



City of Albany
Above Award Policy -
Local Government Officers

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Preface

This Policy is to be read in conjunction with the *Local Government Officers' (Western Australia) Award 2021* (the Award). This intent of this policy is to preserve above-Award conditions provided to City of Albany (the City) employees under the *City of Albany Enterprise Agreement 2019* (the Agreement) notwithstanding that the Agreement no longer applies. This Policy is applicable to all City Employees whose classification falls within the Award (Employees).

Part A – Contract of Employment

1. Probation

- 1.1 New Employees of the City may be required to serve a three (3) month probationary period. The Probation period may be extended to six (6) months.

2. Contract of Employment

2.1 Full Time Employment

- 2.1.1 A full-time Employee shall mean an Employee who is engaged to work the standard ordinary hours in accordance with the ordinary hours of work.

2.2 Part-time/Job Sharing Employment

- 2.2.1 A part-time Employee shall mean an Employee who works regularly for less than the standard ordinary hours in each week.
- 2.2.2 An Employee so employed shall receive payment for salary, annual leave and personal/carer's leave as prescribed by this policy on a pro-rata basis in the same proportion as the number of hours usually worked each week bears to the standard ordinary hours prescribed for the classification of work performed.
- 2.2.3 By agreement the City and an Employee may vary the agreed hours of work. In the event the City seeks to vary the agreed hours of work without the consent of the Employee the appropriate notice shall be provided as prescribed below. The City and the Employee may agree to a lesser period of notice.

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

- 2.2.4 Requests for job sharing must be made in writing and arrangements made by mutual agreement between the job-sharing Employees and the City; subject to operational requirements.

2.3 Casual Employment

- 2.3.1 A casual Employee shall be paid an hourly rate determined by adding the appropriate "casual loading" to the ordinary hourly rate of pay for the classification of work performed in addition to any other penalty rate payable for the hours of work performed.
- a) The casual loading shall be 25% of the ordinary hourly rate of pay for the classification of work performed.

- 2.3.2 Casual Employees shall not be entitled to the benefits of Paid Annual Leave, Personal/Carer's Leave, Parental Leave and Public Holidays provided for by this Policy. The exception is that casual Employees will be entitled to unpaid carer's leave, paid bereavement leave and unpaid parental leave in accordance with the requirements in the Award or the *Minimum Conditions of Employment Act* (WA).
- 2.3.3 The services of a casual Employee shall be terminated by one hour's notice given on any day by either side, or by payment, on any day by either side, of one hour's wages in lieu of such notice.

2.4 **Right to Request Casual Conversion**

- 2.4.1 A person engaged by the City as a regular casual Employee may request that their employment be converted to full-time or part-time employment.
- 2.4.2 A regular casual Employee is a casual Employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the Employee could continue to perform as a full-time Employee or part-time Employee under the provisions of this Policy.
- 2.4.3 A regular casual Employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.
- 2.4.4 A regular casual Employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.
- 2.4.5 Any request under this sub-clause must be in writing and provided to the City.
- 2.4.6 Where a regular casual Employee seeks to convert to full-time or part-time employment, the City may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the Employee.
- 2.4.7 Reasonable grounds for refusal include that:
 - a) it would require a significant adjustment to the casual Employee's hours of work in order for the Employee to be engaged as a full-time or part-time Employee in accordance with the provisions of this Policy – that is, the casual Employee is not truly a regular casual Employee as defined in sub-clause 2.4.3;
 - b) it is known or reasonably foreseeable that the regular casual Employee's position will cease to exist within the next 12 months;
 - c) it is known or reasonably foreseeable that the hours of work which the regular casual Employee is required to perform will be significantly reduced in the next 12 months;
 - d) it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the Employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the Employee is available to work; or
 - e) acceptance of the request by a local government would contravene a merit selection employment requirement contained in State or Territory legislation applicable to local governments.
- 2.4.8 For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.

- 2.4.9 Where the City refuses a regular casual Employee's request to convert, the City must provide the casual Employee with the City's reasons for refusal in writing within 21 days of the request being made. If the Employee does not accept the City's refusal, this will constitute a dispute that will be dealt with under the City's Dispute Settlement Procedure.
- 2.4.10 Where it is agreed that a casual Employee will have their employment converted to full-time or part-time employment as provided for in this clause, the City and Employee must discuss and record in writing:
 - a) the form of employment to which the Employee will convert – that is, full-time or part-time employment; and
 - b) if it is agreed that the Employee will become a part-time Employee, the regular pattern of work, specifying at least the hours worked each day, which days of the week the Employee will work and where practicable the actual starting and finishing times each day.
- 2.4.11 The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.
- 2.4.12 Once a casual Employee has converted to full-time or part-time employment, the Employee may only revert to casual employment with the written agreement of the City.
- 2.4.13 A casual Employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under this clause.
- 2.4.14 Nothing in this clause obliges a regular casual Employee to convert to full-time or part-time employment, nor permits the City to require a regular casual Employee to so convert.
- 2.4.15 Nothing in this clause requires the City to increase the hours of a regular casual Employee seeking conversion to full-time or part-time employment.
- 2.4.16 The City must provide a casual Employee, whether a regular casual Employee or not, with a copy of the provisions of this sub-clause within the first 12 months of the Employee's first engagement to perform work.

3. Classification and Reclassification of Positions

- 3.1 Positions will be classified in accordance with the level definitions provided for within Clauses 30 of this Policy.
- 3.2 Positions Descriptions shall be used as the primary source of classifying positions.
- 3.3 Employees may make a written request for a position reclassification once per annum and/or at the time of the Personal Performance Development Review; provided that where there are deemed to be exceptional circumstances an application may be lodged at any time. Should an Employee be successful in their position being reclassified the date of effect shall be the date of the lodgement of the application.
- 3.4 The grounds for which a request for review may be made are, having regard to the classification definitions as specified in Clauses 30 of this Policy are as follows:
 - 3.4.1 Significant and identifiable changes in the nature and work value of ongoing duties performed;
 - 3.4.2 Significant increases in responsibilities on an ongoing basis;

- 3.4.4 Significant change in the skills, knowledge and experience required to undertake the duties; and/or
 - 3.4.5 As per the requirements outlined in Clause 51 Outside Employees Level Matrix Tool.
- 3.5 Within four weeks of receipt of the application, the City shall supply the Employee with a written response detailing the outcome of the application, or if the reclassification cannot be completed within that time frame a written response detailing the expected date of completion.
- 3.6 The Employee may request a representative of their choice to be party to any discussions.
- 3.7 On initial appointment of an Employee, the City shall give consideration to an Employee's previous relevant experience in order to ascertain the appropriate salary point for the position.

4. Incremental Progression

- 4.1 Each Employee appointed as a General Employee shall be employed by the City on a specific classification that is a combination of a "Level" as detailed in Clause 30 of this Policy and an increment or "Step" within that Level.
- 4.2 At the conclusion of each twelve-month period following appointment to their classification (i.e., Employment anniversary date) or entry into a new classification (i.e., Reclassification anniversary date), an Employee shall be eligible for incremental progression to the next step if:
 - 4.2.1 The Employee has given satisfactory service over the preceding twelve months; and
 - 4.2.2 The Employee has acquired and is required by the City to utilise new and/or enhanced skills within the ambit of the level definition for their position or other skills were agreed at the Personal Performance Development Review, and this has been certified in writing following, and as part of, the assessment process.
 - 4.2.3 In cases where the review is delayed the anniversary date shall not be changed and the incremental increase, if any, will be paid retrospectively to the anniversary date.
 - 4.2.4 In cases where the Employee is a General Employee employed on Level 1 and has a birthday, the Employee shall progress to the appropriate age step and receive an incremental increase payable from the Employee's birth date.
 - 4.2.5 Movement to a higher "Level" shall only occur by way of promotion or reclassification.

5. Higher and Extra Duties

- 5.1 Where an Employee is directed to perform the duties applicable to a higher graded position for a continuous period of not less than one (1) day and satisfactorily carries out the duties and responsibilities applicable at the time the relief is performed, they shall be paid the minimum salary/wage of the higher graded position during the whole time of performing such duties. Provided that this paragraph shall not apply to any Employee who in accordance with this Policy has negotiated a salary which takes into consideration the need to deputise.
- 5.2 An Employee who is required to carry out part only of the duties of the higher position shall be paid at a rate agreed between the Employee and the City.

- 5.4 Where an Employee, whilst acting in a higher classification position and in receipt of higher classification pay commences annual or personal/carers leave, the Employee shall receive any payment to which they are entitled to at the higher classification rate if the Employee has been engaged on the higher duties continuously for five (5) working days or more immediately preceding the taking of annual or personal/carers leave.

5.5 Multifunctional Employees – Albany Leisure and Aquatic Centre Employees Only:

- 5.5.1 In order to foster multi-skilling individual Employees to be assigned from time to time to any one of the positions in any area, of the Albany Leisure and Aquatic Centre operations. The purpose is to ensure, by mutual agreement, the most efficient and cost-effective use of human resources within the centre, having regard for commercial realities.
- 5.5.2 An Employee may be re-assigned from one position to another on an “as needed” basis during any shift, without notice, if that Employee is adequately trained and competent in the re-assigned position. Employees shall receive the relevant rate of pay applicable to which they may be assigned after one hour of commencing in that position, provided that it is not less than the rate of pay applicable to the position to which the Employee’s contract of employment relates, in which case the Employee will be paid at a rate of pay applicable to such position.
- 5.5.3 Any extra duties must be agreed between the City and Employee on the basis that they will not result in an unreasonable workload:
- 5.5.3.1 An Employee will not be expected to perform any additional duties unless they are confident that they are adequately qualified and experienced to competently complete the required tasks.
- 5.5.3.2 To cover any additional work that cannot be completed during normal working time, the City may authorise the working of overtime.

6. Allowances

6.1 Albany Visitor Centre Staff

- 6.1.1 Albany Visitor Centre staff shall be provided with free entry into the National Anzac Centre, in their own time, to facilitate better customer service.

6.2 Meal Allowance

- 6.2.1 Employees who work more than two hours’ overtime on any day will be provided a meal or paid a meal allowance of \$20.46.
- 6.2.2 Where the City requires the Employee to continue working for a further two hours of continuous overtime work on any day, the Employee will be provided a meal or paid an additional meal allowance of \$20.46.

6.3 First Aid Allowance

- 6.3.1 Where operational needs require an on-site First Aid Officer as recognised by the City, the First Aid Officer shall be paid an allowance of \$18.04 per week.
- 6.3.2 Recognised on-site First Aid Officers shall be granted paid time off to establish and renew recognised first aid qualifications.
- 6.3.3 Fees, materials, or any other reasonable costs associated with the training shall be incurred by the City.
- 6.3.4 Clause 4.3 does not apply where the requirement to hold a first aid qualification is a requirement of the Employee’s position.

6.4 Deceased Animal Removal Allowance

- 6.4.1 This clause applies where there are one or more deceased animals located within City Public Open Space, Road Reserve or the Airport causing nuisance or presenting a hazard to the public.
- 6.4.2 An allowance of \$22.39 per instance shall apply to Rangers and Airport Employees when, and only when, directed by their Supervisor to remove and dispose of the deceased animal(s).
- 6.4.3 This allowance applies to each instance where a quantity and/or variety of deceased animals exist in one place and require removal and disposal. The removal shall only occur where direction is given by the Supervisor.
- 6.4.4 The Supervisor will nominate those Employees eligible for the allowance prior to the work being undertaken (i.e., those who come into direct contact with the animal or animals).

7. Superannuation Co-Contribution

- 7.1 The City will match Employee contributions to a maximum of 6% in addition to the contributions required by the Superannuation Guarantee Contributions (SGC).
- 7.2 If the Employee voluntarily contributes an amount to superannuation, then it shall be matched by the City as follows:

<u>Employee</u>		<u>City</u>	<u>Total (not inclusive of SGC)</u>
1%	+	1%	or a total of 2% plus SGC
or, 2%	+	2%	or a total of 4% plus SGC
or, 3%	+	3%	or a total of 6% plus SGC
or, 4%	+	4%	or a total of 8% plus SGC
or, 5%	+	5%	or a total of 10% plus SGC
or, 6%	+	6%	or a total of 12% plus SGC

NB: Additional superannuation contributions by the City are capped at a maximum contribution of \$4,500 per Employee per year.

8. Salary Sacrifice and Novated Leases

- 8.1 The Employee's voluntary contributions additional to the superannuation guaranteed contribution (SGC) are, by default, salary sacrificed, and Employees will receive details of contributions on their fortnightly payslips.
- 8.2 The amount to be sacrificed will be deducted from the Employee's gross wage prior to taxation being applied. This will reduce the Employee's taxable income by the amount of the sacrificed component. The amount sacrificed will not appear on the Employee's PAYG payment Summary.
- 8.3 Overtime, penalty rates and loadings will be calculated and applied using the pre-sacrifice wage amount.
- 8.4 Salary sacrifice shall be processed through the City's normal payroll facility and the City will absorb any administrative costs.
- 8.5 Employees may at any time withdraw from salary sacrifice but are required to give notice to the Payroll Officer of at least two pay periods in advance (4 weeks).

- 8.6 Once an Employee has withdrawn from salary sacrifice and wishes to re-enter, they must make a new written application.
- 8.7 Employees may only alter the level (%) of salary sacrifice twice per financial year (July 1 to June 30).
- 8.8 The City shall make available to all Employees a City policy relating to salary sacrifice and implement such an opportunity, in accordance with taxation and other relevant laws, at the written request of an Employee.
- 8.9 The onus is on the individual to make themselves aware of the conditions relating to salary sacrificing, which may vary from time to time depending on changes to legislation and complying funds as they apply.
- 8.10 Salary sacrifice may only be made where the item would not attract a Fringe Benefits Tax payment from the City subject to Fringe Benefits Tax legislation and regulations applicable at the time of entering the salary sacrifice arrangement.
- 8.11 The City of Albany supports Novated Leases as per the City of Albany Fleet Management Policy & Guideline.

Part B – Hours of Work

9. Ordinary Hours of Work

- 9.1 **Hours of work and span of hours**
 - 9.1.1 The ordinary hours of work, unless varied within a sub-clause below, are between Monday to Friday from 7.30am to 6.00pm (start time may be 7.00am where there is agreement between the Employer and the Employee).
- 9.2 **Vancouver Arts Centre, National ANZAC Centre and Heritage Park, Community Development Employees, Events Employees and Community Services Employees**
 - 9.2.1 The ordinary hours of work are between Monday to Sunday from 7.00am to 6.00pm.
 - 9.2.2 For Employees:
 - 9.2.2.1 Engaged at the Vancouver Arts Centre;
 - 9.2.2.2 Engaged at the National ANZAC Centre and Albany Heritage Park; and
 - 9.2.2.3 Any other Employees engaged in Community Services including Community Development Employees and Events Employees based at the North Road Administration Centre.
 - 9.2.3 Penalty rates are applicable as follows:
 - 9.2.3.1 For work on a Saturday: 25% (time and a quarter);
 - 9.2.3.2 For work on a Sunday: 50% (time and a half); and
 - 9.2.3.3 For work on a Public Holiday: 150% (double time and a half).
- 9.3 **Albany Visitors' Centre and Tourism Services Employees**
 - 9.3.1 The Ordinary hours of work for Employees engaged at the Albany Visitor Centre and any other Employees engaged in Tourism Services, are between Monday to Sunday from 7.00am to 6.00pm.
 - 9.3.2 Penalty rates are applicable as follows:
 - 9.3.2.1 For work on a Saturday: 25% (time and a quarter);
 - 9.3.2.2 For work on a Sunday: 50% (time and a half); and
 - 9.3.2.3 For work on a Public Holiday: 150% (double time and a half).

9.4 Harry Riggs Albany Regional Airport

- 9.4.1 The ordinary hours of work for Employees engaged at the Harry Riggs Albany Regional Airport or any other airport owned and operated by the City, are between Monday to Friday from 6.00am to 6.00pm unless mutually agreed between the employee and the City.
- 9.4.2 The roster for the Senior Reporting Officer should not require this Employee to work more than five (5) consecutive days.

9.5 Caretakers

- 9.5.1 Ordinary hours of duty for Caretakers shall not exceed 76 hours per fortnight, to be worked over any twelve days in that fortnightly period at such times as their duties may require.
- 9.5.2 The ordinary hours of work for caretakers are between Monday to Sunday from 5.00am to 10.00pm.
- 9.5.3 Weekend penalty rates for Caretakers are applicable as follows:
 - 9.5.3.1 For work on a Saturday: 25% (time and a quarter);
 - 9.5.3.2 For work on a Sunday: 50% (time and a half); and
 - 9.5.3.3 For work on a Public Holiday: 150% (double time and a half).
- 9.5.4 Caretakers shall be paid an additional 25% loading for all hours worked after midnight and before 5.00am, Monday to Friday.

9.6 Rangers and Emergency Services

- 9.6.1 The ordinary hours of work for Rangers and Emergency Services Employees are between Monday to Sunday from 6.00am to 6.00pm.
- 9.6.2 Penalty rates are as follows:
 - 9.6.2.1 For work on a Saturday: 25% (time and a quarter);
 - 9.6.2.2 For work on a Sunday: 50% (time and a half); and
 - 9.6.2.3 For work on a public holiday: 150% (double time and a half).
- 9.6.3 The Senior Employee (SE) shall work outside a designated roster, but will be required to complete the equivalent of 456 hours in a 12-week period. The distribution of those hours shall be by mutual arrangement between the Manager of Public Health and Safety and the SE.
- 9.6.4 A SE is paid a 4% loading on all ordinary hours of work to recognise weekend rostering. Penalties under clause 9.6.2 will apply should the 4% loading fail to compensate the SE for weekend work undertaken.

9.7 Albany Leisure and Aquatic Centre

- 9.7.1 The ordinary hours of work shall be rostered between the hours of 5.30am to 9.00pm from Monday to Sunday.
- 9.7.2 The minimum shift length that an Employee may be rostered for is 1.5 hours.
- 9.7.3 **Loading**
 - 9.7.3.1 This clause only applies to non-clerical Community Service Officers (recreation) and will not apply to casuals.
 - 9.7.3.2 The loading is payable in lieu of any weekend penalty rates otherwise payable under this Policy.
 - 9.7.3.3 This loading will be applied during all periods of authorised paid leave with the exception of long service leave (LSL), which will be paid at the base rate only.

- 9.7.3.4 Employees who work a roster that includes one full weekend of work (meaning work on Saturday and Sunday) per 4-week roster cycle will receive a 12.5% loading on all ordinary hours of work.
- 9.7.3.5 The penalty rate for working on a public holiday is 150% (double time and a half).
- 9.7.3.6 Where an Employee is required to work in excess of 12 full weekends (including work on a Saturday and Sunday) in a year, penalty rates are applicable as follows for those additional weekends worked, in lieu of the loading in clause 9.7.3.4:
 - 9.7.3.6.1. For work on a Saturday: 50% (time and a half); and
 - 9.7.3.6.2. For work on a Sunday: 75% (time and three quarters).

9.8 Library Employees

- 9.8.1 The ordinary hours of duty for the Library Employees shall be Monday to Friday, 7.00am to 6.00pm and shall not exceed 152 hours per 4-week cycle.
- 9.8.2 The non-ordinary hours of duty for Library Employees shall be Monday – Friday 6.00pm to 9.00pm and Saturdays 7.00am to 1.00pm.
- 9.8.3 **Loading for ‘Non-Ordinary Hours’**
 - 9.8.3.1 **Definitions**
 - 9.8.3.1.1. **Library Officers and Library Technicians** are staff involved in all front of house customer service and library processing and general operations.
 - 9.8.3.1.2. **Library Employees** are staff involved in Library administration and resource management.
 - 9.8.3.1.3. **Fixed Rosters** apply where Library Employees have regular rostered hours outside the ordinary hours of operation as part of their employment contract.
 - 9.8.3.1.4. **Occasional Rosters** apply where Library Employees not on fixed rosters are required to work hours outside ordinary hours of duty.
 - 9.8.3.2 **Fixed Rosters**
 - 9.8.3.2.1. Fixed rosters for Library Officers and Library Technicians. Library Officers and Technicians who are regularly rostered to work non-ordinary hours will be paid an additional 10% loading on their appropriate rate of pay for all hours worked.
 - 9.8.3.2.2. Fixed rosters for other Library Employees. Library Employees not considered Library Officers or Technicians who are regularly rostered to work non-ordinary hours will be paid a percentage loading on their appropriate rate of pay for all hours worked, as per the following schedule:

% of Non-Ordinary Hours to Total Hours	% Loading on Appropriate Rate of Pay
13% or more	10%
7 - 12.9%	7%
1 - 6.9%	4%

9.8.3.3 Occasional Rosters

9.8.3.3.1. Occasional rosters for all Library Employees working non-ordinary hours on an irregular basis. The following loadings will apply to Library Employees who do not receive the 10% loading on their annual salary:

9.8.3.3.1.1. 15% loading for hours worked Monday to Friday 6.00pm to 9.00pm.

9.8.3.3.1.2. 50% loading for hours worked Saturday 7.00am to 1.00pm.

9.8.3.3.2. Library staff receiving the 10% loading will vary their rosters to enable coverage of non-ordinary hours during staff absences.

10. Rostering of Hours of Work

10.1 For all Employees, unless mutually agreed by the individual Employee and the City, the following rostering constraints shall apply:

10.1.1 The minimum amount of time rostered per shift shall be three (3) hours;

10.1.1.1 With the exception of:

- a) Permanent and/or Contract Employees of the Albany Leisure and Aquatic Centre, for whom the minimum amount of time rostered per shift shall be one and a half (1.5) hours;
- b) A Casual Employee of the Albany Leisure and Aquatic Centre, for whom the minimum amount of time rostered per shift shall be two (2) hours.

10.1.2 A minimum break of ten (10) hours between shifts rostered on consecutive days.

10.1.3 Employees shall not be rostered for shifts on more than five (5) days out of seven (7).

10.1.4 Employees shall not be rostered for split shifts on the same day, with the exception of the Albany Leisure and Aquatic Centre.

10.2 All reasonable attempts will be made to establish rosters four (4) weeks in advance in consultation with Employees and in consideration of:

10.2.1 Employee wellbeing and work-life balance;

10.2.2 Customer expectations;

10.2.3 Public safety; and

10.2.4 Other organisational requirements.

10.3 Rosters shall be prominently displayed at the place of work in a position accessible to the Employees concerned. Rosters shall also be communicated by electronic means (e.g. email).

10.4 Unless otherwise agreed between the Employee and Supervisor, a minimum of 72 hours' notice on rosters or changes to rosters will apply.

11. Rest Breaks

11.1 Albany Leisure and Aquatic Centre Employees covered by this Policy are entitled to:

11.1.1 A paid break not exceeding 10 minutes to be taken during the morning and afternoon and will be taken at a time that causes minimum disruption; with approval of their Supervisor however this is not an entitlement during periods of short staff or events. Permission may not always be granted.

12. Variable Work Arrangements

12.1 General Employees

- 12.1.1 All full-time Employees must work 76 hours per 2 week pay cycle within predetermined team-based rosters whereby core service hours are covered, and operational requirements are not compromised.
- 12.1.2 An Employee's hours of work can be averaged over a 2-week cycle, provided the hours worked over the 2 weeks do not exceed 76 hours.
- 12.1.3 An Employee must commence between the hours of 6.00am and 9.30am and must complete between the hours of 3.00pm and 6.00pm.
- 12.1.4 An Employee is to take an unpaid meal break of no less than 30 minutes and no longer than 2.0 hours starting no later than between the hours 11.30am and 2.00pm.
- 12.1.5 Adequate staff levels within each team are to be maintained during the core service hours of 9.00am and 4.30pm to meet operational and customer service requirements.
- 12.1.6 Employees must actively participate in open communication and teamwork to ensure that internal and external customer service requirements are met at all times.

12.2 Family Friendly Flexibility

- 12.2.1 Where Employees need access to family friendly flexibility it is encouraged these are negotiated with their Manager.
- 12.2.2 Unless by mutual agreement, an Employee or Supervisor shall supply a minimum of one (1) months' notice if a change in the working arrangements is required.

12.3 Rostered Days Off (RDO)

- 12.3.1 This clause does not apply to part-time or casual Employees.
- 12.3.2 Other than Employees on standard rostered arrangements which cannot be adjusted for operational requirements or those Employees who are in their probation period, Employees will be able to apply for an RDO roster to their Supervisor or Manager who, with mutual agreement, will determine if the Employee can work an RDO system.
- 12.3.3 Such approval would not be unnecessarily withheld and would depend on operational requirements such as internal and external customer service.
- 12.3.4 If the Supervisor or Manager approves the RDO system a letter will be sent to the Employee confirming the approval.
- 12.3.5 Unless by mutual agreement, an Employee or the Supervisor shall supply a minimum of one (1) months' notice if a change in the roster is required.
- 12.3.6 RDOs will be taken as determined by the City and, where possible, on a regular basis. RDOs within teams shall be scheduled by the team's Supervisor such that safety, productivity, cost, or internal and external customer service are not compromised, but where possible taking account of the Employee's preference.
- 12.3.7 On occasion RDOs may be rescheduled to meet operational needs, and Employees are expected to be flexible if this is required. RDOs may be rescheduled by agreement, at the Employee's request, but not subsequent to the Employee being ill while on an RDO.

- 12.3.8 An RDO will be rescheduled where it falls on a Public Holiday or Festive Leave day. Employees within a team may swap or rearrange RDO's between themselves, subject to the approval of the Supervisor.
- 12.3.9 Employees will have the choice of the following four (4) working arrangement options calculated in the fortnightly pay run cycle:
 - a) 8-day 2-week cycle – 8 days @ 9.5 hours;
 - b) 9-day 2-week cycle – 8 days @ 8.5 hours & 1 day @ 8 hours;
 - c) 19-day 4-week cycle – 19 days @ 8.0 hours; or
 - d) 20-day 4-week cycle – 20 days @ 7.6 hours.

13. Overtime

13.1 Penalties:

- 13.1.1 Unless greater under the Award, overtime shall mean all work performed outside the ordinary span of hours on any day, or in excess of the ordinary fortnightly hours. It shall be paid at the rate of time and a half for the first two hours of overtime and double time thereafter unless varied by a sub-clause below:
 - 13.1.1.1 All time worked after twelve noon on Saturday and all time worked on Sunday shall be paid for at the rate of double time.
 - 13.1.1.2 All time worked on a Public holiday as prescribed in clause 32 – Public Holidays shall be paid for at the rate of double time and a half.

Part C – Leave

14. Annual Leave

14.1 Period and Payment of Leave

- 14.1.1 Except as hereinafter provided, a period of one hundred and fifty-two (152) hours leave with payment shall be allowed annually to a full-time Employee by the City provided that the City and an Employee may agree on alternative arrangements of the taking of such leave.
- 14.1.2 The accrual of annual leave occurs every fortnight.
- 14.1.3 An Employee before going on leave may be paid the ordinary salary the employee would have received in respect of the ordinary time the employee would have worked had the employee not been on leave during the relevant period.
- 14.1.4 In recognition of the Employee's loss of opportunity to work overtime during a period of annual leave an Employee shall receive a loading of 17.5% (or the appropriate shift loading, whichever is the greater) calculated on the rate of ordinary salary prescribed by this Policy.
- 14.1.5 By agreement between the City and an Employee, the 17.5% loading may be cashed out and/or included as a component in the Employee's salary.

14.2 Annual Leave and Public Holidays

- 14.2.1 If any prescribed holiday falls within an Employee's period of annual leave and is observed on a day which in the case of that Employee would have been an ordinary working day, there shall be added to that period one day, being an ordinary working day, for each such holiday observed as aforesaid.

14.3 Absence from Work

- 14.3.1 Any time in respect of which an Employee is absent from work, except time for which the employee is entitled to claim personal/carer's leave or time spent on holidays or annual leave or workers compensation as prescribed by this Agreement, shall not count for the purpose of determining their right to annual leave.

14.4 Taking of Leave

- 14.4.1 Annual leave shall be given and taken at such a time or at such times that are mutually convenient to the City and the Employee. The City's agreement to leave is subject to operational requirements.
- 14.4.2 In special circumstances, and with the consent of the City, an Employee may defer the taking of any accrued annual leave, or any part thereof not taken, for a period not exceeding three (3) years after the date when the leave was accrued.
- 14.4.3 Leave will not be unreasonably denied if the Employee has sufficient accrued leave.

14.5 Annual Leave on Half Pay

Employee work life balance is important to the City; therefore, Annual Leave on Half Pay will only be approved under special circumstances.

- 14.5.1 Where an Employee commences a period of annual leave the Employee may, if the Employee and City agree in writing, be paid for each week of that period at half the pay rate at which the Employee would otherwise be entitled; reducing the Annual Leave balance of the Employee accordingly. Being paid at half the rate of pay provides the Employee with the opportunity to take double the period of leave. Utilising this type of leave may affect the accrual of other leave entitlements. Employees should discuss their individual circumstances with Human Resources or Payroll when considering this type of annual leave.

14.6 Annual Leave on Double Pay

Employee work life balance is important to the City; therefore, Annual Leave on Double Pay will only be approved under special circumstances.

- 14.6.1 Where an Employee commences a period of annual leave the Employee may, if the Employee and City agree in writing, be paid for each week of that period at double the pay rate at which the Employee would otherwise be entitled; reducing the Annual Leave balance of the Employee accordingly. Being paid at double the rate of pay provides the Employee with half the period of leave.
- 14.6.2 Double pay is not permitted to reduce an Employee's Annual Leave accrual below 4 weeks.

14.7 Leave on Termination

- 14.7.1 The 17.5% annual leave loading is to be applied to the unused leave paid out on termination.

14.8 Festive Leave

- 14.8.1 In addition to the Annual Leave and Public Holidays prescribed for in the Local Government Officers' (Western Australia) Award 2021, employees will receive an additional one (1) day off pro-rata without loss of pay during the festive period between Christmas and New Year.
- 14.8.2 In line with Section 28.6.4 of the Local Government Officers' (Western Australia) Award 2021, the two (2) days in lieu under Sections 28.6.2 and 28.6.3 and the one (1) additional day of provided for in this policy, shall be used pro-rata without loss of pay during the festive period between Christmas and New Year.
- 14.8.3 The provision in clause 11.8.1 does not apply to Employees who during a particular festive period are on unpaid leave.
- 14.8.4 In the event that an Employee is required to present for work during the festive period due to operational requirements, then the Employee shall be entitled to take off the equivalent time in lieu of the time worked, up to a maximum of three (3) days.
- 14.8.5 Further, an Employee may negotiate an alternative clearance arrangement with the City where it is demonstrated to be mutually beneficial for the days to be cleared at a time other than during the festive period between Christmas and New Year, within the following 12 months, or it will be forfeited.
- 14.8.6 The provisions of clause 22.3 Recall in the Award will apply to Employees recalled to work on a Festive Leave day.

14.9 Leave in Advance

- 14.9.1 In special circumstances, at the discretion of the City, pro rata annual leave may be given in advance of accruing the entitlement.
- 14.9.2 Any entitlement to leave and/or payment under 11.1 or 11.3 hereof, will be reduced by the amount of leave and payment granted under this sub-clause.

14.10 Substitute holidays

- 14.10.1 The City and its Employees may agree to substitute another day for any prescribed in this clause. For this purpose, the consent of the majority of affected Employees shall constitute agreement. Any such agreement shall be recorded in writing and be available to every affected Employee.
- 14.10.2 Provided that the National Aboriginal and Torres Strait Islander Day of Celebration may be taken as a holiday in lieu of any of the specified holidays contained herein. The holiday on which work is to be performed in lieu of National Aboriginal Day of Celebration is to be agreed between the City and the Employee concerned.
- 14.10.3 When a public holiday (as prescribed in the Award) falls on a day on which an Employee is rostered off, such Employee shall be entitled to a day in lieu thereof to be taken at such time as may be mutually agreed upon by the Employee and the City.
- 14.10.4 When an Employee is required to be on duty on any of the public holidays prescribed in the Award, the Employee shall be entitled to payment as follows:
 - 14.10.4.1 When an Employee is required to be on duty on any of the holidays such Employee shall be allowed payment for all time worked at the rate of double time and one half; or
 - 14.10.4.2 By agreement, between the City and the Employee concerned, the Employee may be granted time off in ordinary hour's equivalent to the time worked, without loss of pay, at a mutually agreed time.
 - 14.10.4.3 An Employee who works on an observed and actual public holiday will be paid the penalty rate in clause 32.2.4 for working on the observed public holiday, but not both.

15. Personal/Carer's Leave

15.1 Amount Of Paid Personal/Carer's Leave

- 15.1.1 The amount of personal/carer's leave to which an Employee is entitled depends on how long they have worked for the City (on a pro-rata basis) as indicated below:

On commencement of 1st, 2nd, and 3rd years of continuous service 76 hours

On commencement of 4th and subsequent years 91.20 hours

15.2 Evidence Supporting the Claim

- 15.2.1 The Employee shall not be required to produce a certificate from a medical practitioner with respect to absences of three days or less, unless after three such absences in any year of service, the City will request that the next absences in that year, shall be accompanied by such certificate or other proof as required by the remainder of this clause. A year is defined as commencing and ending on the anniversary of the Employee's start date with the City.

- 15.2.2 When taking leave for personal illness or injury, the Employee must, if required by the City under clause 13.2.1, establish by production of:

15.2.2.1 A medical certificate from a Registered Health Practitioner stating that the Employee was or will be unfit for work due to personal injury or illness; or

15.2.2.2 If it is not reasonably practicable to provide a medical certificate, the Employee may provide a statutory declaration.

- 15.2.3 When taking leave to care for members of their immediate family or household who are sick and require care and support or who require care due to unexpected emergency, the Employee must, if required by the Supervisor / Line Manager, establish by production of a medical certificate from a Registered Health Practitioner or, if it is not reasonably practicable to provide a medical certificate, the Employee may provide a statutory declaration, stating that a member of the Employees immediate family or household has had or will have a personal injury or illness in the period requiring care by the Employee.

16. Bereavement Leave

- 16.1 An Employee shall be entitled to be paid for up to four (4) days per occasion of bereavement leave to spend time with a significant person who contracts or develops a personal illness or sustains a personal injury that poses a serious threat to their life, or dies.
- 16.2 For the purposes of this clause, a significant person is defined as being an immediate family or household member and also a person whom the City agrees is a close family member.
- 16.3 Under exceptional circumstances, and subject to the City's consent, a further two days paid leave may be negotiated to cover significant travel outside of the Great Southern Region. Further, accumulated RDO's or accrued time in lieu may be added to this period if necessary.
- 16.4 An Employee, including a casual Employee, shall be entitled to up to four (4) days of unpaid bereavement leave and may take further unpaid leave by agreement with the City.
- 16.5 A part-time Employee is entitled to the provisions of this clause except that paid bereavement leave is only available where the part-time Employee would normally be at work.
- 16.6 In order to be entitled to bereavement leave the Employee must advise the City as soon as

reasonably practicable of their intention to take bereavement leave, and when requested provide the City with evidence to satisfy a reasonable person as to the necessity of taking such leave.

- 16.7 Where the Employee is entitled to bereavement leave, they shall be paid at the rate of wage applicable at the time the leave was taken.

17. Parental Leave

17.1 Unpaid Parental Leave

- 17.1.1 Unpaid parental leave may be taken in more than one single continuous period.

17.2 Paid Parental Leave Scheme for the Primary Care Giver

- 17.2.1 Eighteen (18) weeks paid parental leave will be available to all eligible Employees.
- 17.2.2 A maximum of six (6) of the eighteen (18) weeks can be used prior to the commencement of parental leave with the remainder of twelve (12) weeks occurring at the commencement of the parental leave.
- 17.2.3 For the paid parental leave provided by this Policy, the City will pay the total difference between the Commonwealth Government's legislated parental leave contribution and the Employee's current salary up to a maximum rate equivalent to \$70,000 per annum.
- 17.2.4 Paid parental leave will be paid on a fortnightly basis either at the ordinary rate over eighteen (18) weeks or at half pay over thirty-six (36) weeks at the election of the Employee.
- 17.2.5 Part-time Employees are entitled to the provisions of the City's paid parental leave scheme on a pro-rata basis. The payment for the leave will be determined based on the average weekly hours the Employee worked in the preceding twelve (12) months.
- 17.2.6 Employee entitlements will accrue during the period of paid parental leave only.
- 17.2.7 Casual Employees are not entitled to the provisions of the City's paid parental leave scheme.

17.3 Paid Parental Leave Scheme for the Non-Primary Care Giver

- 17.3.1 In addition to the Commonwealth Government's legislated and funded two (2) weeks of paid Dad and Partner Pay for eligible Employees, the City will provide paid non-Primary Care Givers' leave of one (1) week.
- 17.3.2 The additional one (1) week paid leave provided by the City is to be taken in a single continuous period.
- 17.3.3 Eligible Employees are also entitled to two (2) weeks unpaid leave.
- 17.3.4 Other leave entitlements may be accessed once the paid non-Primary Care Givers' leave entitlements has been utilised; by agreement between the Employee and the City.

17.4 Adoption Leave

- 17.4.1 Employees eligible for Adoption leave are also entitled to the provisions of Clause 14 in addition to the entitlements provided in the *Minimum Conditions of Employment Act 1993* (WA).

17.5 Variation of Parental leave

- 17.5.1 In addition to the provisions of the *Minimum Conditions of Employment Act 1993* (WA), if the City agrees, the Employee may further extend the period of unpaid parental leave one or more times up to a maximum of twenty-four (24) months leave.
- 17.5.2 An application for variation of parental leave must meet the requirements of the *Minimum Conditions of Employment Act 1993* (WA).

18. Family Violence Leave

- 18.1 The City of Albany recognises that Employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, the City of Albany is committed to providing support to staff that experience family violence.
- 18.2 An Employee experiencing family violence will have access to up to ten (10) days per year (non-accumulative) of paid special leave for medical appointments, legal proceedings and other activities related to their family violence. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days, or as a fraction of a day, and can be taken without prior approval.
- 18.3 An Employee who supports a person experiencing family violence may take carer's leave to accompany them to court, to hospital, or to provide care for children.
- 18.4 Employees will provide notice of the need for leave as soon as possible after becoming aware of the need for leave and will provide evidence to substantiate the need for leave. The evidence required is evidence that would satisfy a reasonable person that the leave is for the purpose for which it is being taken; specific examples including a court order, police report, hospital incident report or incident report from a social and community service organisation registered with the Women's Council Domestic and Family Violence Services.

19. Leave Without Pay

- 19.1 Employees may apply for leave without pay, following the exhaustion of annual and long service leave, based on merit and/or special circumstances and in writing for approval by the City. If the application is rejected the reasons shall be provided to the Employee in writing.

20. Purchased Leave

- 20.1 The City and an Employee may agree to enter an arrangement whereby the Employee can purchase additional annual leave in each anniversary year. Purchased leave can be taken in whole working days as soon as it has accrued. The Employee can agree to take a reduced salary spread over the 52 weeks of the year and receive the following amounts of additional leave:

Number of Weeks' Salary Spread Over 52 Weeks	Number of Additional Weeks Leave Purchased
44 weeks	8 weeks
45 weeks	7 weeks
46 weeks	6 weeks
47 weeks	5 weeks
48 weeks	4 weeks
49 weeks	3 weeks
50 weeks	2 weeks
51 weeks	1 week

- 20.2 Participation in the scheme is by application and, if rejected, the City shall provide the reasons for denial of the application in writing.
- 20.3 The additional leave purchased is to be taken subject to the agreement of the City and operational convenience and will be approved to be taken using the City's normal annual leave application process.
- 20.4 The purchased leave will not be accrued from year to year.
- 20.5 Each purchased leave arrangement will be reviewed on a yearly basis and workers shall apply to continue to participate in the scheme. Failure to use the previous years' purchased leave may result in a subsequent application for participation in the scheme being denied.
- 20.6 In the event that the Employee is unable to take such leave, their salary will be adjusted on the last pay period to take into account time worked during the previous year that was not included in their salary.
- 20.7 The 17.5% loading for annual leave is not applicable for any period of purchased leave.

21. Cultural Leave

- 21.1 The City, in recognising all cultures with the workforce, shall allow staff to take approved leave to attend a recognised Cultural National Day of Celebration relating to their cultural heritage. The leave is to be approved by the Employee's Supervisor in advance and shall be in the form of an accrued Rostered Day Off, Time in Lieu or Annual Leave.
- 21.2 This clause shall also be read in conjunction with the City of Albany Aboriginal Accord and clause 11.10 of this Policy which provides Employees the opportunity to substitute a Public Holiday for the National Aboriginal and Islander Day of Celebration.

22. Long Service Leave

- 22.1 Employees shall be entitled to thirteen (13) weeks Long Service Leave after seven (7) years of continuous service, and another thirteen (13) weeks for every seven (7) years of continuous service thereafter.
- 22.2 All other conditions remain in accordance with the Western Australia (WA) Local Government (Long Service Leave) Regulations that may be varied from time to time.
- 22.3 This clause provides a benefit greater than that which is provided for in the WA Long Service Leave (Local Government) Regulations and the additional entitlement is not portable to another Local Government Authority (LGA).
- 22.4 The entitlement to Long Service Leave after an initial period of 7 years' service, as provided in the table below, was introduced on a pro-rata basis for existing General Employees who previously had an entitlement to Long Service Leave after the initial 10 years of service at the commencement of the Collective Enterprise Agreement 2013.
 - 22.4.1 New Employees transferring their Long Service Leave entitlement in accordance with the Local Government (Long Service Leave) Regulations from another Local Government with a 10-year accrual period, will have their entitlement converted to a 7-year accrual period as per the table below.

LONG SERVICE LEAVE

Current Years of Service at the commencement of the Collective Enterprise Agreement 2013	Remaining LSL Accrual (% of 10yrs) at the commencement of Collective Enterprise Agreement 2013	Remaining Years until entitled to 13 weeks LSL at the commencement of Collective Enterprise Agreement 2013
1	0.9	6.3
2	0.8	5.6
3	0.7	4.9
4	0.6	4.2
5	0.5	3.5
6	0.4	2.8
7	0.3	2.1
8	0.2	1.4
9	0.1	0.7
10	0	0

23. Community Services Leave**23.1 Jury Service and Employees Subject to Subpoena**

- 23.1.1 The City shall release Employees subject to subpoena or for the purpose of jury service without loss of pay. Proof of subpoena or the call to participate in jury service may be required by the City.

23.2 Definition: Voluntary Emergency Body & Activities

- 23.2.1 An Emergency Management body is a body which has a role or function in:

- 23.2.1.1 Fire Fighting;
- 23.2.1.2 Civil Defence;
- 23.2.1.3 Rescue.

- 23.2.2 For the purpose of securing the safety of persons, animals, and/or protecting property in an emergency or natural disaster or responding to an emergency or natural disaster.

- 23.2.3 For the purpose of civil defence training or activities as required.

23.3 Paid Voluntary Emergency Activities

- 23.3.1 A City Employee as a member of an emergency management body will be released to respond to an emergency situation with no loss of pay according to the following:

- 23.3.1.1 The City will make payment for ordinary hours only, for when the community service applies.
- 23.3.1.2 Where an emergency occurs outside of ordinary working hours the Employee will be released from work until they have had a 10-hour break.
- 23.3.1.3 Where the Employee is required to have a 10-hour break as pursuant to Clause 20.3.1.2 the Employee will make every effort to contact their immediate Supervisor to advise of their expected time of arrival for normal duties.

23.4 Entitlement to be Absent

- 23.4.1 An Employee who engages in a voluntary emergency activity is entitled to be absent from the City for a period if the period consists of one or more of the following:

- 23.4.1.1 Time when the Employee engages in the activity;
- 23.4.1.2 Reasonable travelling time associated with the activity; and/or
- 23.4.1.3 Reasonable rest time immediately following the activity.

23.5 Notice Requirements

23.5.1 An Employee who wants an absence from City employment for an eligible community service activity must give notice of the absence.

23.5.2 The notice:

23.5.2.1 Must be given to the City as soon as reasonably practicable, which may be after the absence has started.

23.5.2.2 Must advise the City of the period or expected period of the absence.

23.6 Evidence Requirements

23.6.1 An Employee who has given the City notice of an absence under sub-clause 20.5 must if required by the City:

23.6.1.1 Provide written proof that the Employee is a member of an Emergency Management body, prior to the request for leave; and

23.6.1.2 Give the City evidence that would satisfy a reasonable person that the absence is because the Employee has been engaged in, or will be engaged in, an eligible community service activity.

23.7 Community Services Leave During Annual Leave

23.7.1 Should an Employee be required to perform community service while on annual leave, such annual leave may be replaced by Community Services Leave on application, within seven days of the Employee returning to work.

23.7.2 Replacement of paid annual leave by paid Community Services Leave shall not be made with respect to fractions of a day.

23.7.3 Where paid Community Services Leave has been granted by the City, that portion of annual leave equivalent to paid Community Services Leave is replaced by the paid Community Services Leave and shall be added to the balance of accumulated leave.

23.7.4 Replaced annual leave shall exclude the 17.5% loading.

24. Study Leave

24.1 Study leave is defined as approved leave for the purposes of studying an approved Tertiary (University or TAFE) course where an examination is required to complete the course requirements.

24.2 Study leave applications require the approval of the City.

24.3 Each application will be assessed on its merits, based on the benefits to the Employee and the City. It is expected that the annual performance appraisal process will identify and approve relevant courses of study for budgeting purposes.

24.4 Study leave is available to all permanent staff and excludes casual staff.

24.5 Study leave grants up to 2 days paid leave in addition to all other leave provisions for each examination up to a maximum of six (6) days, or three (3) examinations, per year.

24.5.1 Study Leave is to be taken for the day of the examination and the day preceding the examination.

24.5.2 Should the examination fall on a day after a weekend or public holiday, no allocation of a paid study leave day will be allocated to the day preceding the examination day, unless rostered to work on the Sunday or public holiday preceding the examination.

24.6 Study leave will not be granted for re-submissions or supplementary examinations.

24.7 The Employee shall commit the necessary personal time to complete the course of study.

24.8 Should more leave be required, application should be made to the Employee's relevant Executive Director.

Part D – Other Conditions

25. Redundancy and Redeployment

25.1 Redundancy

- 25.1.1 Where an Employee's position becomes redundant as a result of workplace change, unsuccessful competitive tendering, restructure, amalgamation, privatisation or closure of sections or section of the work force covered by this Policy, the following shall apply:
 - 25.1.1.1 If an Employee is to be made redundant or offered a redundancy, that Employee shall be presented by the City with detailed workings of the full entitlement due to the Employee upon termination, including accrued entitlements, prior to the Employee accepting the redundancy.
- 25.1.2 If an Employee's position is made redundant, then the Employee shall receive the following benefits upon leaving the organisation:
 - 25.1.2.1.1. 12 weeks' notice, with 7.6 hours per week paid leave to seek other employment. The City only provides this during the notice period of termination. The 7.6 hours per week need not be consecutive.
 - 25.1.2.1.2. An additional one week's pay or notice, if the Employee is 45 years of age or over.
- 25.1.2.2 Redundancy pay based on completed years of service with the City as follows:
 - 25.1.2.2.1. Employees with 12 months service but less than 2 years' service are entitled to a redundancy payment equivalent to four (4) weeks' pay plus all unused leave entitlements and any accrued long service leave entitlements that may be able to be paid out under the Local Government (Long Service Leave) Regulations.
 - 25.1.2.2.2. Employees who have served more than 2 years are entitled to three (3) weeks' pay for each completed year of service up to a maximum of 52 weeks plus all unused leave entitlements.
- 25.1.3 The Employee may elect to work less than the twelve (12) weeks' notice and still enjoy the benefits of sub-clause 22.1.2.1 and 22.1.2.2 of this clause however, Employees shall only receive payment for that much of the notice period that the Employee works.
- 25.1.4 This clause shall not apply to casual Employees or those employed on contracts for specific periods or projects.

25.2 Redeployment

- 25.2.1 Where an opportunity is identified by the organisation for redeployment at a lower level and the Employee accepts the position, the reclassification at the lower level will apply, however a 12- week period of grace will apply where benefits will be maintained.
- 25.2.2 During this period the Employee will assess their appropriateness for the new role and shall have the option during these 12 weeks to claim redundancy.
- 25.2.3 Any period spent in redeployment, after which the Employee reverts to redundancy, shall count towards the 12 weeks' notice period.
- 25.2.4 The Employee shall be provided with the opportunity to undertake training and development as determined by the staff appraisal process.

25.3 Transmission of Business

25.3.1 The provisions of this clause are not applicable where a business is before or after the date of this policy, transmitted from an employer (in this sub-clause called the transmittor) to another employer (in this sub-clause call the transmittee), in any of the following circumstances:

25.3.1.1.1. Where the Employee accepts employment with the transmittee which recognises the period of continuous service which the Employee had with the transmittor and any prior transmittor to be continuous service of the Employee with the transmittee; or

25.3.1.1.2. Where the Employee rejects an offer of employment with the transmittee:

25.3.1.1.3. In which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the Employee at the time of ceasing employment with the transmittor; and

25.3.1.1.4. Which recognises the period of continuous service which the Employee had with the transmittor, and any prior transmittor, to be continuous service of the Employee with the transmittee.

25.4 Exemptions

25.4.1 Redundancy and Redeployment as specified in clause 23 do not apply to:

25.4.1.1 Employees terminated as a consequence of serious misconduct that justifies dismissal without notice;

25.4.1.2 Probationary Employees;

25.4.1.3 Apprentices;

25.4.1.4 Trainees whose employment under a traineeship agreement or an approved traineeship is for a specified period or is, for any other reason, limited to the duration of the agreement;

25.4.1.5 Employees engaged for a specific period of time or for a specified task or tasks; or

25.4.1.6 Casual Employees.

26. Employee Assistance Program

26.1 The City will continue to provide Employee Assistance Program funding, that allows confidential access to professional counselling for all Employees wishing to access such counselling to help to resolve personal problems or work-related problems.

26.2 Employees are reminded that problems primarily stemming from issues within or from the workplace should be resolved through the use of appropriate formal grievance procedures in the workplace.

27. Self-Managed Work Teams

- 27.1 Self-Managed Work Teams are those which:
- 27.1.1 Share the responsibility for a work process, in whole or in part, which delivers a product or service to an internal or external customer.
 - 27.1.2 Work together to improve their operations, handle day to day problems, plan and control their work and trial new initiatives.
- 27.2 The City will promote the principle of empowerment by allowing Employees more scope in planning and decision making in relation to performance in areas such as, but not limited to:
- 27.2.1 Safety;
 - 27.2.2 Productivity;
 - 27.2.3 Quality;
 - 27.2.4 Timely service delivery;
 - 27.2.5 Resource utilisation;
 - 27.2.6 Training;
 - 27.2.7 Process improvements;
 - 27.2.8 Scheduling people; and
 - 27.2.9 Work assignments.
- 27.3 The City is committed to undertake the necessary training and identification of resources required for the implementation of self-managed work teams.
- 27.4 The primary role of the organisation in the development of self-managed work teams is to:
- 27.4.1 Provide vision;
 - 27.4.2 Transfer management responsibilities and authority to teams;
 - 27.4.3 Facilitate external relationships;
 - 27.4.4 Provided resources;
 - 27.4.5 Plan longer term;
 - 27.4.6 Provide training; and
 - 27.4.7 Support team members' career development.

28. Travel Reimbursement

An Employee who is required to travel on official City of Albany business shall use a motor vehicle from the City vehicle pool. If a vehicle is unavailable and the Employee, at the request of the City, agrees to use their own vehicle for work purposes then the Employee shall be reimbursed all expenses incurred in accordance with the minimum rate set out in Table 1 below, to be indexed annually to Perth CPI for Western Australia. Where the Local Government Officers' (Western Australia) Award 2021 provides for a greater reimbursement, then that rate shall be used.

Table 1 – Motor Vehicle

Distance travelled during a year on official business	Rate c/km
Rate per kilometre	78

- 28.1 An Employee who agrees to use their four-wheel drive vehicle because of the nature of the terrain to be traversed and/or weather conditions shall be paid an allowance in addition to the allowance prescribed in 25. The amount of such allowance shall be fixed by agreement between the City and the Employee in the light of the particular circumstances calling for the use of a four-wheel drive vehicle.
- 28.2 The City may require an Employee to record full details of all such official travel requirements in a logbook and all reimbursements must be submitted on a monthly basis, if they are not submitted monthly, they may not be approved unless there are extenuating circumstances.
- 28.3 Employees who utilise their own private vehicle for business purposes without prior approval from their Line Manager shall not be entitled to reimbursement for travel costs in accordance with this clause.

29. Health and Safety in the Workplace

- 29.1 The City shall supply all Personal Protective Equipment (PPE) in accordance with the Work Health and Safety Act 2020 (WA)
- 29.2 The Work Safety and Health Representatives employed by the City shall have input into the selection of PPE.
- 29.3 The City is a smoke free workplace and Employees are not permitted to smoke in or around the City's buildings or vehicles.

Part E – Classification Definitions

30. General Employees

GENERAL EMPLOYEE LEVEL 1

Characteristics of the level

This level is an introductory level for Employees with no previous experience in the position to be filled.

- At this level, Employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques in a support role.
- General features at this level consist of performing clearly defined activities. Employees' duties at this level will be closely monitored with instruction and assistance always available.
- Freedom to act is limited by standards and procedures.
- Positions at this level will involve Employees in extensive on the job training including familiarisation with the goals and objectives of the team.
- Age from fifteen to twenty and to include any special circumstances.
- The entry point for adults with minimal skills and knowledge in local government or minimal relevant experience will be Level 1 Step 6. Progression to Level 2 for such Employees will be automatic on the completion of twelve months satisfactory service.
- Supervision of other Employees is not a feature at this level.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- developing knowledge of the position policy and practices;
- no formal qualifications required at this level;
- it is desirable that Employees are studying for an appropriate certificate;
- basic numeracy and written and verbal communication skills;
- at this level, employers are expected to offer substantial on the job training.

Responsibilities

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

- undertake routine activities;
- become familiar with established practices and procedures;
- learn basic interpersonal skills.

Organisational Relationships

- works under direct supervision.

Extent of Authority

- work outcomes are closely monitored;
- freedom to act limited by work practices relevant to the area, and to specific instructions;
- assistance readily available when problems arise;
- No scope for interpretation

GENERAL EMPLOYEE LEVEL 2

Characteristics of the Level

- At this level, Employees work under close direction and undertake routine activities that require the practical application of basic skills and techniques. General features at this level consist of performing clearly defined activities with outcomes being readily attainable and clearly defined. Employees' duties at this level will be closely monitored with instruction and assistance being readily available.
- Freedom to act is limited by standards and procedures. However, with experience, Employees at this level may have sufficient freedom to exercise judgement in the planning of their own work within those confines.
- Positions initially at this level will involve Employees in extensive on the job training including familiarisation with the goals and objectives of the team.
- Employees will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.
- Supervision of other Employees is not a feature at this level.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- developing knowledge of the team/department function and operation;
- adequate knowledge of work practices and policies of the relevant work area;
- basic knowledge of procedures and equipment relevant to the work area;
- basic numeracy, written and verbal communication skills relevant to the work area;
- no formal qualifications required at this level;
- at this level, employers are expected to offer continuing on the job training;
- it is desirable that Employees are studying for an appropriate certificate or undertaking either internal or external training.

Responsibilities

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

- undertake routine activities of a support nature;
- undertake straightforward operation of equipment relevant to department / team;
- provide routine information to other departments and public;
- apply established practices and procedures;
- perform general duties.

Organisational Relationships

- works under direct supervision.

Extent of Authority

- work outcomes are regularly monitored;
- freedom to act limited by standards and procedures;
- solutions to problems found in established procedures and instructions, assistance readily available.

GENERAL EMPLOYEE LEVEL 3

Characteristics of the Level

- At this level, Employees work under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this level consist of performing functions that are defined by established routines, methods, standards, and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the employer. In addition, Employees may be required to assist senior Employees with specific projects.
- Employees will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to lower classified Employees concerning established procedures. In addition, Employees at this level may be required to assist in establishing procedures to meet the objectives of a minor function.
- Employees will be responsible for managing time, planning, and organising their own work and may be required to oversee and/or guide the work of a limited number of lower classified Employees.
- Employees at this level could be required to resolve minor work procedural issues in the relevant work area within established constraints.
- Level 3 Step 4 is the appointment level for any graduate with a relevant three-year degree who is required to undertake work related to that qualification.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- developing skills in oral, written, and interpersonal communication with clients and other members of the public;
- knowledge of established work practices and procedures relevant to the work area;
- knowledge of policies, regulations and statutory requirements relating to the work area;
- understanding of clear but complex rules;
- application of techniques relevant to the work area;
- no formal qualifications required; or
- appropriate post-trade certificate relevant to the work area; or
- entry point for three-year degree/Associate Diploma/appropriate certificate without experience; or
- will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required; or
- appropriate on the job training and relevant experience.

Responsibilities

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

- undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/or guidelines;
- achieve outcomes that are clearly defined;
- operate general workplace equipment, initiate corrective action at an elementary level;
- operate and be conversant with relevant workplace equipment and utilise the functions of those systems and be proficient in their use;
- provide support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;

- perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to clients/ratepayers;
- provide paraprofessional support to qualified Employees;
- oversee the work of unqualified Employees and/or take charge of a minor function within the local government;
- undertake routine inspectorial duties involving the enforcement of general by-laws/regulations, assist senior Employees with special projects;
- exercise operational responsibility for a single purpose complex;
- perform tasks requiring knowledge of established work practices and procedures relevant to the work area;
- where prime responsibility is to supervise Outside Employees:
- plan and coordinate the activities of Employees within a single works function of local government;
- supervise the day-to-day operation of a minor works project;
- responsible for a minor works project/programme;
- where prime responsibility lies in a technical field:
 - apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering, survey and horticulture;
 - responsible for a minor project.

Organisational Relationships

- where relevant, supervise minor works programmes/projects;
- works under regular supervision;
- oversee and guide a limited number of lower classified Employees.

Extent of Authority

- work outcomes monitored;
- freedom to act within established guidelines;
- solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents, guidelines. Assistance available when problems occur.

GENERAL EMPLOYEE LEVEL 4

Characteristics of the Level

- At this level Employees work under general direction in the application of procedures, methods, and guidelines which are well established. However, graduates initially appointed at this level will be under direct supervision of a senior Employee.
- General features of this level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior Employees. Employees may receive instruction on the broader aspects of the work. In addition, Employees may provide assistance to lower classified Employees.
- Positions at this level allow Employees the scope for exercising initiatives in the application of established work procedures.
- At this level Employees may be required to supervise. Employees with Supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within the work area.
- Employees will be responsible for managing and planning their own work and that of subordinate Employees and may be required to deal with formal disciplinary issues within the work area.
- Supervisors should have a basic knowledge of the principles of human resource management and be able to assist subordinate Employees with on-the-job-training.
- It is desirable that three-year degree holders shall progress to this level after the completion of twelve months service at the top of Level 3, after obtaining relevant experience and a satisfactory degree of competence. This is the appointment level for any graduate with a relevant four-year degree who is required to undertake work related to that qualification.
- Employees with certificate qualifications relevant to the work area may be promoted to this level once they have obtained the appropriate certificate and have had relevant satisfactory service and undertake work related to the responsibilities under this level.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- thorough knowledge of work activities performed within the work area;
- sound knowledge of procedural/operational methods of the work area;
- may utilise professional, specialised, or technical knowledge;
- working knowledge of statutory requirements relevant to the work area;
- ability to apply computing concepts;
- entry level for four-year degree in the relevant discipline; or
- entry level for three-year degree plus graduate diploma in the relevant discipline; or
- associate diploma with experience; or
- three-year degree plus one-year professional experience in the relevant discipline; or
- appropriate certificate with relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

Responsibilities

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

- undertake responsibility for various activities in a specialised area and/ or components of the works programme;

- exercise responsibility for a function within the work area;
- assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of the Employee;
- supervise the work of other paraprofessional Employees;
- regularly undertake general inspections to enforce compliance with various acts, regulations, local laws and policies;
- advise landholders/local authorities/government Employees on eradication/control techniques and measures and inform them of their obligations under the relevant legislation;
- provide advice on requirements for compliance with the relevant acts, codes, regulations, standards, local laws, and Council policies. Undertake inspections;
- undertake minor development assessment duties;
- exercise operational responsibility for a multipurpose complex;
- coordinate elementary community service programmes or a single programme at a more complex level;
- plan and coordinate elementary community-based projects/programmes;
- perform moderately complex functions including social planning, demographic analysis, survey design and analysis;
- provide support requiring a high degree of judgement, initiative, confidentiality, and sensitivity in the performance of work;
- proficient in the operation of equipment to enable modification or correction of and/or the identification of operational problems;
- where prime responsibility lies in a professional field, Employees at this level would undertake at least some of the following:
 - undertake some minor phase of a broad or more complex assignment;
 - provide assistance to senior Employees;
 - perform duties of a specialised nature;
- where the prime responsibility is to supervise the work of Outside Employees, supervision may extend to several elements of the work:
 - plan and coordinate minor works;
 - exercise responsibility for a number of minor works and determine objectives for the functions under their control;
- where the prime responsibility lies in a technical field, Employees at this level:
 - perform moderately complex functions in various fields including construction, engineering surveying and horticulture;
 - assist and review work done by subordinate Employees.

Organisational Relationships

- graduates work under direct supervision;
- works under general supervision;
- supervision of other Employees;
- operate as a member of a professional team.

Extent of Authority

- may set outcome/objectives for specific projects;
- graduates receive instructions on the broader aspects of the work;
- freedom to act within defined established practices;
- problems can usually be solved by reference to procedures, documented methods, and instructions. Assistance is available when problems occur.

GENERAL EMPLOYEE LEVEL 5

Characteristics of the Level

- At this level, Employees work under general direction in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.
- General features at this level require the application of knowledge and skills which are gained through qualifications and/or previous experience in the discipline. Employees will be expected to contribute knowledge in establishing procedures in the appropriate work-related field. In addition, Employees at this level may be required to supervise various functions within a work area or activities of a complex nature.
- Positions may involve a range of work functions that could contain a substantial component of supervision or require Employees to provide specialist expertise/advice in their relevant discipline.
- Work at this level requires a sound knowledge of programme, activity, operational policy or service aspects of the work performed within a function or a number of work areas.
- Employees require skills in managing time, setting priorities, planning and organising own work and that of subordinate Employees, where supervision is a component of the position, to achieve specific objectives.
- Employees will be expected to set outcomes and further develop work methods where general work procedures are not defined.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- knowledge of statutory requirements relevant to work area;
- knowledge of team procedures, policies and activities;
- sound discipline knowledge gained through previous experience, training or education;
- knowledge of the role of departments within the local government and/or service functions;
- specialists require an understanding of the underlying principles in the relevant disciplines;
- relevant four-year degree with two years relevant experience or three year degree with three years of relevant experience; or
- associate diploma with relevant experience; or
- lesser formal qualifications with substantial years of relevant experience; or
- attained through previous appointments, service and/or study an equivalent level of expertise and experience to undertake the range of activities required.

Responsibilities

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

- undertake activities that may require the Employee to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- exercise responsibility for various functions within the work area;
- identification of specific or desired performance outcomes;
- contribute to interpretation and administration of matters for which there are no clearly established procedures;
- provide support of a complex nature to senior Employees;

- ensure plans, permits, applications comply with appropriate legislation;
- manage a multipurpose complex;
- undertake a wide range of activities associated with programme, activity or service delivery;
- where the prime responsibility lies in a professional field, Employees at this level would undertake at least some of the following:
 - liaise with other professionals at a technical level;
 - discuss techniques, procedures and/or results with clients on straight forward matters;
 - lead a team within a discipline related project and/or a works programme;
 - provide a reference, research, and/or technical information service including the facility to understand and develop technologically based systems;
 - carry out a variety of activities requiring initiative and judgement in the selection and application of established principles, techniques, and methods;
 - perform a range of planning functions exercising knowledge of statutory and legal requirements;
 - assist senior Employees with the planning and coordination of a community programme of a complex nature;
 - undertake duties in the relevant disciplines utilising knowledge of procedures and statutory requirements relevant to the work area.
- where the prime responsibility is to supervise the work of Outside Employees, Employees at this level:
 - exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes and specifications;
 - assist senior Employees with the establishment of work programmes of a complex nature;
 - responsible for part of the works programme budget.
- Where the prime responsibility lies in a technical field, Employees at this level:
 - undertake projects which impact on the teams and/or departments programmes;
 - carry out a variety of activities in the field of technical operation requiring initiative and judgement in the selection and application of established principles, techniques, and methods.

Organisational Relationships

- works under general direction;
- supervises subordinate Employees/contractors or works in a specialised field.

Extent of Authority

- required to set outcomes within defined constraints;
- provides specialist technical professional advice;
- freedom to act governed by clear objectives and/or budget constraints;
- solutions to problems generally found in precedents, guidelines, or instructions. Assistance usually available.

GENERAL EMPLOYEE LEVEL 6

Characteristics of the Level

- At this level Employees are subject to general direction from senior Employees. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and/or the employer's goals.
- Employees adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.
- General features at this level indicate the involvement in establishing team/departmental programmes and procedures. Positions will include a range of work functions and may involve the supervision of a team or in the case of small local governments a department. Work may span more than one discipline. In addition, Employees at this level may be required to assist in the preparation of or prepare the departmental budget. Employees at this level will be required to provide expert advice to lower classified Employees.
- Positions at this level demand the application of knowledge that is gained through qualifications and/or previous experience in the discipline. In addition, Employees will be required to set priorities and monitor workflows in their area of responsibility (may include establishing work programmes in small local governments).
- Employees are required to set project priorities, plan and organise their own work and that of subordinate Employees and establish the most appropriate operational methods for the team/department. In addition, interpersonal skills are required to gain the cooperation of clients and Employees.
- Employees responsible for projects and/or functions will be required to establish outcomes to achieve departmental/local government goals. Specialists may be required to provide multi-disciplinary advice.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- knowledge of departmental programmes, policies and activities;
- sound discipline knowledge gained through experience;
- sound knowledge of the role of the employer's structure and service;
- relevant degree with relevant experience; or
- associate diploma with substantial experience; or
- less formal qualifications with specialised skills sufficient to perform at this level; or
- attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

Responsibilities

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

- responsible for a range of functions within the team and/or department requiring a high level of knowledge and skills;
- undertake responsibility for a moderately complex project;
- undertake a minor phase of a broader or more complex professional assignment;

- assist with the preparation or prepare departmental or team budgets;
- set priorities and monitor workflow in areas of responsibility;
- provide expert advice to lower classified Employees;
- exercise judgement and initiative where procedures not clearly defined;
- operate as a specialist Employee in the relevant discipline where decisions made and taken rest with the Employee with no reference to a senior Employee;
- plan, coordinate and administer the operation of a multi-purpose complex including financial management and reporting;
- undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas: may exercise responsibility for a specialised area of the employer's operation;
- understanding all areas of equipment operation to enable the provision of advice and assistance when non- standard procedures/processes are required;
- undertake publicity assignments within the framework of the employer's publicity and promotions programme. Such assignments would be of limited scope and complexity but would involve the coordination of facets of the total programme including media liaison, design and layout of publications/displays and editing;
- where the prime responsibility lies in a professional field, Employees at this level, would undertake at least some of the following:
 - under general direction undertake tasks of a specialised and/or detailed nature;
 - provide reports on progress of project activities including recommendations;
 - exercise professional judgement within prescribed areas that may include supervision of the function;
 - carry out planning studies for particular projects including aspects of design, formulation of policy, implementation procedures and presentation;
 - exercise a high level of interpersonal skills in dealing with the public and other organisations;
 - plan, develop and operate a community service programme of a moderately complex nature;
 - exercise responsibilities for various functions within a work area including compliance with regulations, codes and procedures;
- where prime responsibility is to supervise Outside Employees, Employees at this level:
 - exercise operational responsibility for works programmes;
 - exercise judgement and initiative where procedures not clearly defined;
 - establish work programmes in small local government;
- where prime responsibility lies in a technical field:
 - leads teams on moderately complex technical projects;
 - exercise significant initiative and judgement in the selection and application of established principles, techniques;
 - supervise the work of other Employees;
 - provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and results.

Organisational Relationships

- works under general direction;
- supervise other Employees.

Extent of Authority

- exercise a degree of autonomy;
- control projects and/or programmes;
- set outcomes for subordinates;
- establish priorities and monitor workflow in areas of responsibility;
- solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

GENERAL EMPLOYEE LEVEL 7

Characteristics of the Level

- At this level, Employees operate under limited direction from senior Employee(s) and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- General features at this level allow Employees the scope to influence the operational activities of the team, department and/or local government. Employees at this level will be expected to contribute to the management of the team and/or department, assist/prepare budgets, establish procedures and work practices. In addition, Employees at this level will be required to provide expert advice to lower classified Employees.
- Positions at this level may be required to have responsibility for decision making in their particular work area and the provision of expert advice. Employees will be required to provide consultation and assistance relevant to the work team and/or department. Employees will be required to set outcomes for the work area for which they are responsible so as to achieve the objectives of the department and/or local government.
- Employees may exercise managerial responsibility for a work area, a large work programme, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programmes/activities.
- Impact of activities undertaken or achievement of stated outcomes/objectives for the work area may identify positions at this level.
- Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop, and motivate subordinate Employees. Understand and implement effective human resource management practices.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary or major single function operation;
- discipline knowledge gained through experience, training or education;
- appreciation of the long term goals of the organisation;
- detailed knowledge of programme activities and work practices relevant to the work area;
- knowledge of organisation structure or functions;
- comprehensive knowledge of the employer's policies relevant to the team/department;
- comprehensive knowledge of statutory requirements relevant to the discipline;
- degree with substantial experience; or
- associate diploma with substantial experience; or
- lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

Responsibilities

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

- undertake significant projects and/or functions involving the use of analytical skills;
- provide advice on matters of complexity within the work area and/or discipline;
- undertake a range of duties within the work area, including problem definition, planning and the exercise of judgement;
- provide advice on policy matters and contribute to their development;
- negotiate on matters of significance within the team and/or department, with other bodies and/or members of the public;
- control and coordinate a work area within budgetary constraints;
- exercise a degree of autonomy, within budgetary constraints, in establishing the operation of the work area;
- undertake duties that involve more than one discipline;
- provide a consultancy service for a range of activities;
- where prime responsibility lies in a professional field an Employee at this level, would undertake at least some of the following:
 - provide support to a range of activities or programmes;
 - control and coordinate projects;
 - contribute to the development of new procedures and methodology;
 - provide expert advice/assistance relevant to the discipline;
 - supervise/manage the operation of a work area;
 - supervise on occasions other professional Employees within the discipline;
 - provide consultancy services for a range of activities.
- where prime responsibility is to supervise Outside Employees, Employees at this level:
 - control and coordinate the works programme within budgetary constraints;
 - supervise large outside work force and/or contractors;
 - exercise a degree of autonomy, within budgetary constraints, in establishing works programmes;
- where the prime responsibility is in a technical field, Employees at this level:
 - undertake duties that involve more than one discipline;
 - contribute to the development of new techniques and methodology;
 - provide a consultancy service for a range of activities

Organisational Relationships

- works under limited direction;
- supervision of Employees; and/or contractors.

Extent of Authority

- may manage a work area;
- exercise a degree of autonomy (advice available on complex or unusual matters);
- manage significant projects and/or functions and/or works programmes.

GENERAL EMPLOYEE LEVEL 8

Characteristics of the Level

- At this level, Employees operate under limited direction and exercise managerial responsibility for various functions within the department and/or local government or operate as a specialist, a member of a specialised professional team, or independently.
- General features at this level require Employees' involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by the employer and/or activities undertaken by teams of the community served by the local government. Employees will also be required to monitor policies and activities within the work area.
- Employees are involved in the formation/establishment of programmes, the procedures and work practices within the department and will be required to provide assistance to other Employees, teams and/or departments.
- Positions at this level will demand responsibility for decision making and the provision of expert advice to other areas of the local government. Employees would be expected to undertake the control and coordination of a team, department and/or significant work area. Employees require a good understanding of the long- term goals of the employer.
- In addition positions at this level may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice.
- The management of Employees is normally a feature at this level and Employees are responsible for a significant work area. Employees are required to set outcomes in relation to their team and/or function and may be required to negotiate matters on behalf of the work area.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- comprehensive knowledge of the employer's policies and procedures;
- application of a high level of discipline knowledge;
- qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to degree level and extensive relevant experience; or
- lesser formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties required at this level.

Responsibilities

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

- undertake managerial or specialised functions under a wide range of conditions to achieve results in line with divisional/corporate goals;
- exercise managerial control, involving the planning, direction, control and evaluation of operations that include providing analysis and interpretation for either a major single discipline or multi discipline operation;
- develop work practices and procedures for various projects;
- establish work area outcomes;
- prepare budget submissions for senior Employees and/or the employer;
- develop and implement significant operational procedures;
- review operations to determine their effectiveness;
- develop appropriate methodology and apply proven techniques in providing specialised services;
- where prime responsibility lies in a professional field Employees at this level, would undertake at least some of the following:
 - control and coordinate projects within an organisation in accordance with corporate goals;
 - provide advice on policy matters and contribute to its development;
 - provide a consultancy service to a wide range of clients;
 - functions may involve complex professional problem solving;
- where prime responsibility is to supervise Outside Employees, Employees at this level:
 - develop and implement significant works programmes;
 - review operations to determine their effectiveness;
- where prime responsibility is in a technical field, Employees at this level:
 - develop appropriate methodology and apply proven techniques in providing specialised technical services;
 - exercise significant levels of initiative in the accomplishment of technical objectives.

Organisational Relationships

- works under limited direction;
- normally supervises other Employees and establishes and monitors work outcomes.

Extent of Authority

- manage work area of the local government or work programmes;
- has significant delegated authority;
- decisions and actions taken at this level may have significant effect on programme/projects/work areas being managed.

GENERAL EMPLOYEE LEVEL 9

Characteristics of the level

- At this level, Employees are subject to broad direction from senior Employees and exercise managerial responsibility for a department/local government's relevant activity. In addition, Employees may operate as a senior specialist providing multi-functional advice to either various departments or directly to the employer.
- General features of this level require the Employees' involvement in the initiation and formulation of extensive projects/programmes that impact on the employer's goals and objectives. Employees are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.
- Additional features include providing financial, specialised, technical and professional and/or administrative advice on policy matters within the department and/or the local government.
- In addition Employees will be required to develop and implement techniques, work practices and procedures in all facets of the work area to achieve corporate goals.
- Employees at this level require a high level of proficiency in the application of theoretical or scientific approaches in the search of optimal solutions to new problems and opportunities that may be outside of the original field of specialisation.
- Positions at this level will demand responsibility for decision making within the constraints of divisional/corporate policy and require the Employee to provide advice and support to other areas of the local government. Employees at this level will have significant impact upon the employer's policies and programmes and will be required to provide initiative, the ability to formulate, implement, monitor and evaluate projects and/or programmes.
- Positions at this level may be identified by the significant independence of action within the constraints of departmental or corporate policy.

Requirements of the Job

Some or all of the following are needed to perform work at this level – skills, knowledge, experience, qualifications and/or training:

- detailed knowledge of the employer's policy, programmes and the procedures and practices;
- high level of discipline knowledge;
- detailed knowledge of statutory requirements;
- Qualifications are generally beyond those normally acquired through a degree course and experience in the field of specialist expertise. (Could be acquired through further formal qualifications in field of expertise or in management); or
- lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties of the position.

Responsibility

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

- undertake work of significant scope and/or complexity. Major portion of the work requires initiative;
- undertake duties of innovation, novel and/or critical nature with little or no professional direction;
- undertake functions across a range of administrative, specialist or operational areas which include specific programmes/activities, management of service delivery and the provision of high level advice;
- provide specialist advice on policy matters and contribute to the development/review of policies;
- manage extensive projects/programmes in accordance with departmental/corporate goals. This may require the development, implementation and evaluation of those goals;
- administer complex policy and programme matters;
- offer consultancy service;
- evaluate and develop/revise methodology techniques and/or the application of a high level of analytical skills in the attainment and satisfying of the employer's objectives;
- where the prime responsibility is in a professional field Employees at this level, would undertake at least some of the following:
 - contribute to the development of operational policy;
 - assess and review the standards and work of other professional personnel/external consultants;
 - initiate and formulate departmental/local government programmes;
 - implement the employer's objectives within corporate goals;
 - develop and recommend on-going plans and programmes for department/local government;
 - ensure the outcome of work of significant scope and/or complexity;
- where prime responsibility is in the supervision of Outside Employees, Employees at this level:
 - establish, control and organise ongoing plans and programmes for department/local government;
 - administer complex policy and works programme matters;
- where prime responsibility lies in the technical field, Employees at this level:
 - conduct technical support programmes and sub-programmes within the framework of the employer's operating programme;
 - offer consultancy service;
 - ongoing evaluation and the development/revision and methodology/techniques and/or the application of a high level of analytical skills in the attainment and satisfying of technical objectives.

Organisational Relationships

- works under broad direction.

Extent of Authority

- manage a work area of the local government at a higher level of ability;
- authority to implement and initiate change in area of responsibility within organisational goals and constraints;
- exercise control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programmes/projects under their control;
- solutions to problems require analytical approach and elements of development and creativity within the scope of divisional/corporate policies. Methods, procedures and processes are less well defined and Employees are expected to contribute to their development and adaptation.

Part F – Wage Schedule

31. General Employees Wage Schedule

Wage schedule

Description	Hourly \$	Annual \$
GL1 ≤ 16yrs	18.5397	36,634.52
GL1 - 17yrs	19.7892	39,103.48
GL1 - 18yrs	21.5739	42,630.12
GL1 - 19yrs	23.3586	46,156.50
GL1 - 20yrs	25.1432	49,682.88
GL1 - Adult	26.4518	52,268.84
GL2.1	27.5426	54,424.24
GL2.2	28.2164	55,755.70
GL2.3	29.1879	57,675.28
GL2.4	30.1796	59,634.90
GL3.1	31.1908	61,633.00
GL3.2	31.7461	62,730.20
GL3.3	32.3213	63,866.92
GL3.4	33.1342	65,473.20
GL4.1	34.2046	67,588.25
GL4.2	34.5814	68,332.94
GL4.3	35.1367	69,430.14
GL4.4	35.9497	71,036.68
GL5.1	37.6154	74,328.02
GL5.2	38.2104	75,503.74
GL5.3	38.6858	76,443.12
GL5.4	39.4792	78,010.92
GL6.1	40.7286	80,479.62
GL6.2	41.7199	82,438.46
GL6.3	42.4733	83,927.22
GL6.4	43.3262	85,612.54
GL7.1	44.5359	88,002.98
GL7.2	45.5072	89,922.30
GL7.3	46.3005	91,489.84
GL7.4	46.8555	92,586.52
GL8.1	48.2833	95,407.78
GL8.2	49.0767	96,975.58
GL8.3	49.8696	98,542.34
GL8.4	50.6629	100,109.88
GL9.1	52.7054	104,145.86
GL9.2	53.5976	105,908.92
GL9.3	54.6088	107,907.02
GL9.4	55.6599	109,983.90

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0.1	Manager People & Culture	Draft – Version 1: Prepared and published for internal review on City's intranet.	26 April 2023
0.2	Manager People & Culture	Draft – Version 2: The P&C Team applied improvements to readability and completeness.	10 May 2023
0.3	Manager People & Culture	Draft – Version 3: Presented for formal approval by the Executive Management Team (EMT). Approved in principle pending final review by Governance & Risk Team.	23 May 2023
1.0	Manager Governance & Risk	Final – Version 4: EMT request Governance & Risk Team, conduct final review: <ul style="list-style-type: none"> Minor formatting. Appended with: Document approval, control, and revision history. 	24 May 2023
1.1	Manager Governance & Risk	Amended – Version 5: <ul style="list-style-type: none"> 9.2 Vancouver Arts Centre, National ANZAC Centre and Heritage Park, Community Development Employees, Events Employees and Community Services Employees 9.2.1 The ordinary hours of work are between Monday to Sunday from 7.00am to 6.00pm. 9.3 Albany Visitors' Centre and Tourism Services Employees 9.3.1 The Ordinary hours of work for Employees engaged at the Albany Visitor Centre and any other Employees engaged in Tourism Services, are between Monday to Sunday from 7.00am to 6.00pm. 9.7 Albany Leisure and Aquatic Centre 9.7.1 The ordinary hours of work shall be rostered between the hours of 5.30am to 9.00pm from Monday to Sunday. <i>Noting: These hours are all above the Award.</i> Minor formatting, re-alignment of sub-sub paragraphs throughout document. Page numbering. 	30 May 2023