement can only be introduced at the employee’s initiative.

- b) The employee must use all their paid additional annual leave entitlements during the period of the arrangement.
- c) The manner and periods in which the leave may be taken are as follows:
 - i) 2 additional weeks per annum through reservation of 3.85% of base salary; or
 - ii) 4 additional weeks per annum through reservation of 7.69% of the base salary; or
 - iii) 12 additional weeks per annum through reservation of 23.1% of the base salary; or
 - iv) 26 additional weeks leave through reservation of 20% of base salary over two years; or
 - v) 52 additional weeks leave through reservation of 20% of base salary over four years.

60.4. The employee's salary will be annualised and paid over the agreed purchase period.

60.5. Any additional hours worked by the employee on a additional annual leave arrangement shall be compensated in accordance with the overtime and time in lieu provisions determined in this agreement. Where additional hours are paid at penalty or overtime rate, the payment shall be calculated using the employee's ordinary hourly rate and not the annualised hourly rate.

60.6. All leave reserved under this clause must be taken in full at the end of the reservation period.

60.7. An employee working under this arrangement may revert to standard employment conditions at the end of the reservation period selected in sub-clause 60.3 b).

60.8. Additional annual leave arrangements do not apply to casual or temporary employees.

60.9. Any leave remaining at the time of termination of employment will be paid at the annualised rate of pay.

60.10. All agreements for additional annual leave must be in writing and signed by Council and the employee.

61. Community Volunteer Leave

Snapshot: Employees who are engaged on a permanent basis may be entitled to take up to two days paid leave each year to provide services to a community service organisation.

61.1. In recognition of the Port Stephens Local Government Area's diverse needs for volunteers to support schools, communities, citizens and non-profit organisations, and recognising the commitment of Council employees to engage in volunteer service, community volunteer leave of up to two days per

calendar year may be granted to all employees.

- 61.2. Leave not taken is forfeited; it shall not be carried into the next calendar year.
- 61.3. Employees shall not be paid for any untaken community volunteer leave on termination of employment.
- 61.4. Community volunteer leave does not apply to casual or temporary employees.
- 61.5. Volunteer activities should preferably take place within the Port Stephens Local Government Area; however, consideration will be given for approval for leave of this type for volunteering activities outside of the Port Stephens Local Government Area.
- 61.6. Employees who volunteer to donate blood regularly, may also use community volunteer leave.
- 61.7. Approval of leave will be subject to consideration of operational requirements of the employee.

62. Career Break Leave

Snapshot: Council and its eligible permanent employees may be entitled to take career break leave, which must be for a specific purpose, which is beneficial to both the employee and Council and be approved by management.

- 62.1. A career break is an extended period of unpaid leave. An employee may be eligible to take a career break for reasons that are not covered by the usual leave entitlements. For example:
 - a) Extension of skills that may be used within Council, or personal development
 - b) Family responsibilities e.g. dependent care, elder care
 - c) Significant social or community responsibilities e.g. volunteer work for a community organisation
 - d) Extended travel opportunities
 - e) Completing study
 - f) Work experience in an organisation that is not a direct competitor of Council.
- 62.2. An employee will be eligible for a career break when:
 - a) they have completed two years of continuous service prior to commencing the career break;
 - b) all outstanding leave and accrued long service leave has been taken;
 - c) they have applied to their Section Manager and the People and Culture Unit, providing a summary of the benefits to be gained from the career break by both Council and the employee; and
 - d) the leave has been approved by both the Section Manger and the People and Culture Unit.

- 62.3. Approval of a career break remains at the Section Manager and the People and Culture Unit's discretion, taking into consideration the employee's performance, immediate business needs and the benefits for Council and the employee. Any application for career break leave must be submitted at a minimum of three months prior to the date on which the employee wishes to commence the career break.
- 62.4. At the conclusion of the approved career break, the employee will be entitled to return to their previous position. Where the position no longer exists, the employee may be eligible for redeployment or redundancy in accordance with the terms of clause 72 of this Agreement.
- 62.5. A career break is not considered a break in continuity of service. However, long service leave, annual leave, superannuation, personal leave and other leave entitlements do not accrue during the career break. Employees may make their own contributions to their superannuation fund during the period of the career break. Any coverage of the superannuation death and impairment benefits would be as per individual policy conditions.
- 62.6. The length of a career break may vary from six weeks to 12 months. When taken in conjunction with parental leave, the total unpaid leave may be up to 24 months.

63. Family and Domestic Violence Leave

Snapshot: This provision offers support for employee's subject to family and domestic violence and is in addition to any other forms of leave.

- 63.1. Council may grant special leave, either with pay or without pay, to an employee for a period, as determined by Council, to cover any specific matter approved by Council for leave for employees subject to family and domestic violence.
- 63.2. All applications will be assessed on a case by case basis in accordance with Council's Family and Domestic Violence Leave Management Directive which may be reviewed from time to time.
- 63.3. Subdivision CA of Division 7 of Part 2-2 of the Fair Work Act 2009 (Cth) forms part of this Agreement.
- 63.4. Note: Division 2A of Part 6-3 of the *Fair Work Act 2009* (Cth) extends federal entitlements to family and domestic violence leave to all employers/employees, including NSW local government employers/employees.

SECTION E
Flexible
working



SECTION E: Flexible working

64. Flexibility for Work and Life Responsibilities

Snapshot: This clause applies to Council and its employees who are engaged on a permanent basis. Employees and the Council may agree in writing on work and leave arrangements to accommodate their work and family responsibilities. Council will not unreasonably refuse a request for an arrangement in accordance with this clause.

- 64.1. Work life balance is achieved when an individual's right to a fulfilling life inside and outside work is accepted and respected. Achieving a balance between family, work and other things in life is of benefit to employees, employers and the wider community.
- 64.2. Work life balance is not just about supporting parents who have young children, it is also about providing assistance to employees who have older dependents or to those who may provide care to family members with disabilities.
- 64.3. Council is committed to providing employees with work life balance provisions that enable employees to achieve this balance in their lives.
- 64.4. Council and an employee, other than a casual, may agree on flexible work and leave arrangements to enable the employee to attend to work and non-work responsibilities. Council has a right to approve or refuse an employee's request for change in working arrangements provided that any such refusal is not unreasonable.
- 64.5. If sought by the employee, Council must provide the employee with its reason(s) in writing for refusing their request for a change in working arrangements.
 - a) An employee (other than a casual) may request flexible work and leave arrangements include but are not limited to:
 - b) make up time;
 - c) flexitime;
 - d) time in lieu;
 - e) leave without pay;
 - f) annual leave;
 - g) part-time work;
 - h) job share arrangements;
 - i) variations to ordinary hours and rosters;
 - j) purchased additional annual leave arrangements;

- k) arrangements to accommodate employees who are breastfeeding; and
 - l) remote work arrangements (e.g. working from home arrangements).
- 64.6. The employee's request must be in writing and the employee and Council must discuss the request for changes in working arrangements as soon as practicable.
- 64.7. The terms of a flexible work and leave arrangement shall be in writing and may be varied from time to time, by agreement, to suit the specific needs of either party.

65. Flexible Working Arrangements

Snapshot: This sub-clause applies to Council and its employees who are engaged on a permanent basis.

Employees and Council may agree on the way employees will work the hours required to perform their job. This may include the number of hours employees work each day and times at which employees start and finish work.

If employees work in excess of their ordinary hours each day, they will be credited for this time. If employees are approved to work less than their ordinary hours each day, they will be debited this time. This may be in accordance with a rostered day off arrangement or a flexitime arrangement. Employees may reach an agreement with Council by themselves, or they may enter into an agreement, which covers the employees in the group in which they work.

- 65.1. Council is supportive of flexible working arrangements which provide employees with the ability to accrue time off for additional hours worked and to choose flexible start and finish times to enable work life balance.
- 65.2. An individual section or team within Council may choose the flexible working hours which suits their service level requirements and implement that within their individual area.
- 65.3. Flexitime
- a) Flexitime is a system whereby employees may set their own arrival and departure times on a day to day basis subject to the agreement of their supervisor and compliance with the rules and conditions set out in this Agreement.
 - b) Bandwidth is the span of hours available each day for work and extends from 7am to 7pm Monday to Friday. For positions that have authorised attendance requirements outside of this span e.g. after-hours meetings which conclude between 7pm and 11pm, the bandwidth on these days may be altered however ordinary hours worked must not exceed 11 hours in any one day.

- c) Flexitime is the flexible part of bandwidth when an employee in consultation with their supervisor decides times to be worked.
- d) Credit hours are those hours worked in excess of 7 hours per working day for 35 hour a week positions and 7.6 hours for 38 hour a week positions.
- e) Debit hours are those hours that are not worked that form part of a 7 hour day for 35 hour a week positions and 7.6-hour day for 38 hour a week positions.
- f) Standard hours are the Council's normal hours of business, being 8.30am to 5pm.
- g) Conditions Relating to Hours Worked
 - i) Subject to these procedures an employee may select on a day to day basis their own starting and finishing times.
 - ii) The needs of the job and completion of work are the most important considerations and the opportunities offered to employees by flexible working hours may only be used providing they fit in with the work situation at any given time.
 - iii) Employees must co-operate with their supervisors in planning daily arrival and departure times and flexidays so that sections and units are always adequately staffed during the Council's hours of business of 8.30am to 5pm.
 - iv) By Friday of each week, employees are requested to complete the following week's timetable and liaise with their supervisor regarding proposed flexitime arrangements. The key objective is to work within a maximum debit or credit not exceeding the employee's normal ordinary hours or work per week.
 - v) Where employees have similar desires and are unable to agree, the timetable will be drawn up by the supervisor on the most equitable basis for all.
 - vi) Employees are not permitted to start work early or finish late merely to build up time. Where there is no work available outside the standard hours employees will be directed by their supervisor to work standard office hours.
- h) Working Outside Bandwidth
 - i) Employees are able to work between 6pm and 7pm at their own discretion and will not attract a shift penalty for the hour from 6pm to 7pm.
 - ii) Employees who are requested to work between 6pm and 7pm by their supervisor, will attract the appropriate shift penalty as per this Agreement.
 - iii) Employees are required to work a minimum period of three hours per day and a maximum of 11 hours in any one day exclusive of unpaid meal breaks. These periods may be varied under special circumstances and with approval of the Director. However, the variation must not provide for a working day in excess of 11 hours in any one

day exclusive of unpaid meal breaks.

- iv) Employees are entitled to a 1 hour lunch period but may reduce the period to a minimum of 30 minutes or extend the period over 1 hour. An unpaid meal break of at least 30 minutes should be taken within the first 5 hours of continuous work. If unforeseen circumstances arise the meal break may be delayed but must be taken as soon as practicable, subject to the observance of appropriate work health and safety standards.
 - v) Employees may accumulate credit or debit hours to a maximum of their normal ordinary hours of work per week. Prior planning must occur in order to manage working hours to avoid wherever possible the situation where an employee is required to work in excess of the credit limit.
 - vi) If hours in excess of the credit limit are necessary, prior to additional hours being worked, agreement must be made between the supervisor and the employee with authorisation from the Section Manager with respect to these hours being considered as overtime and therefore overtime rates applying or the employee choosing to be granted leave in lieu equivalent to additional hours worked.
- i) Where an employee has a debit balance in excess of their normal ordinary hours of work per week, deductions will be made from annual leave or leave without pay. Employees will be required to submit a leave form to cover the reduction in annual leave or leave without pay transaction.
- j) Overtime/Leave in Lieu
- i) All overtime/leave in lieu must be authorised by the Section Manager. A monthly report of overtime and leave in lieu will be provided to Director for their information. Time worked will be regarded as overtime if it is worked outside Monday to Friday, that is, Saturday, Sunday or a public holiday.
 - ii) Overtime/leave in lieu may also be paid when a person is specifically directed to work provided they have completed the number of hours worked normally required for a day under non-flexible working hours arrangements (i.e. the employee's normal daily hours of work).
 - iii) All overtime/leave in lieu claim forms are to be submitted at the conclusion of the pay week during which the hours are worked in order to assist with accurate recording of overtime hours. Should leave in lieu not be taken during the course of the employee's term of employment, leave in lieu shall be paid at the applicable overtime rates.
 - iv) When taking a period of leave, employees will be required to take leave in lieu accruals prior to accessing annual leave or long service leave.
- k) Flexidays
- i) Employees may take more than one flexiday per month subject to the approval of their supervisor, providing that no more than 15 flexidays are taken per calendar year.

- ii) Credit flexitime can be taken in conjunction with a period of leave but must be taken in full day increments in this circumstance.
- l) Recording of Time
- i) Employees are required to accurately record their start time when commencing work and finish time when ceasing work on their timesheet.
 - ii) Employees are required to record the duration of their lunch break on their timesheet.
 - iii) Employees must register their own time daily.
 - iv) Clause 69, Disciplinary Procedures of this Agreement will be applied to any case of deliberate falsification of flexitime records.
 - v) Employees attending conferences, seminars, training sessions, for a whole day will be considered as working standard hours for that day. If required hours of course attendance are in excess of a 'normal day' the employee should declare this on training attendance documentation and discuss claim of flexitime/leave in lieu at time of attendance being authorised.
 - vi) Any credit time outstanding at the time of an employee submitting their resignation or at time of termination should be taken over the course of the termination notification period wherever possible. If this is not feasible it will be paid out at the appropriate rate.
 - vii) Debit time which is outstanding at the time of an employee's resignation will be deducted from their final pay.
- m) Role of Supervisor
- i) Flexible working hours are designed to operate with a minimum amount of supervisory attention. However, the responsibility of the supervisor for the efficient operation of the section is of prime importance and the supervisor will co-ordinate arrangements to ensure the section is adequately staffed between 8.30am and 5pm.
 - ii) Supervisors are required to check and verify individual's adjustments and the totals entered each week.
- n) Breaches of Flexitime Arrangements
- will be managed through clause 68, Workplace Issue and/or clause 69, Disciplinary Procedures of this Agreement.
- 65.4. Rostered Day Off in a four Week Cycle – 38 Hour Per Week Employees
- a) Employees shall work to a roster drawn up in each workplace providing for 19 days each of eight hours over a continuous four-week period.
 - b) Each employee shall take a rostered day off in accordance with the roster.
 - c) Rostered days off may be accumulated to a maximum of five days over six months. The employer may direct the employee to take accumulated rostered days off or may make payment in lieu of the time off should rostered days not

be taken within a 12 month period.

- d) In those arrangements where, rostered days off are not accumulated an employer may, due to operational requirements, require an employee not to take a rostered day off during the period it accrues. In this event, a replacement rostered day off shall be taken on the following basis:
 - i) Where the rostered day off was not taken was either a Friday or Monday, the next practicable Friday or Monday shall be taken as a replacement rostered day off.
 - ii) Where the rostered day off not taken was a Tuesday, Wednesday or a Thursday, the replacement rostered day off shall be taken on the first practicable day available for the taking of such replacement rostered day off. Otherwise an employee's normal rostered day off may be changed during the currency of a roster period by agreement between the employer and such employee. In the absence of such agreement 48 hours' notice of such alteration shall be given to the employee.
 - iii) If for operational reasons an employee is required to work on their scheduled rostered day off, then the employee will be paid at their ordinary pay for the time that is worked on the day and remain entitled to a RDO at a later date.
- e) Calculation of Payment: Payment shall be for 7 hours 36 minutes per day with accrual as entitlement for a rostered day off being made on the basis of a 19-day period where an employee works 152 hours within a work cycle not exceeding 28 consecutive days at 24 minutes per day.
- f) Where Council is required to service a particular industry or plant or section thereof and there has been a cessation of operations resulting from annual closedown, Council may require employees to take a rostered day or days off to coincide with the day or days that the operations are closed. In this event, a rostered day or days off which would normally become due to the employee shall not become so due for the number of days taken pursuant to the provisions of this paragraph; provided, however, that an employee disadvantaged in terms of leisure time by a rostered day or days off normally falling on a Friday or a Monday being required to be taken on a Tuesday, Wednesday or Thursday, then such employee shall be rostered to take a Friday or Monday day off on the earliest practicable opportunity upon the normal roster being resumed.

65.5. Other Flexible Work Arrangements

- a) More than one of the methods of implementation of flexible working hours referred to in this clause may be simultaneously implemented for different groups of workers in Council provided that agreement shall be reached between Council with the majority of employees so affected.
- b) Consultation with the People and Culture Unit of Council must take place prior to the implementation of any other flexible working hours system; however, agreement will not be unreasonably withheld providing operational requirements are met.

- c) An employee shall be entitled to overtime in accordance with clause 21 of this Agreement where the employee is directed to work additional hours that are in excess of the hours of work reasonably contemplated by Council and the employee at the time the Hours of Work Flexibility Agreement was made. The hours of work reasonably contemplated by Council and the employee shall be determined having regard to the quantum of the allowance paid.
- d) Where Council and an engineering professional employee who satisfies the eligibility criteria for payment of the Civil Liability Allowance at sub-clause 28.17 of this Agreement agree to an Hours of Work Flexibility Agreement, the employee shall continue to be paid the Civil Liability Allowance in addition to any allowance that is payable under the Hours of Work Flexibility Agreement.

65.6. An Hours of Work Flexibility Agreement is subject to the following conditions:

- a) Council and the individual employee must have genuinely made the agreement without coercion or duress.
- b) The agreement between Council and the individual employee must:
 - i) be in writing;
 - ii) name the parties to the agreement and be signed by Council and the individual employee;
 - iii) result in the employee being better off overall in comparison to this Agreement at the time the agreement is made than the employee would have been if no Hours of Work Flexibility Agreement had been agreed to; and
 - iv) state the date the agreement commences to operate.
- c) The employee shall work such reasonable hours as are necessary to carry out the duties and functions of the position and the employee's obligations under their contract of employment, provided that the employee may refuse to work additional hours in circumstances where the working of such additional hours would result in the employee working hours which are unreasonable. For the purposes of this sub-clause, what is unreasonable or otherwise will be determined having regard to:
 - i) any risk to the employee;
 - ii) the employee's personal circumstances including any family and carer responsibilities;
 - iii) the needs of the workplace;
 - iv) the notice, if any, given by the employer of the requirement for the employee to work additional hours and by the employee of their intention to refuse it; and
 - v) any other matter.
- d) Council may require the employee to attend work for Council during core business hours and to attend meetings of council and standing and/or special committee meetings, provided that such requirement does not result in the employee working hours which are unreasonable.

- e) Council must give the individual employee a copy of the approved agreement and keep the original electronic agreement in the employee's personnel file as a time and wages record.
- f) If Council seeks to enter into an agreement under this clause, Council must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

65.7. An Hours of Work Flexibility Agreement may be terminated:

- a) by Council or the individual employee giving 28 days' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- b) at any time, by written agreement between Council and the individual employee.

65.8. Flexible Working Hours – Library Services Employees

- a) Subject to operational and roster requirements, and by agreement with the supervisor, full-time, part-time permanent and temporary employees who work additional hours on a Saturday will have these hours banked to enable one Rostered Day Off every three weeks.
- b) The Rostered Day Off will fall upon an agreed day within a three week period, subject to operational requirements and approval by the supervisor.
- c) Rostered Day Off hours should not be accumulated, or carried forward into the next three week period. If circumstances prevent an employee from taking the Rostered Day Off within the three week period, it should be taken as soon as practicable within the next three week period, subject to approval by the supervisor. Exceptions may include the ability to bank up to two Rostered Days Off to be taken during the annual Council end of year shut-down period.
- d) With supervisor approval and when operational needs require, a minimal amount of additional Flexitime may be accrued and can be taken at a mutually agreeable time.

65.9. Transition to Retirement

- a) Transition to retirement is the phasing into retirement beyond an employee's expected retirement date, by a graduated reduction in working hours, working days or workload.
- b) This could include part-time or job-sharing working arrangements, purchased leave arrangements to provide more regular or longer periods of leave breaks, changing jobs, or stepping down from a managerial or supervisory role.
- c) An employee's 'expected retirement date' is the date that the employee would have retired if they had not entered into a transition to retirement arrangement.
- d) An employee's 'eventual retirement date' is the date that the employee agrees to retire as part of a transition to retirement arrangement.

- e) Council provides access to transition arrangements through its Transition to Retirement Management Directive as amended from time to time.

66. Job-Share Employment

Snapshot: This clause applies to Council and its employees who are engaged on a permanent basis. Employees may agree with another employee, or employees, and Council to share the one job. Employees must agree with the other employee or employees on how to share the job, including the hours each employee will work.

The arrangement will operate for a period of six months after which time Council will decide whether it may continue.

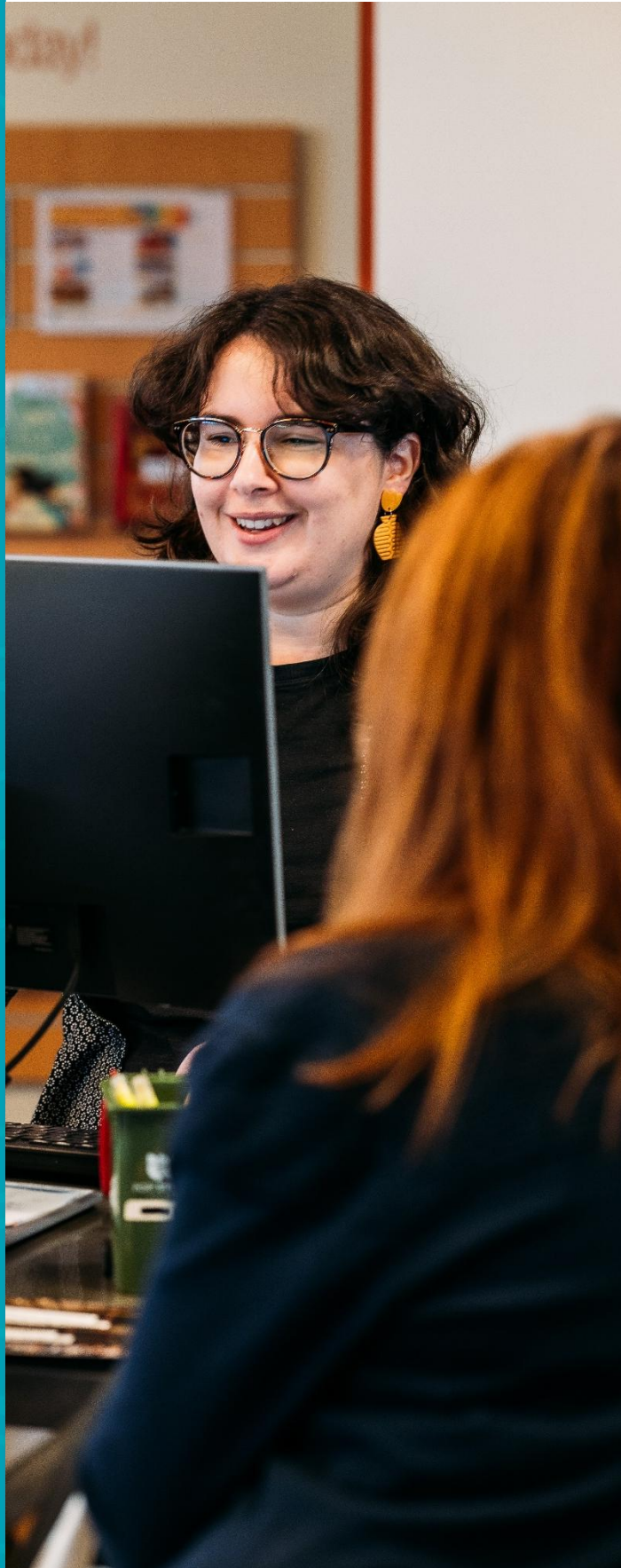
- 66.1. Job sharing is a form of part-time employment where more than one employee shares all the duties and responsibilities of one position.
- 66.2. Job sharing shall be entered into by agreement between Council and the employees concerned.
- 66.3. Such agreement shall be referred to the Consultative Committee for information.
- 66.4. Council and the job sharers shall agree on the allocation of work between job sharers.
- 66.5. The ordinary hours of work of the position shall be fixed in accordance with clause 31, Hours of Work of this Agreement.
- 66.6. The job sharers, in conjunction with Council, shall agree on the hours to be worked. Such agreement shall specify the regular number of ordinary hours to be worked by each job sharer.
- 66.7. In the absence of a job sharer, the remaining job sharer(s) may be required by Council to relieve the absent job sharer provided the remaining job sharer(s) are reasonably available. In such cases the relieving job sharer(s) shall be paid their ordinary pay for the time relieving.
- 66.8. A job sharer may work more than their regular number of hours at their ordinary hourly rate by agreement. Where an employee works hours outside the spread of hours in clause 31, Hours of Work of this Agreement the provisions of clause 21, Overtime, shall apply.
- 66.9. Council must establish appropriate communication mechanisms between the job sharers to facilitate the handing over of tasks from one job sharer to another.
- 66.10. Job sharers shall have access to all provisions of this Agreement including training and development.
- 66.11. Job sharers shall receive pro-rata pay and conditions in proportion to the ordinary hours worked by each job sharer.
- 66.12. An adjustment to accrued leave entitlements may be required at the

conclusion of each service year based on the proportion of actual hours worked.

- 66.13. A change to job sharing from full-time or part-time employment or from job sharing to full-time or part-time employment shall not constitute a break in the continuity of service. All accrued entitlements shall be calculated in proportion to the hours worked in each employment arrangement.
- 66.14. In the event of a job sharer vacating the position, Council shall review the position and shall consider filling the vacancy or offering the remaining job sharer(s) increased hours.
- 66.15. The terms of a job share arrangement or any variation to it must be in writing. A copy of the arrangement and any variation to it must be provided to the job sharer(s) by Council.
- 66.16. A job sharing arrangement will initially be for a fixed term of six months and will be entered into by agreement between Council and the employees concerned. The job share arrangement will be trialled for a period not exceeding six months. At the conclusion of the six-month trial period, Council will confirm if the job share arrangement can continue and, if so, the period for which it will continue.
- 66.17. Filling of the remaining job sharer will be by external and internal advertising. The successful candidate will be offered a temporary contract of employment not exceeding six months. Should the position continue after the six-month trial period, the temporary position will be advertised in accordance with Council's Recruitment, Selection and Employment Management Directive, which may be reviewed from time to time.
- 66.18. In the event of either job sharer vacating the position prior to the six-month period, Council shall review the position and shall decide whether to terminate the job share arrangement or to advertise the vacancy for the duration of the six-month period. Should Council decide to terminate the job share, the permanent employee will resume full-time employment under their original contract of employment.
- 66.19. Where two permanent full-time employees make a request to job share one position, the remaining position will be filled on a temporary basis until the end of the six-month period. At that time Council will make a decision to either continue with the job share arrangement or to return the position to full-time.

SECTION F

Managing relationships



SECTION F: Managing relationships

67. Consultative Committee

Snapshot: This clause applies to the parties to this Agreement and Council's employees. The role of the Consultative Committee is to consult, advocate and communicate organisational change, which affects the workforce.

67.1. Aim

- a) The parties to this Agreement are committed to consultative and participative processes. There shall be a Consultative Committee, which shall:
- b) provide a forum for consultation between Council and its employees;
- c) positively co-operate in workplace reform to enhance the efficiency and productivity of Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid work;
- d) provide best practice industrial relations, considering input from sources within and outside the Council framework, achieving the best result for Council and its employees;
- e) foster and develop communications between all parties enabling beneficial results through innovative consultation and leadership; and
- f) reach decisions that impact favourably on all parties where possible, to best promote the Council's business, respecting and valuing input from staff.

67.2. Size and Composition

- a) The size and composition of the Consultative Committee shall be representative of Council's workforce and agreed to by Council, its employees and the local representatives from the following Unions; USU, depa and the LGEA and such agreement shall not be unreasonably withheld.
- b) Membership of the Consultative Committee will comprise of 13 members representative of the workforce, being:
 - i) Management – three representatives
 - the General Manager or their nominated representative
 - a Section Manager
 - the People and Culture Manager.
 - ii) Unions – three representatives

One representative from each of the Unions, as appointed by their respective organisations, being the:

 - USU
 - LGEA
 - depa.

iii) Workforce – seven representatives

One representative from each of the following groups of employees:

- administration
- childcare
- holiday parks
- libraries
- maintenance, construction, parks and trades – Nelson Bay
- maintenance, construction, parks and trades – Raymond Terrace
- professional and technical.

- c) Workforce representatives to the Consultative Committee will be elected through preferential elections conducted across the entire workforce.
- d) If an employee representative resigns from their position on the Consultative Committee within three months of taking up the position, they will be replaced by the second preferred employee representative of that particular Workforce Group.
- e) If an elected employee representative resigns after three months or there is no second candidate, a nominations and election process will be completed to replace the position left vacant.

67.3. Scope of Consultative Committees

- a) The functions of the Consultative Committee shall include:
- i) Agreement implementation:
 - in conjunction with the Enterprise Agreement Committee for the first year of operation of this agreement; and
 - ongoing after the first year of operation of this Agreement.
 - ii) Training.
 - iii) Consultation with regard to organisation restructure.
 - iv) Job redesign.
 - v) Salary systems.
 - vi) Communication and education mechanisms.
 - vii) Performance management systems.
 - viii) Changes to variable working hours arrangements for new or vacant positions.
 - ix) Local government reform.
 - x) Agreement renewal.
- b) The Consultative Committee shall not consider matters which are being or should be processed in accordance with Agreement clause 68, Workplace Issues.

67.4. Meetings and Support Services

- a) The Consultative Committee will make recommendations based upon consensus. Where there is no consensus on a particular item, the recommendation to Council should note the dissenting views.
- b) The Consultative Committee shall meet at least bi-monthly, excluding the month of January each year. Additional meetings may be arranged if there is a substantial number of agenda items to be addressed.

67.5. Enterprise Agreement Committee

- a) The Enterprise Agreement Committee (EAC) is established to facilitate a co-operative approach to Agreement implementation.
- b) The EAC shall be comprised of the representatives on the Consultative Committee and shall meet to discuss matters of Agreement Implementation.
- c) The purpose of EAC is to assist Council to implement the provisions of the Agreement and/or to provide a forum for the discussion of issues that are of significance.
- d) The EAC will resolve problems and disputes in relation to the interpretation of the Agreement.
- e) It is open to employees through their workforce representatives and Unions to raise issues with the committee.
- f) A dispute may be referred to the Industrial Relations Commission of NSW in accordance with clause 68, Workplace Issues, of this Agreement regardless of whether the matter is eligible for discussion before EAC.

68. Workplace Issues

Snapshot: This clause applies the parties to this Agreement and Council's employees. The purpose of this clause is to develop constructive and positive process/solution to issues that arise in the workplace. If employees are unhappy about how they have been treated by Council or another employee, they are encouraged to tell Council. If the issue is not resolved informally, the process in this clause will apply.

- 68.1. A workplace issue exists when an employee alleges that they have been treated unfairly by Council or by another employee. Council recognises that the resolution of problems and complaints raised between employees and supervisors can contribute significantly to improving morale and productivity within the workplace.
- 68.2. It is Council's desire to resolve workplace issues through a conciliatory process wherever possible. Legal action should only apply when all steps in the Workplace Issues procedure have been exhausted.
- 68.3. The Workplace Issues procedure is available to employees for the

presentation and settlement of workplace issues arising under the interpretation or application of the terms of this Agreement and Council policies as they relate to wages, hours of work and working conditions. This policy applies to all workplace issues not alleging discrimination, where a separate policy and procedure exists.

68.4. At any stage of the procedure, the employee(s) may be represented by:

- a) their Union or its local representative/Delegate;
- b) any other employee nominated representative, including a legal representative.

68.5. At any stage of the procedure, Council may be represented by:

- a) Local Government NSW (the Association);
- b) its legal advisor;
- c) any other nominated representative.

68.6. Any Union Delegate involved in a workplace issue shall have reasonable time, without loss of pay, to discuss the workplace issue, dispute, or concern regarding workplace bullying with management at the local level where prior approval is sought. Such approval shall not be unreasonably withheld.

68.7. In carrying out their responsibilities to resolve the workplace issue, the parties have an obligation to:

- a) establish or verify the facts
- b) clarify the differences between reality, perception and opinion
- c) maintain confidentiality, as far as possible
- d) initiate or recommend actions to prevent the workplace issue recurring.

68.8. Stages of Formal Workplace Issue Resolution

- a) Resolving a workplace issue may involve up to four stages. Lack of resolution at one stage becomes the trigger for referral to the next stage.
- b) In some cases it may be appropriate for a representative from the People and Culture Unit to facilitate the meeting.
- c) During the procedure and while the matter is in the course of negotiation, conciliation and/or arbitration, work is to proceed as normal. Nothing in this clause shall prevent the employer from temporarily adjusting work practices, where appropriate, to eliminate or control work, health and safety risks.
 - i) Stage 1 – Taking the matter to the immediate supervisor
 - Stage 1 is designed to encourage the employee to attempt to resolve the matter through discussion with the supervisor at the workplace level. The employee must describe the alleged workplace issue clearly and concisely. The supervisor must convene a meeting to discuss the workplace issue without delay.
 - The aggrieved employee(s) must notify the supervisor of the workplace issue in writing and provide a copy to the People and

Culture Unit. The employee(s) should indicate whether or not a Union or other representative will be involved. The supervisor must attempt to convene a meeting with the employee(s) within two working days to discuss the workplace issue. Should a meeting not occur within two working days due to the unavailability of either the employee(s) and/or their representative or because of some other unforeseen circumstance, Council will not be deemed to have breached this step of the process.

- If the immediate supervisor is a party to the workplace issue, resolution of the matter must proceed directly to Stage 2, 3 or 4, as appropriate.

ii) Stage 2 – Taking the matter to the Director or their authorised representative

- Stage 2 provides a more formal avenue of redress. The Director should try to resolve the matter. If the workplace issue is not resolved it progresses to Stage 3.
- The Director or their authorised representative must convene a meeting with the parties within 10 working days of the matter being referred to them. Should a meeting not occur within 10 working days due to the unavailability of either the employee and/or their representative or because of some other unforeseen circumstance, Council will not be deemed to have breached this step of the process.

iii) Stage 3 – Consideration of the matter by the General Manager or another appropriate officer

- In Stage 3 the unresolved workplace issue goes beyond the immediate work environment and is considered by the General Manager or another appropriate officer.
- If the workplace issue cannot be resolved by the Director, the General Manager should consider the matter in the light of previous attempts at resolution as well as through their own investigations. If the workplace issue remains unresolved, the General Manager must provide a written response as to why remedial or corrective action has not been proposed or, if such action has been proposed, why it has not been implemented.
- The General Manager or the appropriate officer must convene a meeting with the parties within five working days of the matter being referred to them. Should a meeting not occur within five working days due to the unavailability of either the employee and/or their representative or because of some other unforeseen circumstance, Council will not be deemed to have breached this step of the process.

- iv) Stage 4 – Referring the workplace issue to external mediators
The General Manager may refer the workplace issue to an external, independent mediator at any time.
- v) Other avenues of redress
Subject to section 130 of the *Industrial Relations Act 1996 (NSW)*, the Industrial Registrar may be advised of the existence of a dispute at any stage of this procedure.

69. Disciplinary Procedures

Snapshot: This clause applies to Council and its employees. If Council has concerns about an employee's work performance or conduct, Council may commence this process for the purpose of informing employees of Council's concerns and provide an opportunity for response, consultation and remedy.

69.1. Employee's Rights

Snapshot: This sub-clause applies to Council and its employees. Employees have some specific rights during this procedure, which are set out in this clause.

Notwithstanding the procedures below, an employee shall:

- a) have access to their employee file and may take notes and/or obtain copies of the contents of the file;
- b) be entitled to sight, note and/or respond to any information placed on their employee file which may be regarded as adverse;
- c) be entitled to make application to delete or amend any disciplinary or other record mentioned on their employee file which the employee believes is incorrect, out-of-date, incomplete or misleading;
- d) be entitled to request the presence of a Union representative and/or the involvement of their Union at any stage; and
- e) be entitled to make application for accrued leave for whole or part of any suspension during the investigation process.

69.2. Council's Rights and Obligations

Snapshot: This sub-clause applies to Council and its employees. Council has some specific rights and responsibilities during this procedure.

Notwithstanding the procedures contained below, Council shall:

- a) Be entitled to suspend an employee with or without pay during the investigation process provided that:
 - i) the suspension shall not be for longer than is reasonably necessary to conduct a proper investigation.
 - ii) the suspension shall be limited to circumstances where suspected unsatisfactory work performance or conduct, if substantiated, would constitute a serious breach of Council's code of conduct, policies, procedures, or the employee's contract of employment.
 - iii) suspension without pay during an investigation shall be for a period of not more than two weeks, except where the progress of the investigation is delayed due to the unavailability of the employee and/or their representative in which case the period of suspension without pay may be extended for a further period of up to seven days or such greater period by agreement;
 - iv) if, after investigation, the reasons for the suspension are found to be unsubstantiated, the employee shall not suffer any loss of pay for the period under suspension;
 - v) the suspension shall not affect the employee's continuity of service for the purposes of accruing leave entitlements;
 - vi) Council shall not unreasonably refuse an application for paid leave under this provision;
 - vii) by agreement an employee may be transferred to another position or place of work.
- b) Properly conduct and speedily conclude an investigation into the alleged unsatisfactory work performance or conduct.
- c) Be entitled to take other disciplinary action before and/or during the procedures in cases of misconduct or where the employee's performance warrants such action.
- d) In appropriate circumstances be entitled to terminate an employee's services in accordance with clause 75, Termination of Employment of this Agreement.
- e) Be entitled to request the presence of a Union and/or legal representative at any stage.

69.3. Workplace Investigations

Snapshot: Guidelines have been developed at an industry level to assist in properly conducting and speedily concluding workplace investigations.

- a) The parties to this Agreement have agreed to adopt the industry guidelines ("guidelines") concerning workplace investigations.

- b) Failure to comply with the guidelines may be used as evidence that a person or Council has failed to properly conduct or speedily conclude a workplace investigation. However, a person or Council cannot be prosecuted only because of a failure to comply with the guidelines.
- c) Upon becoming aware of possible unsatisfactory work performance or conduct by an employee Council may decide to investigate.
- d) Workplace investigations are a process by which Council gathers information to assist Council to make an informed decision. Workplace investigations typically involve enquiring, collecting information and ascertaining facts.
- e) When deciding whether to investigate possible unsatisfactory work performance or conduct, factors that Council should consider include:
 - i) The seriousness of the possible unsatisfactory work performance or conduct;
 - ii) How recent the possible unsatisfactory work performance or conduct occurred;
 - iii) Potential implications in not undertaking an investigation;
 - iv) Whether there have been concerns, threats or allegations made against the employee previously by any complainant;
 - v) Whether the complaint itself has been copied to others, thereby indicating that any allegation about work performance or conduct may be vexatious, punitive or harassment; and
 - vi) Whether there are any mitigating factors (for example drug/alcohol dependency, health issues including mental health issues, or family/domestic violence issues).
- f) Council shall properly conduct and speedily conclude workplace investigations concerning possible unsatisfactory work performance or conduct.

69.4. Procedures

Snapshot: This sub-clause applies to Council and its employees. Council may commence this process involving you in certain circumstances. The process must follow the steps in this clause.

- a) Where an employee's work performance or conduct is considered unsatisfactory, the employee shall be informed in the first instance of the nature of the unsatisfactory performance or conduct and of the required standard to be achieved, by the employee's immediate supervisor or other appropriate officer of Council.
- b) The employer and employee will discuss the reason(s) for the unsatisfactory work performance or conduct including matters external to the workplace, and, where appropriate, measures to assist the employee to improve their work performance or conduct. Such measures may include, for example,

training, counselling and provision of an Employee Assistance Program (EAP).

- c) Unsatisfactory work performance or conduct shall include, but not be limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards. A written record shall be kept on the appropriate file which outlines the discussion. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- d) Where there is re-occurrence of unsatisfactory work performance or conduct, the employee shall be warned formally in writing by the appropriate officer of Council and counselled. Counselling should reinforce the standard of work or conduct expected and, where the employee is failing to meet these required standards, a suitable review period for monitoring the employee's performance; the severity of the situation; and whether disciplinary action will follow should the employee's work performance or conduct not improve. A written record shall be kept of such formal warning and counselling. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.
- e) If the employee's unsatisfactory work performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately.
- f) If the employee's work performance or conduct does not improve after the final warning further disciplinary action may be taken.
- g) All formal warnings shall be in writing.
- h) Union Delegates involved in representing employees in disciplinary matters shall be provided reasonable time without loss of pay, to represent members in disciplinary matters at the local level, provided prior approval is sought. Such approval shall not be unreasonably withheld.

69.5. Penalties

Snapshot: This sub-clause applies to Council and its employees. This clause sets out what can happen if Council follows a disciplinary procedure and decides an employee's work performance or conduct is unsatisfactory.

- a) After complying with the requirements above, Council may:
 - i) Demote the employee to a lower paid position, or a lower salary point/level provided that the employee shall not suffer a reduction in the rate of pay for two weeks from the date of the demotion.
 - ii) Suspend an employee without pay from work for a specified period of time.

- iii) Terminate the employment of the employee in accordance with clause 75, Termination of Employment of this Agreement.
- b) Notwithstanding the above, Council may take appropriate disciplinary action before and/or during the procedures in sub-clause 69.4 in cases of misconduct or where the employee's performance warrants such action.

70. Work Health and Safety

Snapshot: The *Work Health and Safety Act 2011 (NSW)*, the *Work Health and Safety Regulation 2017 (NSW)* and associated codes of practice sets out the requirement for Council and employees to ensure safety in the workplace.

70.1. Statement of Intent

The parties to this Agreement are committed to:

- a) promoting the safety, health and welfare of workers and other people in the workplace;
- a) eliminating unsafe work practices; and
- b) ensuring that employers and employees understand and comply with their obligations under the *Work Health and Safety Act 2011 (NSW)*, *Work Health and Safety Regulation 2017 (NSW)* and associated codes of practice.

70.2. Council demonstrates its commitment to Work Health and Safety by programs such as PSCare the Employee Assistance Program (EAP), encouraging incident reporting and relevant Work Health and Safety policies and procedures, which may be amended from time to time.

70.3. Where a dispute arises as to the application of implementation of this clause, the Workplace Issues procedures of clause 68 will apply.

70.4. Specific Provisions

In the case of extreme and unusual weather conditions which could be assessed as hazardous, Council will review and conduct a risk assessment to determine what action, if any, needs to be put in place to minimise unnecessary exposure and risks to its employees during such unusual occurrences.

70.5. Further Information and Resources

Further information and resources are available from the following organisations:

- a) SafeWork NSW: www.safework.nsw.gov.au
- b) Safe Work Australia: www.safeworkaustralia.gov.au

70.6. Labour Hire and Contract Businesses

- a) For the purposes of this sub-clause, the following definitions shall apply:

- i) 'Labour hire business' is a business (whether an organisation, business enterprise, company, partnership, co-operative, sole trader, family trust or unit trust, corporation and/or person) which has as its business function, or one of its business functions, to supply staff employed or engaged by it to Council for the purpose of such staff performing work or services for Council.
 - ii) 'Contract business' is a business (whether an organisation, business enterprise, company, partnership, co-operative, sole trader, family trust or unit trust, corporation and/or person) which is contracted by Council to provide a specified service or services or to produce a specific outcome or result for Council which might otherwise have been carried out by Council's own employees.
- b) If Council engages a labour hire business and/or a contract business to perform work wholly or partially on the Council's premises, it shall do the following (either directly, or through the agency of the labour hire or contract business):
- i) Consult with employees of the labour hire business and/or contract business regarding the workplace work health and safety consultative arrangements.
 - ii) Provide employees of the labour hire business and/or contract business with appropriate work health and safety induction training including the appropriate training required for such employees to perform their jobs safely.
 - iii) Provide employees of the labour hire business and/or contract business with appropriate personal protective equipment and/or clothing and all safe work method statements that they would otherwise supply to their own employees.
 - iv) Ensure employees of the labour hire business and/or contract business are made aware of any risks identified in the workplace and the procedures to control those risks.
- c) Nothing in sub-clause 70.6 is intended to affect or detract from any obligation or responsibility upon a labour hire business arising under the Act or the *Workplace Injury Management and Workers Compensation Act 1998 (NSW)*.
- d) This clause has no application in respect of organisations which are properly registered as group training organisations under the *Apprenticeship and Traineeship Act 2001 (NSW)* and are deemed by the relevant State training authority to comply with the national standards for group training organisations established by the ANTA Ministerial Council.

71. Workplace Bullying

71.1. The parties to this Agreement are committed to:

- a) eliminating bullying in the workplace; and
- b) Pursuing legislative change to give the Industrial Relations Commission of NSW the power to make any order it considers appropriate (other than an

order requiring payment of a pecuniary penalty amount) to prevent workers from being bullied at work.

- 71.2. 'Bullying' shall mean any behaviour at work in which a person or group of people repeatedly behave unreasonably towards an employee or group of employees, and that behaviour creates a risk to health and safety. Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) Aggressive, threatening or intimidating conduct;
 - b) Belittling or humiliating comments;
 - c) Spreading malicious rumours;
 - d) Teasing, practical jokes or 'initiation ceremonies';
 - e) Exclusion from work-related events;
 - f) Unreasonable work expectations, including too much or too little work, or work below or beyond an employee's skill level;
 - g) Displaying offensive material (hard copy and online); and
 - h) Pressure to behave in an inappropriate manner.
- 71.3. Reasonable management action carried out in a reasonable manner shall not constitute bullying behaviour. Examples of reasonable management action may include, but are not limited to:
- a) Performance management practices;
 - b) Disciplinary action for misconduct;
 - c) Informing an employee about unsatisfactory work performance or inappropriate work behaviour;
 - d) Directing an employee to perform duties in keeping with their job;
 - e) Maintaining reasonable work goals and standards;
 - f) Legitimately exercising a regulatory function; and
 - g) Legitimately implementing a council policy or administrative process
- 71.4. Where bullying behaviour is alleged, the Workplace Issues procedures of clause 68 will apply.

72. Workplace Change

Snapshot: The purpose of this provision is to ensure that there is appropriate consultation with affected parties and their representatives around issues of workplace change at the earliest practical opportunity.

72.1. Council's Duty to Notify

- a) Council will consult with affected employees and relevant Unions once the Executive Team 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 Unions to which they belong.
- b) '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 this Agreement makes provision for the alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

72.2. Consultation

- a) Consultation will commence once the initial proposal for change has been presented and signed off by the Executive Team. At Port Stephens Council, this means:
 - i) The employees in the Unit or Section or Directorate affected by the change will be advised that the Unit, Section or Directorate is to be restructured, the likely impacts on employees and the reasons for the restructure; and
 - ii) All Unions will be advised of the proposed restructure, the likely impacts on employees and the reasons for the restructure; and
 - iii) Employees in the Unit, Section or Directorate affected by the restructure will participate in manager facilitated workshops where the proposed restructure will be presented and their feedback on the proposal sought; and
 - iv) The Consultative Committee will be provided with information and a presentation from the relevant Section or Director on the proposed restructure, the reasons for it, and the likely effects, both significant and minor, to services and employees as a result of the proposal. Information on the proposed restructure should be provided at least two weeks prior to the Consultative Committee meeting to allow discussion by Consultative Committee members with affected employees.

- b) Employees whose roles are likely to be significantly impacted by the restructure, will meet with their Director and/or Section Manager and a representative of the People and Culture Unit prior to the restructure being discussed at Consultative Committee and be advised of the likely impact on their role.
- c) Following the Consultative Committee meeting at which the restructure is discussed and feedback for the Executive Team recorded, should any feedback be received, the proposal will be referred back to the Executive Team for consideration for final sign off, after consideration of all feedback received during the consultation period. If no feedback is received, the proposal will be considered to have received final sign off.
- d) For the purposes of the discussions, Council shall, as soon as practicable, provide to the employee(s) concerned and the Union to which they belong, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and category of employee(s) likely to be affected and the number of employee(s) normally employed and the period over which the terminations are likely to be carried out. Provided that Council shall not be required to disclose confidential information the disclosure of which would adversely affect Council.

72.3. Implementation of Change

- a) Implementation of the change will not take place until at least 28 days after the Consultative Committee meeting, provided no feedback is received. In some cases, depending on the nature of the change, following final sign off by the Executive Team, the restructure may need to be presented to Council for their final endorsement. In these cases, implementation will not commence for at least 28 days after the matter is endorsed by Council.
- b) During the 28 day period following the Consultative Committee meeting, and where Council has made a definite decision that it no longer wishes the job the employee has been doing done by anyone pursuant to sub-clause 72.1 a) and 72.1 b) of this clause and that decision may lead to the termination of employment, Council shall hold discussions with the employee directly affected and with the Union to which they belong.
- c) The discussion shall take place as soon as it is practicable after the Consultative Committee meeting which shall invoke the provision of paragraph 72.3 a) of this sub-clause and shall cover, any other reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of the terminations of the employee(s) concerned.
- d) Measures to mitigate the adverse effect on employees may include consideration of re-training opportunities, redeployment (following a merit-based recruitment process), recruitment advice, the payment of relocation allowances; provision of additional notice, access to an employee assistance program, financial advice and such other assistance as may be reasonably available.
- e) During the 28 day period following the Consultative Committee meeting,

following an employee being notified of the definite decision that their position is no longer required, an employee may request to cease their employment before the completion of the 28 day implementation period. If this is agreed to, the employee will be entitled to the voluntary redundancy provision as provided for in sub-clause 73.7.

- f) The Director and the Unions will discuss the most appropriate method of filling new positions that may be created under the new structure. This would involve seeking expressions of interest from internal employees for all new positions created and/or advertising the vacancies externally.
- g) A new position in a new structure will be advertised internally in the first instance when as a result of the restructure there are employees whose position is no longer required. At this time, vacant positions in other sections will be advertised in accordance with Council's Recruitment, Selection and Employment Management Directive.
- h) The General Manager will make the final decision after consideration of equity and overall staffing issues.

72.4. Job Redesign

- a) Job redesign and re-evaluation of a position can occur as part of a Service Review process or on an ad-hoc basis as requested by the supervisor or initiated by an incumbent of a position.
- b) It is Council's policy that prior to any position being re-evaluated, approval of the Director is required to justify the cause of the redesign, the proposal of the Section Manager and the consequences of the approval. A redesigned position that attracts a changed salary point following a job evaluation is to be referred to the Senior Leadership Team for approval.
- c) If the purpose of the job and the general spectrum of duties is not significantly altered, which means that the position description is updated to reflect changes which have occurred incrementally over time, then the incumbent will continue in that position.
- d) Where the redesign involves a more significant change in the composition of the job, including, a reduction in salary point and/or, a significant new focus, objectives and responsibilities (not just the size of the position), appointment to the position will be dependent upon the employee's knowledge and skill level. If the essential selection criteria (skills, knowledge and capacity) for the position is not met by the incumbent, the position may be advertised providing an achievable learning and development plan cannot be completed by the incumbent to address competence within a reasonable timeframe. Determination of whether or not a position will be advertised will be made by the Director after receiving advice from the People and Culture Unit and following consultation with the affected employee and their Union.
- e) Appointment to the position will be by merit. If the essential selection criteria (skills, knowledge and capacity) are not met by internal applicants, the position will be advertised externally. Internal applicants may apply for the position. Should an employee be displaced, then redeployment or redundancy will follow.

- f) If an employee agrees to be redeployed into a lower paid position, following a merit based recruitment process, the employee's existing salary and conditions will be maintained for a period defined in this Agreement.
- g) For any redesigned position, an assessment of the employee's competency level will be undertaken to determine the correct salary level. An employee will remain on current salary until entry level skills are met. (This includes minimum qualification criteria).
- h) In a merger situation where there were two similar jobs and now only one job is needed, selection is to be based on merit, following internal expressions of interest. If the essential selection criteria (skills, knowledge and capacity) are not met, the position will be advertised externally. If an employee is displaced, redeployment or redundancy will occur in accordance with the provisions of this Agreement.

SECTION G

Ending employment and related matters



Section G: Ending Employment and Related Matters

73. Redundancy

Snapshot: The purpose of this provision outlines the process that is followed when Council terminates an employee's employment or redeploys an employee due to redundancy.

73.1. Redundancy General

Council may determine that an employee's position is redundant, if it becomes surplus to Council's needs or the employee's position is otherwise no longer required to be performed by anyone.

Where Council has made a definite decision that an employee's role is redundant, Council will consult with the affected employee and the Unions in accordance with clause 72, Workplace Change.

73.2. Notice of Termination due to Redundancy

- a) Five weeks' notice to terminate or pay in lieu thereof shall be given.
- b) Where an employee is to be terminated because of the introduction of technology, including Artificial Intelligence, the employee shall be entitled to the following:
 - i) Three months' notice of termination.
 - ii) Payment in lieu of the notice in sub-clause 73.2 a) above. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.
 - iii) Notice or payment of notice under this paragraph shall be deemed to be service with the Council for the purposes of calculating leave entitlements under this Agreement.
- c) Notice shall not commence until at least 28 days after the Consultative Committee meeting, provided no feedback is received. If feedback is received the matter will refer back to the Executive team before final endorsement by the Executive Team. If the matter is referred to Council for final endorsement, notice shall not commence until at least 28 days after the Council meeting.
- d) During a period of notice of termination given by the Council, an employee shall be allowed an average of one day off without loss of pay during each week of notice for the purpose of seeking other employment. Where required by Council the employee shall provide proof of attendance at an interview.
- e) An employee who resigns during the period of notice is entitled to the same redundancy payments provided in this clause as if they had remained in the Council's employment until the expiry of the notice period.

- f) Employees who receive a Motor Vehicle Allowance as per Clause 29.5 of this Agreement will be entitled to receive the weekly allowance amount for the duration of the redundancy entitlement outlined in the table 73.7 c) and sub-clause 73.8 e), irrespective of whether they continue to work for Council or are made redundant.

73.3. Notice to Centrelink

Where a decision has been made to terminate 15 or more employees, for reasons of an economic, technological, structural or similar nature, or for reasons including such reasons, Council shall notify Centrelink as soon as possible giving relevant information as provided at section 530 of the *Fair Work Act 2009 (Cth)*.

73.4. Statement of Service and Separation

Council shall, upon receipt of a request from an employee to show employment has been terminated, provide to the employee a written statement specifying the period of the employee's employment and the classification or the type of work performed by the employee.

Council shall, upon receipt of a request from an employee whose employment has been terminated, provide to the employee an "Employment Separation Certificate" in the form required by Australia Government Services Australia.

73.5. Job Search Allowance

A redundant employee shall be entitled to the payment of a job search allowance of up to the amount set out in the Allowances Table of this Agreement to meet expenses associated with seeking other employment subject to proof of expenditure or on production of an invoice, and/or other appropriate documentation.

The employee's entitlement to claim the job search allowance is limited to a period of up to 12 months from their termination of service with Council or until the employee secures alternative employment, whichever is the sooner.

73.6. Variations to Redundancy Benefits

- a) Nothing in this Agreement shall be construed so as to require the reduction or alteration of more advantageous benefits or conditions which an employee may be entitled to under any existing redundancy arrangement, taken as a whole, between the industry Unions and Council bound by this Agreement.
- b) Subject to an application by Council and further order of any relevant Industrial Relations Commission, Council may pay a lesser amount (or no amount) of severance pay than that contained in sub-clause 73.7 c) if Council obtains acceptable alternative employment for an employee.
- c) Employees undergoing termination by redundancy will receive, in addition to the relevant redundancy pay, any and all entitlements applicable to the employee in accordance with the Agreement conditions.

73.7. Voluntary Redundancy

- a) Council shall be exempt from the operation of this sub-clause where the employee concerned has been offered, but has refused to accept, an

alternative position within the Council's organisation structure of comparable qualification, skill, experience and accountability levels and remuneration no less than the position previously held by the employee.

- b) Voluntary redundancy shall be offered by Council to those employees whose positions have become surplus to Council's needs and in the circumstances described in sub-clause 73.1.
- c) An employee shall be eligible for voluntary redundancy in the circumstances described in sub-clause 73.7 b) and where there was an established or new vacant permanent position within Council's organisation structure of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee available for the employee to apply for and they do not to apply for this position in the 28 day implementation period.
- d) In addition to any notice of termination set out in sub-clause 73.2, the voluntary redundant employees are entitled to redundancy payment based on their continuous service in accordance with the following table:

Completed Years of Service with Council	Entitlement
Less than 1 year	Nil
1 year and less than 2 years	5 weeks' pay
2 years and less than 3 years	9 weeks' pay
3 years and less than 4 years	13 weeks' pay
4 years and less than 5 years	16 weeks' pay
5 years and less than 6 years	19 weeks' pay
6 years and less than 7 years	22 weeks' pay
7 years and less than 8 years	25 weeks' pay
8 years and less than 9 years	28 weeks' pay
9 years and less than 10 years	31 weeks' pay
10 years and thereafter	34 weeks' pay

- e) In addition to any required period of notice, and subject to sub-clause 74.2 of this clause, the employee shall be entitled to the following table. The redundancy entitlement shall be calculated on a "pro rata" basis by applying the employee's actual completed service in years/months/weeks. For example, an employee with two years and six months service will be entitled to receive nine weeks' pay plus an additional two weeks pro rata pay of the three-year entitlement.

73.8. Involuntary Redundancy

- a) Council shall be exempt from the operation of this sub-clause where there was an established or new vacant permanent position within Council's organisation structure of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee available for the employee to apply for and they do not to apply through a merit-based process for this position in the 28 day implementation period.
- b) An employee shall be eligible for involuntary redundancy where there was no established or new vacant permanent position within Council's organisation structure of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee available for the employee to apply for in the 28 day implementation period.
- c) An employee shall be eligible for involuntary redundancy where there was an established or new vacant permanent position within Council's organisation structure of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee available for the employee to apply for and they apply for this position in the 28 day implementation period and following a merit-based recruitment process they are unsuccessful for the position.
- d) In the circumstances described in sub-clause 73.8 c), employees applying for positions must make a genuine effort to actively pursue alternate employment opportunities in established or new vacant permanent positions within Council's organisation structure of comparable qualification, skill, experience, accountability levels and remuneration comparable to the position previously held by the employee.
- e) In addition to any notice of termination set out in sub-clause 73.2 a) and the entitlements set out in sub-clause 73.7 g), employees eligible for involuntary redundancy are entitled to an additional redundancy payment of 10 weeks of pay.

74. Redeployment due to Redundancy

74.1. Redeployment of Redundant Staff

- a) Absolute security of employment cannot be guaranteed but it is recognised that job security is an important issue for all employees. Council therefore has a commitment to provide continuing employment wherever possible through redeployment of employees to either existing or new positions.
- b) Redeployment may take place where Council has made a definite decision to introduce major changes in production, program, organisation structure or technology that are likely to result in redundancy. Redeployment may be necessary because of changes to service provision, transfer of resources, budgetary constraints, or the deletion of services.
- c) If an employee's job ceases to exist, every effort will be made to find alternative employment within the organisation. However, it is recognised that there will be occasions when an employee feels that the alternative

employment offered may not be acceptable and may elect to take voluntary redundancy in accordance with the provisions of this agreement.

- d) Positions will be advertised in accordance with Recruitment, Selection and Employment and Equity, Diversity and Inclusion Management Directives. An employee to be redeployed, following a merit-based recruitment process meets the essential criteria of a vacant position, will receive preference of employment.
- e) If a position(s) is identified as being suitable for filling via redeployment, the Director will be advised that advertising the vacant position/s externally may be suspended for a short time while redeployment is considered, through an internal expression of interest as per sub-clause 72.4 h).
- f) During the 28 day implementation period, Council and an employee may agree to extend the 28 day implementation period where an acting or temporary arrangement is available and mutually beneficial. Once the acting or temporary arrangement is finished, voluntary or involuntary redundancy provisions of this Agreement will be implemented and the employee will terminate employment with Council.

74.2. Procedure

- a) Council will provide access to career counselling as per clause 81 of this Agreement during this period and the subsequent notice period, to assist displaced employees to seek employment either within Council or externally.
This will include a discussion on:
 - career interests and job preference;
 - qualifications, skills, knowledge and experience; and
 - personal attributes.
- b) This will identify how well the abilities of the employee meet the specific requirements of any vacant positions; and how well the employee's aspirations are aligned with the vacancies. The People and Culture Unit will advise the Director or appropriate authorised delegate, of the outcome of the interview.
- c) If the employee meets the essential requirements for a vacant position, they will be invited for interview. The interview will be conducted by the hiring manager in accordance with the Recruitment, Selection and Employment Management Directive. The employee will be advised prior to the interview of any testing required as part of the interview process. If the employee is recommended by the selection panel for selection, discussion will take place between the Directors involved to finalise arrangements for the transfer of the employee.
- d) If the employee agrees to be redeployed by Council, following a merit-based recruitment process into a lower paid position, the employee's existing salary and conditions shall be maintained for a period equivalent to the amount of notice and redundancy pay that the employee would be entitled to under this Agreement. Provided that should the employee resign during the period of

salary maintenance, as provided for by this sub-clause, the balance of any notice and redundancy pay that the employee would have been entitled to for the remainder of the period of salary maintenance shall be paid on termination. In addition, the employee would be entitled to the involuntary redundancy provision as described in sub-clause 73.8 e).

- e) If the employee agrees to be redeployed by Council, following a merit-based recruitment process into a lower paid position, the employee's existing salary and conditions shall be maintained for a period equivalent to the amount of notice and redundancy pay that the employee would be entitled to under this Agreement. Following completion of the period of salary maintenance, as provided for by this sub-clause, the employee would be entitled to an additional salary maintenance period in line with the involuntary redundancy provision as described in sub-clause 73.8 e).
- f) If the employee agrees to be redeployed by Council, following a merit-based recruitment process into a permanent position of equal remuneration and then resigns during the period of salary maintenance, the balance of any redundancy pay that the employee would have been entitled to for the remainder of the period of salary maintenance will be paid on termination. In this circumstance, the employee would not be entitled to the involuntary redundancy provision as described in clause 73.8 e).
- g) In some cases it may be recommended that the redeployment be for a trial period of three months to determine the suitability of the person or to assess whether the employee is satisfied with the position. An assessment will be conducted during the second month and be monitored by the People and Culture Unit who will provide a further recommendation to the Director. If performance has been satisfactory, the position will be offered on a permanent basis. If the performance has been unsatisfactory, steps will be again taken to redeploy the person. If a suitable position is not available within a four week period, or the employee does not wish to be redeployed, the redundancy provisions of this agreement will be applied as outlined below:
 - i) If a suitable position of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee is not available within the trial period the employee will be entitled to the involuntary redundancy provisions as described in sub-clause 73.8 e), in addition to the voluntary redundancy provisions described in sub-clause 73.7 g).
 - ii) If a suitable position of comparable qualification, skill, experience, accountability levels and remuneration no less than the position previously held by the employee is available within the trial period and the employee chooses not to be redeployed into this position, the voluntary redundancy provisions as described in sub-clause 73.7 g).
- h) If the employee resigns during the assessment period as outlined in clause 74.2 g), redundancy pay that the employee would have been entitled to before commencing the new position, will be paid on termination as outlined below:
 - i) If the suitable position available was of comparable qualification, skill, experience, accountability levels and remuneration no less than the

position previously held by employee, the voluntary redundancy provisions as described in sub-clause 73.7 g) will apply.

- ii) If the suitable position available was to a lower paid position, the involuntary redundancy provisions as described in sub-clause 73.8 e) will apply.
- i) Where an employee agrees to be redeployed into a lower paid position, the employee's accumulated entitlements will be calculated at their previous higher salary rate and preserved. Accumulated entitlements will be paid at the preserved rate until they are exhausted. The preserved benefits will be taken prior to other leave entitlements.
- j) Use of a Council vehicle is attached to a position and not an employee. An employee who has current provision of a vehicle, either through a motor vehicle allowance or commuter use, will forfeit such use on the commencement of the new position if a vehicle is not a requirement of the new position and in accordance with the provisions of the Motor Vehicle and Other Related Benefits Management Directive, as amended from time to time.

75. Termination of employment

Snapshot: This clause applies to Council and its employees. This provision details the requirements of Council and employees to provide the prescribed notice for conclusion of employment.

- 75.1. All employees, excluding Coordinators, Section Managers and Directors, shall give to Council two weeks' notice of their intention to terminate their employment.
- 75.2. Coordinators, Section Managers and Directors shall give to Council four weeks' notice of their intention to termination their employment.
- 75.3. If notice is not provided in accordance with sub-clauses 75.1 or 75.2, Council shall be entitled to deduct pay equivalent to the required notice from any entitlements payable under this Agreement.
- 75.4. Council and an employee may agree to a shorter period of notice for the purpose of this sub-clause, in special circumstances.
- 75.5. In cases of serious misconduct, Council may summarily dismiss an employee following a proper investigation and provided the employee is afforded procedural fairness. Where an employee is summarily dismissed, sub-clause 75.6 shall not apply.
- 75.6. Council shall give to employees a period of notice of termination in accordance with the following scale or by payment in lieu thereof:

a) All Employees excluding Coordinators, Section Managers and Directors

Employee's Period of Continuous Service	Period of Notice
Less than 2 years	At least 2 weeks
2 years and less than 3 years	At least 3 weeks
3 years and less than 5 years	At least 4 weeks
5 years and beyond	At least 5 weeks

b) Coordinators, Section Managers and Directors

Employee's Period of Continuous Service	Period of Notice
Less than 5 years	At least 4 weeks
5 years and beyond	At least 5 weeks

75.7. The provision of this clause shall be read subject to the provisions of clause 72, Workplace Change and clause 75, Termination of Employment and clause 74 Redeployment due to Redundancy, of this Agreement.

SECTION H

Development



SECTION H: Development

76. Secondment

Snapshot: Employees may be eligible to work in another organisation other than Council for a fixed period of time. Employees must gain Council approval for the arrangement.

- 76.1. An employee may be offered an opportunity to work in another organisation on a secondment for a period of time.
- 76.2. All secondment requests must be made through the Section Manager and Director to the Senior Leadership Team.
- 76.3. Prior to a secondment being approved, Council will consider whether it can approve the secondment based on operational requirements, however, it will not unreasonably withhold agreement for a secondment opportunity.
- 76.4. When giving consideration to a secondment opportunity, Council will consider the payment arrangement of the secondment, including how the employee will be paid during the secondment, which may include the employee being paid by the seconder and therefore on leave without pay from Council.
- 76.5. Secondments, if approved by the Senior Leadership Team, will only proceed if a formal secondment agreement has been signed by Council and the other organisation. The secondment agreement will set out the terms of the secondment.

77. Junior, Apprentice, Trainee and Cadet Employment

Snapshot: This clause applies to Council juniors, apprentices, trainees and cadets. Council may engage employees as an apprentice, trainee or cadet on a fixed term basis. Employees under these arrangements have no guarantee of employment after the end of the fixed term.

- 77.1. Council is committed to providing training to enhance skills levels and future employment prospects of apprentices, trainees and cadets as a benefit to the community.
- 77.2. Council is committed to ensuring that all apprentices, trainees and cadets are treated fairly and provided with meaningful training opportunities consistent with their skills and experience. Apprentices, trainees and cadets will not be used to perform the duties of a budgeted position, except where such duties form part of their structured training program and are performed under appropriate supervision.
- 77.3. Council's Apprentice, Trainee and Cadet Strategy supports the management of these employees to ensure that the experience is both of value to Council

and the employee. This means that Council will ensure that all apprentice, trainee and cadet development will be encouraged from engagement through to completing their contract and either exiting Council or transitioning into a permanent position within Council.

- 77.4. Apprenticeships, traineeships, and cadetships offer a blend of formal education and practical experience. Apprenticeships span 4 years in trade fields, while traineeships typically last 1-2 years in non-trade areas and can be part-time, including for school students. Cadets complete a university qualification over 6-8 years while gaining work experience.
- 77.5. Prior to filling a vacancy, managers must evaluate the potential to fill the position with an apprentice, trainee, or cadet. This requirement must be included on the employment requisition form.
- 77.6. Apprenticeships, traineeships, and cadetships are considered fixed-term positions. Apprentices, trainees, and cadets will remain employed while completing their qualifications, provided their work and study progress is satisfactory.
- 77.7. Apprentices, trainees and cadets who have completed their indenture or traineeship will not be automatically offered a new position based on their new qualifications. Continued employment depends on the availability of suitable vacancies and appointment in accordance with the *Local Government Act 1993 (NSW)*.
- 77.8. The People and Culture Unit is responsible to ensure that establishment numbers designated as apprentices, trainees or cadets are not converted into fully trained positions without reference to Council.
- 77.9. The funding for apprentices, trainees, and cadets will be considered as part of the Council's workforce planning during the preparation and review of the budget. The filling of these positions is dependent on the availability of adequate funding for the fixed term of the appointment.
- 77.10. The rates of pay for junior and trainee employees shall be as per the rates provided by the *Local Government (State) Award 2023 (NSW)*. The rates specified in the rates of pay table in this Award are minimum rates.
- 77.11. Employees engaged at the T3 rate of pay or above may be required to possess a Provisional or Class C Driver's Licence.
- 77.12. Junior Employment

Snapshot: This sub-clause applies to Council and its junior employees who are 15 to 18 years old. These employee's rates of pay will be determined according to their age or educational qualification.

- a) The rates of pay as provided in band 1/level 1 are payable to juniors (15 to 18 years old).

- b) A junior employee shall be appointed to band 1/level 1 according to either their age or educational qualification, whichever provides for the higher rate of pay.
- c) Progression along the scale is automatic up to and inclusive of T4, according to the employee's age.

77.13. Apprentices, Trainees and Cadets

Snapshot: This sub-clause applies to Council and employees engaged as apprentices, trainees and cadets. These employees will be paid band 1/level 1 and progress through the scale in accordance with their achievements in their agreed learning and development plan.

- a) The rate of pay as provided for in band 1/level 1 is payable to employees undertaking entry level training.
- b) An employee shall be appointed to band 1/level 1 according to either their age or educational qualification, whichever provides for the higher rate of pay.
- c) Apprentices, trainees and cadets (excluding existing worker trainees) are entitled to receive a travelling allowance as prescribed by sub-clause 28.9 of this Agreement when their travel to a training facility exceeds their normal distance to work. The Learning and Development Specialist should be consulted if a supervisor is unsure whether or not the allowance applies.
- d) A clear framework for on-the-job training should be established to ensure apprentices, trainees and cadets gain practical experience aligned with their learning and development objectives.
- e) Regular performance reviews should be conducted for apprentice, trainees and cadets to assess progress against their development plan, with opportunities for feedback and adjustments to the training approach.
- f) Progression along the scale is not automatic and is dependent upon the successful completion of the required training modules, on the job competencies and high-level service performance.
- g) Upon successful completion of entry level training, the employee shall proceed to the appropriate band and level in the structure, if the employment is to be continued beyond the training period.
- h) Council shall provide apprentices, trainees and cadets with the conditions of the apprenticeship, traineeship or cadetship in writing and these conditions shall include:
 - i) the term of the apprenticeship, traineeship or cadetship;
 - ii) the course of studies to be undertaken; and
 - iii) a tailored learning and development plan that outlines the on the job competencies to be achieved.

77.14. School Based Trainees and Apprentices

Snapshot: This sub-clause applies to Council and those high school students engaged as school based apprentices in accordance with the *Apprenticeship and Traineeship Act 2001 (NSW)*.

Council partners with schools and relevant training providers to offer school-based apprenticeships that provide opportunities for senior students to gain skills and training. For time worked at Council, these employees will be paid band 1/level 1 and progress through the scale in accordance with their achievements in their agreed learning and development plan.

- a) The object of this clause is to assist persons who are undertaking a traineeship or apprenticeship under a training contract while also enrolled in the Higher School Certificate.
- b) Such school-based apprenticeships are undertaken at a minimum Certificate II Australian Qualifications Framework (AQF) qualification. For traineeship level and a minimum Certificate III Australian Qualifications Framework (AQF). Qualification for apprenticeship level is as specified in the relevant Vocational Training Order pursuant to the *Apprenticeship and Traineeship Act 2001 (NSW)*.
- c) The hourly rates for school-based trainees and apprentices for total hours worked including time deemed to be spent in off-the job training shall be calculated by dividing the applicable weekly rate for full-time trainees and apprentices as set out in band 1/level 1 by 38 or 35 in accordance with clause 31, Hours of Work.
- d) For the purpose of sub-clause 77.14 c), where a school-based trainee and apprentice is a full-time school student, the time spent in off-the-job training for which the school-based apprentice is paid is deemed to be 25 per cent of the actual hours worked on-the-job each week. The wages paid for training time may be averaged over the school term or year.
- e) School based trainees and apprentices progress through the rates of pay set out in band 1/level 1 subject to successful completion of appropriate training modules and satisfactory service.
- f) Except as provided by this Agreement, school-based trainees and apprentices are entitled to pro rata entitlements of all other conditions of employment.

77.15. Government Funded Traineeships and Apprenticeships

Snapshot: This sub-clause applies to Council and employees undertaking government funded traineeships. Government funded traineeships arise intermittently and are subject to state government funding and specific arrangements. These employees will be paid in accordance with the conditions of the government funded traineeship.

- a) The objective of this clause is to assist in the establishment of a system of traineeships which provides approved training in conjunction with employment in order to enhance the skill levels and future employment prospects of trainees.
- b) The system is neither designed nor intended for those who are already trained and job ready.
- c) Nothing in this sub-clause shall be taken to replace the prescription of training requirements for all other employees bound by this Agreement.
- d) Except as in hereinafter provided, all other terms and conditions of this Agreement shall apply.
- e) This sub-clause shall apply to apprentices and trainees engaged to undertake an apprenticeship or traineeship which is a system of training approved by the relevant state training authority. The apprentice and trainee and Council shall be bound by a training agreement made in accordance with this Agreement and shall not operate unless this condition is met.
- f) An apprenticeship and traineeship shall not commence until the relevant apprenticeship and traineeship agreement has been registered with the relevant state training authority.
- g) An apprentice or trainee shall attend an approved training course or training program prescribed in the training agreement or as notified to the apprentice and trainee by the relevant state training authority in accredited and relevant apprenticeship and traineeship schemes.
- h) Council shall ensure that the apprentice or trainee is permitted to undertake the training course or program provided for in the apprenticeship traineeship agreement and shall ensure that the trainee receives the appropriate on-the-job training in accordance with the apprenticeship or traineeship agreement.
- i) Council shall provide a level of supervision in accordance with the apprenticeship or traineeship agreement during the apprenticeship/traineeship period.
- j) Training shall be directed at:
 - i) the achievement of key competencies required for successful participation in the workplace; and/or

- ii) the achievement of competencies required for successful participation in an industry.
- k) Apprentices and trainees shall only be engaged in addition to existing staff positions and employment levels.
- l) The provisions of sub-clause 77.15(k) do not apply to the engagement of Indigenous trainees.
- m) An apprentice or trainee shall be engaged on a full-time basis for the period of at least 12 months. By agreement in writing, and with the consent of the relevant state training authority, Council and the apprentice or trainee may vary the duration of the traineeship and the extent of approved training provided that any agreement to vary is in accordance with the relevant apprenticeship or traineeship scheme.
- n) Where the apprentice or trainee completes the qualification in the apprentice or traineeship agreement earlier than the time specified in the apprentice or traineeship agreement, then the traineeship may be concluded by mutual agreement.
- o) Council shall not terminate the apprentice's or trainee's service without first providing written notice of termination in accordance with the training agreement and engaging the relevant state training authority as required.
- p) Where Council decides not to continue the employment of an apprentice or trainee upon the completion of the apprenticeship or traineeship, it shall notify the relevant state training authority of its decision and provide written notice to the apprentice within 4 weeks of the end of the contract term.
- q) An apprentice or trainee who fails to complete the apprenticeship or traineeship or who cannot for any reason be placed in full-time employment with Council on the successful completion of the traineeship shall not be entitled to any severance payments payable pursuant to termination, workplace change or redundancy provisions or provisions similar thereto.
- r) Where the employment of an apprentice or trainee by Council is continued after the completion of the apprenticeship or traineeship period, such apprenticeship or traineeship period shall be counted as service with the employer for the purposes of this Agreement or any other legislative entitlements.
- s) Wages
 - i) The weekly amount of pay payable to apprentices and trainees shall be as provided in Table 1 of Part B, Traineeship Rates, of the Local Government (State) Award 2023 (NSW).
 - ii) The apprentice and trainee wage rates contained in this Agreement are minimum rates and shall only apply to apprentices and trainees while they are undertaking an approved apprenticeship or traineeship, which includes approved training as prescribed above.

77.16. Work Experience

Snapshot: This sub-clause applies to Council and work experience participants.

Council assists community-based work experience programs. The terms and conditions of work experience with Council are set out in this sub-clause.

- a) Council is committed to assisting community-based work experience programs. Council will not use work experience participants for routine or similar activities as a substitute for paid employment.
- b) Insurance for Work-Related Injury and Illness
 - i) Work experience participants are required to be adequately insured against workplace injury and illness. Council should ensure that the relevant agreement is signed, and a copy of the agency's certificate of currency for public liability insurance (with a minimum coverage of \$20 million) and personal accident insurance, noting Council's interest, is sighted prior to the commencement of any work experience. Insurance provided must include cover against workplace injury and illness.
 - ii) Where a placement agency is not involved, work experience participants should sign a similar agreement and will be covered under Council's personal accident policy.
- c) Duties of Work Experience Participants
 - i) Work experience participants should not be regarded as substitutes for paid employees, nor should they be used to replace employees who are absent.
 - ii) So that work experience is valuable and measurable, it is recommended that participants are assigned to projects that cannot be accomplished with normal staffing levels. It is helpful for Council and the work experience participant to draw up a plan of activities and agree upon it before the placement begins.
 - iii) This is relevant to university students who may apply for work experience for periods of up to three months. Desired outcomes, outlined by the university, should be provided for the student to achieve while on work experience. Alternatively, a student may apply for work experience for a number of months to complete a research project and request use of Council resources.
- d) Financial Obligations

Council is under no obligation to pay work experience participants for their services. Council is obliged to reimburse out-of-pocket expenses in the same way as it would for paid employees.

- e) Working Conditions
 - i) Working conditions for work experience participants should be the same as their respective individual work experience programs, such as time off for training and meetings or interviews with the placement agency, may be required from time to time.
 - ii) Under no circumstances should work experience participants be used
- f) The People and Culture Unit is to co-ordinate the placement.

78. Learning and Development

Snapshot: This clause applies to Council and its employees. Council will develop a plan and budget to facilitate employee learning and development. If employees are required by Council to undertake training, employees will be entitled to paid time off and reimbursement for training and travel costs.

- 78.1. It is expected that employees will demonstrate a commitment to learning and development to navigate the challenges and opportunities ahead. As an organisation, our success depends on flexible, knowledgeable workforce capable of adapting to change and meeting stakeholder expectations. Ongoing learning is essential in enhancing employee ability to embrace change and increase capacity.
- 78.2. The parties to this Agreement recognise that increasing the efficiency and productivity of the industry requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Accordingly, the parties commit themselves to:
 - a) developing a more highly skilled and flexible workforce;
 - b) providing employees with opportunities through appropriate education and training to acquire additional skills; and
 - c) removing barriers to the utilisation of skills in accordance with Council's learning and development plans.
- 78.3. All employees shall have reasonable and equitable access to education and training, such education and training shall:
 - a) be consistent with the Council's Learning and Development Plan;
 - b) enable employees to acquire the range of skills they are required to apply in their positions; and
 - c) enhance employee's opportunities for mobility through Council's organisation structures, through participation in Council's learning and development plans.

78.4. Learning and Development Plan and Budget.

- a) Council shall develop a learning and development plan and budget consistent with:
 - i) the current and future skill requirements of Council;
 - ii) the size, structure and nature of the operations of Council; and
 - iii) the need to develop vocational skills relevant to Council and the Local Government industry.
- b) In developing the learning and development plan, Council shall have regard to corporate, departmental and individual training needs.
- c) The learning and development plan shall be designed in consultation with the Consultative Committee.
- d) The learning and development plan shall, where appropriate, provide for training that is consistent with the National Local Government Competency Standards.
- e) The learning and development plan shall provide for the assessment and recognition of an employee's current competencies where possible.
- f) Selection of participants to receive Council required training in accordance with Council's learning and development plan is to be based on merit and the needs of the employee as identified in the employee's Learning and Development Plan.
- g) If an employee is required by Council to undertake training in accordance with Council's learning and development plan:
 - i) Council shall grant the employee paid leave to attend course requirements, including examinations, where the training is undertaken during ordinary working hours;
 - ii) where the course requirements contain more than a 15% off-the-job component calculated over any 12-month period the extent to which Council will grant paid leave to attend such course requirements shall be specified in the learning and development plan;
 - iii) Council shall pay course fees at the commencement of each stage but shall not pay course fees if the employee is repeating;
 - iv) Council shall either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements;
 - v) reasonable travel arrangements shall be agreed;
 - vi) employees shall be paid a maximum of one day's pay for each day of attendance at a course or conference, calculated at their normal daily rate of pay when attendance at such course is on a normal work day and does not exceed three hours over and above the individual staff members normal working day or 10 hours, whichever is the lesser (including travel to and from the course);
 - vii) Where attendance and travel at the course is not on a normal work day

or exceeds the stated limits, Council shall pay the employee the appropriate rate of pay for the hours in excess of these limits or provide time off in lieu; and

- viii) where an employee is required to complete major assignment(s) Council and the employee shall agree upon appropriate flexible work and study arrangements as are practicable.
- h) Council may grant an employee undertaking a course consistent with Council's learning and development plan, although not at Council's requirement, leave with pay or leave without pay to attend course requirements provided that the employee gives reasonable notice of such requirements. Where the employee is not granted such leave, Council shall give preference in granting annual leave or other accrued leave to attend course requirements provided that the employee gives reasonable notice of such requirements. Council may pay course fees at its discretion.
- i) Council's Learning, Training and Development Management Directive, which may be reviewed from time to time, sets out how Council will manage learning and development needs in a consistent and fair manner.

79. Continuing Compulsory Professional Development and Accreditation

Snapshot: This clause applies to Council and its employees. If employees are required by Council to be accredited to perform their job, Council will pay for accreditation, associated costs and provide employees with leave to attend necessary courses. Council may also reimburse employees for costs associated with membership of a professional association.

- 79.1. Where an employee is required by Council to be accredited by an organisation or statutory authority Council shall:
 - a) pay the reasonable costs associated with obtaining and/or maintaining such accreditation, including the cost of accreditation fees and compulsory continued professional development training/course fees; and
 - b) grant paid leave to attend course requirements in accordance with sub-clause 78.4 g).
- 79.2. Council will reimburse to an employee the reasonable cost of the fee payable by the employee for membership of a professional organisation provided:
 - a) The membership is directly relevant to the qualifications held by the employee and skills required to be used in the position held by the employee as determined by the position description.
 - b) The fee is required to be paid by the employee no less than annually.
 - c) Sub-clause 79.1 a) shall continue to be observed while the employee is on

paid leave and/or unpaid parental leave.

- d) The employee provides proof of payment of the fee to Council within two months of making the payment.

79.3. Employees who are required to either hold professional qualifications or complete further professional qualifications which is outlined as a requirement in their position description, shall have access to continuing professional development (CPD) that is consistent with the training plan for their position as follows:

- a) 10 hours per annum, or
- b) in accordance with legislated CPD requirements, whichever is the greater.

79.4. Nothing in this clause prevents an employer and employee from agreeing to additional CPD training.

80. Professional Engineers Registration and Recognition

80.1. The importance of the contribution of engineers to Council is recognised by this Agreement through the recognition of Professional Engineers.

80.2. The Parties to this Agreement will discuss and agree on positions this clause applies to.

80.3. In this clause Professional Engineer means an employee who:

- a) carries out engineering services that requires the application of engineering principles and data to the design, construction, operation or maintenance of council assets – other than an engineering service that is provided only in accordance with a prescriptive standard; and
- b) who is registered or accredited as a RPEng (“Registered Professional Engineer”) or CPEng (“Chartered Professional Engineer”).

80.4. Where an employee meets the criteria of Professional Engineer and subject to sub-clause 80.2, Council will:

- a) Acknowledge that it is a matter for the Employee to decide which organisation to achieve their accreditation through and will not select or encourage a preferred provider; and
- b) Pay the initial and ongoing costs associated with achieving and/or renewing Chartered or Registered Professional Engineer status (such as costs associated with continuing professional development programs (CPD), membership and accreditation).

80.5. Once an Employee as prescribed in sub-clause 80.3 is recognised as a Professional Engineer under this clause, Council will:

- a) Allow the Employee to use any post nominals in their professional correspondence and be recognised as such in their role with Council;
- b) Support the Employee to attend or participate in relevant professional development courses or events pre-agreed with their manager, during or outside ordinary hours of work, in order for the Employee to meet the required professional development hours to maintain accreditation as a Professional

Engineer; and

- c) Pay the Employee at ordinary rates if they attend professional development courses or events, and the time spent will be included in the Employee's ordinary hours of work. For the avoidance of doubt, this will not include penalty rates or allowances.
- 80.6. The cost reimbursements and training requirements in subclause 80.3 and 80.4 shall continue to be observed while the employee is on paid leave and/or unpaid parental leave.

81. Career Development

Snapshot: This clause applies to Council and its employees. The intent of this provision is to emphasise the importance of career development and an employee's responsibility. This provision enables career development, which is employee owned, manager facilitated and organisation supported.

- 81.1. Career development is the ongoing process of an employee managing their life, learning and work. It involves developing the skills and knowledge that enables an employee to plan and make informed decisions about their education, training and career choices.
- 81.2. Council needs employees with many different talents and contributions to cover the diversity of Council. Council needs to have the right people in the right positions with the right skills sets to contribute to Council's overall performance. Given Council's limited funding, Council needs to ensure that it is developing the right talent for the roles and positions that will make a difference in the future.
- 81.3. Council provides an environment where employees can take responsibility for their own career management and develop those needed skills as appropriate.
- 81.4. The traditional view that an organisation will manage an employee's career for them, that people join an organisation for life and the organisation will take care of them, is no longer valid. The message today is clear: career development is employee owned, manager facilitated and organisation supported.
- 81.5. Employees need to take responsibility for their own career and career development. Their manager needs to be supportive and needs to provide coaching in terms of identifying the right gap and development activities that will enable better performance and a higher level of growth and career aspiration. Council is responsible for creating an environment where learning and continuous learning is valued.
- 81.6. In order to assist employees with their career development, Council provides employees with access to a Career Development Advisor who can assist employees with career planning.

- 81.7. Council have also mapped clear career paths which cover all of Council's functions. Council's Job Families by Job Roles table describes the types of roles available within Council, the educational levels generally required for each level and their relationship with Council's Salary System. This table is an indicative chart that initiates discussion about career paths and lifelong learning for employees, which doesn't just limit itself to job families and is published on Council's intranet.

82. Performance Evaluation and Reward

Snapshot: This clause applies to Council and its employees.

Performance evaluation is undertaken to provide feedback on an employee's performance in meeting objectives in their PSCheck-in that are aligned to the Community Strategic Plan and an employee's behaviours in accordance with Council's values. A review of an employee's position description is undertaken to ensure that it is an accurate reflection of the duties that are operationally required for their role.

82.1. Enterprise

- a) It is the intention of the parties to evaluate performance in order to increase the overall efficiency and effectiveness of local government services.
- b) Council develops enterprise key performance indicators which are specific to local needs which measure:
 - i) the manner and process by which services are provided;
 - ii) both qualitative and quantitative aspects of service provision e.g. community satisfaction, timeliness, service quality, output and cost data; and
 - iii) those indicators identified in the publication 'Comparative Council Information on New South Wales Local Government Councils' issued by the New South Wales Office of Local Government.
- c) Council shall discuss enterprise key performance indicators relating to People and Culture activities and/or job redesign with the Consultative Committee.
- d) Employee(s) or Council may seek assistance from the appropriate Union or association in developing and implementing enterprise key performance indicators.

82.2. Individual/Team

a) Performance Feedback

The performance feedback process provides a direct link between the achievement of objectives outlined in the Council plan and those of the employee, through the provision of meaningful feedback between employees and their supervisor.

The process consists of three main stages:

- i) Joint development of objectives, behaviours and agreed commitments.
- ii) Progress reviews to coach, give feedback and resolve problems.
- iii) An annual performance feedback session.

b) Objective

The objective of the system is to provide an effective user-friendly feedback system for employees.

c) Principles

- i) The performance feedback process provides employees with the opportunity to:
 - ii) actively contribute to the achievement of Council's objectives;
 - iii) participate in setting work objectives and commitments;
 - iv) improve communication and feedback with managers and employees;
 - v) clearly understand job requirements and expected behaviours;
 - vi) identify and pursue personal learning and development opportunities; and
- vii) receive recognition for achievements.

d) Getting Started

- i) This performance feedback process closely aligns to what an employee, their team/section and Council want to achieve. In addition, many aspects of the system support the factors that make jobs satisfying:
 - ii) clear direction
 - iii) supportive environment
 - iv) challenge and meaning
 - v) clarity
 - vi) influence
 - vii) growth and recognition
 - viii) relationship with supervisor.

e) There are three phases to the process:

- i) Planning
 - In the planning phase the employee and their supervisor work together to create a performance plan that includes:
 - the results, focus areas and objectives the employee will achieve;

- the knowledge, skills, and agreed behaviours, drawn from the competency framework, that will help the employee achieve these results; and
- a development plan listing activities that will help the employee grow in their current job or in a new one.

An employee's plan needs to be linked to the Council vision, values, and strategic priorities. To make that happen, their supervisor provides the employee with the team/section goals, Council vision, values, and strategic priorities, and the employee's own objectives.

The discussion an employee and their supervisor have during this phase is called a reaching agreement discussion.

ii) Performing

In the performing phase of the performance cycle, the employee does their job and works toward achieving the results they've committed to. To be effective in this phase and in their job, the employee needs to do four things:

- Track their own performance against their plan.
- Seek and act on feedback from others.
- Get coaching and support.
- Conduct at least one interim review with their supervisor to check their progress.

iii) Reviewing

At the end of the performance cycle, the employee and their supervisor meet to discuss their accomplishments and contributions and provide performance feedback. The reviewing performance discussion is a summary of the interim progress discussions the employee has up to that point, including a look at new data collected since the last discussion.

The employee and their supervisor will compare the actual results to the results that were planned. If the employee and their supervisor have been tracking performance and sharing data throughout the cycle, there should be no surprises in this discussion. Instead, the review is a forward-looking discussion that focuses on what was learned, what strengths can be built on, and what areas need work.

83. Union Delegate Attendance at Corporate Induction

Snapshot: This clause applies to the parties to this Agreement and Council's employees. Employees who are a Union Delegate endorsed by a Union partyed to this agreement will be permitted to attend Employee Induction Training. Council will not discriminate against any employee for electing or not electing to join a Union.

- 83.1. Union Delegates who are appointed as such by their Union are entitled to attend Council's Corporate Induction for the purposes of providing information to new employees on the Union.
- 83.2. Employees are free to join or not to join Unions of their choice.
- 83.3. An arrangement to employ a member of any Union over a non-member, or a member of another Union cannot be enforced at law. Council does not give a right of preference in employment to Union members.
- 83.4. Both State and Federal laws state that an employer or Union cannot discriminate against or victimise someone because they are, or are not, a member of a Union. Victimisation on the basis of the following is prohibited:
 - a) being a Union official or elected representative
 - b) engaging in or refusing to engage in industrial action
 - c) claiming a lawful benefit or entitlement
 - d) providing information about an employer's breach of the law
 - e) engaging in or proposing to engage in a public or political activity (unless it interferes with the person's work).Workers currently employed, and those applying for a job, are protected by the relevant legislation.
- 83.5. Council will provide Union Delegates with notification of the Corporate Induction dates and schedule a time for them to attend, if requested by the Union Delegate to do so.
- 83.6. Union Delegates may distribute official Union documentation at the Corporate Induction for the purposes of providing information to new employees on the Union's activities.
- 83.7. Union Delegates who wish to undertake a presentation at the Corporate Induction must do so in a professional manner and in accordance with adult learning principles.
- 83.8. A Union Delegate will not be provided with the opportunity to attend Corporate Induction if they harass, intimidate or in any way seek to inappropriately coerce an employee to join a Union. At all times the Union Delegate must behave in accordance with Council's stated values of Respect, Integrity, Teamwork, Excellence and Safety.

SECTION I

Other provisions



SECTION I: Other provisions

84. Competitive Tendering

Snapshot: This clause applies to Council and its employees. If Council puts a service or function out to public tender, where requested, Council will assist affected employees to put in a bid for the work to remain in-house.

Competitive tendering is the calling of tenders by Council for the provision of service(s) that are currently being performed by Council employees where Council's in-house service unit submits a bid as well as external contractors. Council then makes its decision based on the tender bids about who will provide the service. Where employee(s) who are adversely affected by the proposed changes request the employer's assistance to submit an in-house bid and the employer refuses that request, the employer shall provide the reason(s) in writing.

85. Savings and Transitional

Snapshot: This is an administrative provision to preserve pre 1995 entitlements.

Where an employee prior to 11 May 1995, had an entitlement to transfer accumulated sick leave from one Council to another Council in New South Wales, under the Local Government Senior Officers' Agreement the employee shall retain this entitlement.

86. Leave Reserved

Snapshot: This clause applies to the parties to this Agreement. The parties can do certain things during the life of this Agreement in accordance with this clause.

- 86.1. Leave is reserved for the parties to this Agreement to make application to vary allowances in accordance with any changes in the *Local Government (State) Award 2023 (NSW)*.
- 86.2. Council commits to reviewing 35 and 38 hour positions based on operational needs and feedback from the workforce through the Service Review process within the first two years of this Agreement.
- 86.3. Council commits to reviewing the Saturday and Sunday penalty rates as prescribed in clause 19.6 for employees in the Holiday Parks and the Koala Sanctuary within the first 6 months of this Agreement.

SIGNED ON BEHALF of Port Stephens Council

.....

General Manager
in the presence of

.....

WITNESS

SIGNED on behalf of the UNITED SERVICES UNION

.....

NAME:
in the presence of

.....

WITNESS

SIGNED on behalf of the LOCAL GOVERNMENT ENGINEERS ASSOCIATION

.....

NAME:
In the presence of

.....

WITNESS

SIGNED on behalf of the DEVELOPMENT AND ENVIRONMENTAL PROFESSIONALS' ASSOCIATION

.....

NAME:
In the presence of

.....

WITNESS

RATES OF PAY TABLE

Effective from first full pay period to commence on or after 1 July 2025

(Amounts are per fortnight)

Salary Point	Level 1	Level 2	Level 3
1	\$2,132.51	\$2,132.51	\$2,132.51
2	\$2,141.31	\$2,204.96	\$2,270.52
3	\$2,157.21	\$2,236.78	\$2,326.58
4	\$2,300.93	\$2,330.84	\$2,376.69
5	\$2,330.84	\$2,390.21	\$2,436.95
6	\$2,380.25	\$2,446.99	\$2,555.04
7	\$2,434.65	\$2,496.36	\$2,640.02
8	\$2,548.40	\$2,608.70	\$2,738.13
9	\$2,588.56	\$2,646.10	\$2,855.92
10	\$2,626.44	\$2,760.97	\$2,980.97
11	\$2,664.09	\$2,894.05	\$3,127.85
12	\$2,803.24	\$3,047.87	\$3,295.07
13	\$2,960.89	\$3,222.00	\$3,483.31
14	\$3,146.67	\$3,424.40	\$3,702.07
15	\$ 3,345.10	\$3,640.38	\$3,935.40
16	\$3,575.97	\$3,891.31	\$4,206.90
17	\$3,843.27	\$4,182.37	\$4,521.50
18	\$4,137.54	\$4,502.66	\$4,867.52
19	\$4,503.66	\$4,900.99	\$5,298.58
20	\$4,915.82	\$5,349.60	\$5,783.33
21	\$5,379.56	\$5,854.17	\$6,329.05
22	\$5,915.13	\$6,437.04	\$6,958.99
23	\$6,524.00	\$7,099.69	\$7,675.37
24	\$7,233.20	\$7,871.55	\$ 8,509.67

* Level 4 is up to 15% above the level 3 rate as per sub-clause 14.7 b)

APPRENTICE, TRAINEE AND CADET RATES OF PAY TABLE

Effective from first full pay period to commence on or after 1 July 2025

(Amounts are per fortnight)

T Rate	Amount
Trainee T1	N/A
Trainee T2	\$1,382.93
Trainee T3	N/A
Trainee T4	\$1,860.08
Trainee T5	\$2,113.99
Trainee T6	\$2,273.83
Trainee T7	\$2,380.00
Trainee T8	\$2,489.71
Trainee T9	\$2,599.96
Trainee T10	\$2,715.30

ALLOWANCE TABLE

Clause No.	Title	Frequency	Effective F.F.P.P	Effective F.F.P.P	Effective F.F.P.P
			1 July 2025 3.5%	1 July 2026	1 July 2027
17	Retention Allowance	Per annum	\$2,452.23		
21.11	Overtime Allowance - Section Managers (Paid fortnightly)	Per annum	\$13,588.10		
22.3	On-call Allowance on ordinary working days	Per day/night	\$25.00		
22.4	On-call Allowance - on other days	Per day/night	\$50.00		
22.5	On-call Allowance - maximum per week	Per week	\$225.00		
28.2 a)	Adverse Working Conditions - Level 1	Per hour	\$0.52		
28.2 f)	Adverse Working Conditions - Level 2	Per hour	\$1.33		
28.3 a)	Sewer Chokes	Per occurrence	\$10.90		
28.3 a)	Bricklayer	Per week	\$26.03		
28.3 a)	Carpenter and Plumber	Per week	\$39.33		
28.3 a)	Metal and Mechanical Trades	Per week	\$39.33		
28.3 a)	Painter and Sign writer	Per week	\$9.63		
28.3 a)	Plasterer	Per week	\$36.44		
28.3 a)	Electrical Tradesperson	Per week	\$40.62		
28.6 f)	Apprentice Start Up Allowance	Per occurrence	\$1,000.00		
28.7	Telephone Allowance	Per week	\$11.30		
28.9 e)	Travelling Allowance - 3km but not more than 10km	Per journey	\$6.14		
28.9 e)	Travelling Allowance - More than 10km but not more than 20km	Per journey	\$9.70		
28.9 e)	Travelling Allowance - More than 20km but not more than 33km	Per journey	\$14.03		

28.9 e)	Travelling Allowance - More than 33km but not more than 50km	Per journey	\$21.47
28.9 e)	Travelling Allowance - Plus for each additional 10km in excess of 50kms	Per journey	\$5.78
28.10 a)	Use of Personal Vehicle Allowance - Internal combustion motor vehicle under 2.5 Litres	Per KM	\$0.86
28.10 a)	Use of Personal Vehicle Allowance - Internal combustion motor vehicle over 2.5 Litres	Per KM	\$1.01
28.10 a)	Use of Personal Vehicle Allowance – Electric Vehicle	Per KM	\$0.45
28.10 a)	Use of Personal Vehicle Allowance - Hybrid	Per KM	\$0.64
28.12	Camping Allowance	Per day/night	\$79.46
28.13	Community Language and Signing Work	Per week	\$27.00
28.14	First Aid Work	Per week	\$18.22
28.16	Meal Allowance	Per occurrence	\$20.11
28.17	Civil Liability Allowance	3.5% in addition to the weekly salary system rate of pay	
28.18	Holiday Parks – Overnight Stay Allowance	Per hour	\$13.16
28.19	Electrical Industry Allowance	Per week	\$68.55
28.21	Broken Shift Allowance	Per day/night	\$18.86
29.5	Motor Vehicle Allowance (Paid fortnightly)	Per annum	\$19,270.86
29.5	Car Allowance (Paid fortnightly)	Per annum	\$11,157.30
73.5	Job Search Allowance	Per Occurrence	\$3,178.07



PORT STEPHENS
COUNCIL