

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO: EA01/237**

**TITLE: Wagga Wagga City Council Salary and Progression System Enterprise Agreement 2001 (EHABSA)**

**I.R.C. NO: IRC01/4624**

**DATE APPROVED/COMMENCEMENT: 16 July 2001/1 July 2001**

**TERM: 36 Months**

**NEW AGREEMENT OR  
VARIATION: New**

**GAZETTAL REFERENCE: 31 August 2001**

**DATE TERMINATED:**

**NUMBER OF PAGES: 6**

**COVERAGE/DESCRIPTION OF EMPLOYEES:** Applies to Wagga Wagga City Council employees covered by the Local Government (State) Award 2000, with the exception of Senior Contract personnel

**PARTIES:** Wagga Wagga City Council -&- Local Government Association of New South Wales; The Environmental Health and Building Surveyors' Association of New South Wales.



# WAGGA WAGGA CITY COUNCIL

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## SALARY AND PROGRESSION SYSTEM ENTERPRISE AGREEMENT 2001

This document forms the basis of Enterprise Agreements between Wagga Wagga City Council and the following Union parties:

- Local Government Engineers Association (LGEA)
- Environmental Health and Building Surveyors' Association (EHABSA)
- Federated Municipal and Shire Council Employees' Union of Australia – New South Wales Division (MEU).

1. This agreement shall come into force from 1 July 2001 and remain in force until 30 June 2004
2. Wagga Wagga City Council and the unions are registering an Enterprise Agreement on salary and progression matters to resolve longstanding Salary System issues. The Local Government (State) Award 2000 will continue to apply to all areas of Council's employment with the exception of Clause 4, Definitions, subclause (vi) and Clause 21, Training and Development subclause (vi) which have been replaced by this Enterprise Agreement.

Commencing with the September 2001 Performance Reviews, and all future Performance Reviews during the life of this Agreement, Wagga Wagga City Council will not rely on National Competency Standards as detailed in Clause 21, subclause (vi). For employees to progress in the Salary System, training and skills requirements will be incorporated in the annual Performance Reviews.

Wagga Wagga City Council is a Registered Training Organisation (RTO) through the Office of Technical and Further Education (OTFE) and with Council's RTO status, Council has mutual recognition through the Vocational Education Training Advisory Board (VETABJ).

Council will continue the delivery of accredited training courses and programs, to ensure the ongoing development of a highly skilled and flexible workforce providing employees with expanded career opportunities.

3. This Enterprise Agreement complies with the Local Government (State) Award 2000 requirements. The parties acknowledge that Wagga Wagga City Council has fulfilled its previous Award obligations including the payment of over Award payments in 1997 (1.5%), 1998 (1%) and 1999 (1%). These over Award payments were paid in lieu of having an Award compliant Salary System as detailed in the previous 1995 and 1997 Local Government State Awards.
4. This Enterprise Agreement applies to employees of Wagga Wagga City Council employed under the Local Government (State) Award 2000, excluding Senior Contract staff. The Agreement does not apply to employees of Agencies, Group Training Authorities, Contractors, etc

5. (a) The current salary structure provides:

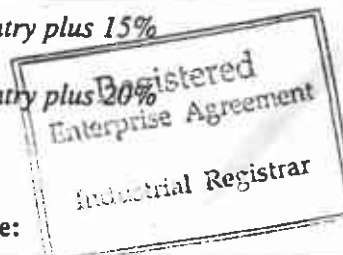
<b>Entry</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
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Step 1 is Entry plus 5%

Step 3 is Entry plus 15%

Step 2 is Entry plus 10%

Step 4 is Entry plus 20%



(b) The salary structure as at 1 July 2001 will provide:

<b>Minimum</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>	<b>Step H</b>
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Step A will be Entry plus 2.5%

Step E will be Entry plus 12.5%

Step B will be Entry plus 5%

Step F will be Entry plus 15%

Step C will be Entry plus 7.5%

Step G will be Entry plus 17.5%

Step D will be Entry plus 10%

Step H will be Entry plus 20%

6. Progression through the Steps will be by a combination of Performance (including Occupational Health and Safety) and acquisition of Skills and Qualifications through Training. The relative percentage of skills to performance will vary through the Grades as below:

	Skills <span style="font-size: small;">→</span>			Performance
	Grades 1 – 6	Grades 7 – 11	Grades 12 – 17	Grade 18 +
<b>Performance and OH&amp;S</b>	70%	80%	90%	95%
<b>Skills/Qualifications and Training</b>	30%	20%	10%	5%

7. Current employees shall be those who are in Council's employ as at the close of business on 30 June 2001. New employees shall be those who are in Council's employ as at the commencement of business on 1 July 2001.
8. On 1 July 2001, subject to service in the job and the attainment of at least satisfactory performance in the most recent Performance Review (November 2000), current employees at:
- Minimum (previously Entry) with 12 months service in the job will be automatically progressed to Step B (previously Step 1)
  - Step B (previously Step 1) with 12 months service in the job will be automatically progressed to Step D (previously Step 2)
  - Minimum (previously Entry) with 24 months service in the job will be automatically progressed to Step D (previously Step 2)
9. On 1<sup>st</sup> July 2001 employees:
- who commenced employment with Council on or after 1 July 2001, will have access up to Step D (previously Step 2) by 4 x 2.5% increments (semi-automatic) subject to a satisfactory Performance Review
  - who commenced employment with Council before 1<sup>st</sup> July 2001, will have access to the two 5% movements up to Step 2 (new Step D) as detailed in point 5 above
  - with less than 12 months service in the job as at 1<sup>st</sup> July 2001, and/or who have completed their probationary period will have access to a 5% Salary Step at the September 2001 Performance Review.

10. For current staff Step D (previously Step 2) shall be regarded as a benchmark for "semi-automatic" progression from Minimum (previously Entry) and Step B (previously Step 1).
11. For staff employed on and from 1 July 2001, Step D (previously Step 2) shall be regarded as a benchmark for "semi-automatic" progression from Minimum through Steps A, B, C and D.
12. For staff below Step D (previously Step 2) progression will be by way of satisfactory performance or better and shall be "semi-automatic".
13. For progression from Step D (previously Step 2) and beyond, the rules/criteria change from "semi-automatic" to "superior performance". The definition of "superior performance" is currently being reviewed and will be trialed at the September 2001 Performance Reviews.
14. Between July 2001 and September 2001, any employee at Minimum (previously Entry Level) or Step B (previously Step 1), who:

- completes another 12 months service in their job; and
- has a satisfactory or better Performance Review rating in the 2000 Performance Review;

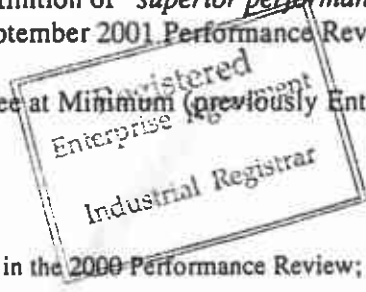
shall be moved up a Step to:

- Step B (previously Step 1) if on Minimum (previously Entry)
- Step D (previously Step 2) if on Step B (previously Step 1)

*All future increases beyond Step D (previously Step 2) will be via 2.5% increases as per the 1 July 2001 Salary Structure.*

15. In order to meet Council's planning cycles, commencing in September 2001 the annual Performance Reviews will be conducted in September of each year. Performance Review salary increases will be effective from the first full pay period to commence on or after 1<sup>st</sup> October each year.
16. If the Performance Reviews are late in being finalised, any increases will be back dated operative from the first pay period to commence on or after 1st October each year.
17. All employees of Wagga Wagga City Council (excluding those detailed in Item 4) shall have a Performance Review in September 2001. Any salary increases associated with this Performance Review will be effective from the first full pay period on or after 1 October 2001.
18. From 1 July 2001 and in conjunction with the September 2001 Performance Reviews, movement for any employee at Step D (previously Step 2) and beyond will be via four 2.5% increases. These Steps shall be known as Step E, Step F, Step G and Step H.
19. The new Salary Structure as at 1 July 2001 will consist of Minimum Level, eight 2.5% increments.
20. The basis of the September Performance Review document and progressional rules beyond Step D (previously Step 2) are currently being developed by a Committee in the lead up to the September 2001 Performance Reviews.

The Performance Review document will primarily evaluate an employee's performance. Performance will include a relevant assessment of skills and qualifications acquired and used.

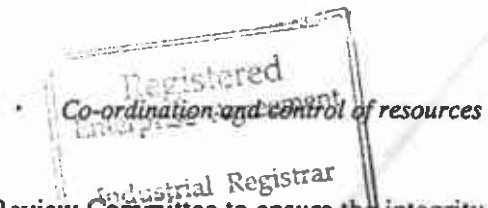


The Performance Review document shall primarily evaluate an employee's:

- *Work quality and accuracy*
- *Initiative*
- *Attendance and Punctuality*
- *Approach to tasks and time management*
- *Occupational Health and Safety*
- *Communication*
- *Teamwork*
- *Customer Focus*

Supervisors will additionally be evaluated on:

- *Supervision of others*



21. The General Manager shall establish a Performance Review Committee to ensure the integrity, objectivity, equity and fairness of annual Performance Reviews. Any aggrieved employee will have the right of appeal to the General Manager. The Grievance and Disputes Procedure provisions of Clause 25(i) and 25 (iii) of the Local Government (State) Award 2000, as varied from time to time, can apply.
22. An employee must notify the General Manager in writing of the reasons/grounds for their appeal relating to the September Performance Review. Where requested employees will be provided with assistance to prepare/present their appeal.
23. The written grounds for the appeal must be received by no later than 4 (four) weeks after the date of the Performance Review.
24. The decision of the Review Committee shall be final. There are no further grounds or avenues within Council for appeal.
25. If, as a result of a Performance Appraisal appeal, the employee receives an increase, such increase shall be paid as from the first full pay period in October.
26. Upon ratification of this Enterprise Agreement in the NSW Industrial Relations Commission a full lump sum payment of \$520 or a pro-rata entitlement shall be paid to employees of Wagga Wagga City Council (excluding those detailed in Item 4).

This lump sum payment is made in lieu of any performance pay associated with the November 2000 Performance Review and shall be paid to employees (except Senior Contract Staff) who are employed at Wagga Wagga City Council as at 1<sup>st</sup> July 2001.

Payments shall be made as follows:

- (a) *Each permanent full-time employee, employed as at 30 June 2001, shall receive a payment of \$520*
- (b) *Each permanent part-time employee, employed as at 30 June 2001, shall receive a pro-rata entitlement calculated on the stipulated agreed hours expressed as a percentage of the permanent full-time equivalent hours.*
- (c) *Each casual employee who was employed by Council as at 1 November 2000 and still an employee of Council as at 30 June 2001, shall receive a pro-rata entitlement. This shall be calculated on the average total hours worked during the period 1 January 2001 to 30 June 2001 expressed as a percentage of the permanent full-time equivalent hours.*
- (d) *Each temporary employee who was employed by Council as at 1 November 2000 and who is still an employee of Council as at 30 June 2001, shall receive an entitlement based on the above (a) or (b) as appropriate.*

No other claims shall be considered.

## ATTACHMENT A – SALARY STRUCTURES

### Wagga Wagga City Council Salary Structure as at 24th October 2000

Grade	Entry	Step 1	Step 2	Step 3	Step 4
24	1,286.88	1351.22	1415.57	1479.91	1544.26
23	1,245.77	1308.06	1370.35	1432.64	1494.92
22	1,198.43	1258.35	1318.27	1378.19	1438.12
21	1,161.83	1219.92	1278.01	1336.10	1394.20
20	1,099.39	1154.36	1209.33	1264.30	1319.27
19	1,047.64	1100.02	1152.40	1204.79	1257.17
18	998.32	1048.24	1098.15	1148.07	1197.98
17	947.62	995.00	1042.38	1089.76	1137.14
16	915.48	961.25	1007.03	1052.80	1098.58
15	860.66	903.69	946.73	989.76	1032.79
14	816.79	857.63	898.47	939.31	980.15
13	788.41	827.83	867.25	906.67	946.09
12	751.29	788.85	826.42	863.98	901.55
11	715.79	751.58	787.37	823.16	858.95
10	679.83	713.82	747.81	781.80	815.80
9	655.52	688.30	721.07	753.85	786.62
8	628.68	660.11	691.55	722.98	754.42
7	599.60	629.58	659.56	689.54	719.52
6	579.69	608.67	637.66	666.64	695.63
5	558.53	586.46	614.38	642.31	670.24
4	535.72	562.51	589.29	616.08	642.86
3	519.03	544.98	570.93	596.88	622.84
2	501.10	526.16	551.21	576.27	601.32
1	481.58	505.66	529.74	553.82	577.90

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### Wagga Wagga City Council Salary Structure as at 1st July 2001

Grade	Minimum	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
24	1,286.88	1,319.05	1,351.22	1,383.40	1,415.57	1,447.74	1,479.91	1,512.08	1,544.26
23	1,245.77	1,276.91	1,308.06	1,339.20	1,370.35	1,401.49	1,432.64	1,463.78	1,494.92
22	1,198.43	1,228.39	1,258.35	1,288.31	1,318.27	1,348.23	1,378.19	1,408.16	1,438.12
21	1,161.83	1,190.88	1,219.92	1,248.97	1,278.01	1,307.06	1,336.10	1,365.15	1,394.20
20	1,099.39	1,126.87	1,154.36	1,181.84	1,209.33	1,236.81	1,264.30	1,291.78	1,319.27
19	1,047.64	1,073.83	1,100.02	1,126.21	1,152.40	1,178.60	1,204.79	1,230.98	1,257.17
18	998.32	1,023.28	1,048.24	1,073.19	1,098.15	1,123.11	1,148.07	1,173.03	1,197.98
17	947.62	971.31	995.00	1,018.69	1,042.38	1,066.07	1,089.76	1,113.45	1,137.14
16	915.48	938.37	961.25	984.14	1,007.03	1,029.92	1,052.80	1,075.69	1,098.58
15	860.66	882.18	903.69	925.21	946.73	968.24	989.76	1,011.28	1,032.79
14	816.79	837.21	857.63	878.05	898.47	918.89	939.31	959.73	980.15
13	788.41	808.12	827.83	847.54	867.25	886.96	906.67	926.38	946.09
12	751.29	770.07	788.85	807.64	826.42	845.20	863.98	882.77	901.55
11	715.79	733.68	751.58	769.47	787.37	805.26	823.16	841.05	858.95
10	679.83	696.83	713.82	730.82	747.81	764.81	781.80	798.80	815.80
9	655.52	671.91	688.30	704.68	721.07	737.46	753.85	770.24	786.62
8	628.68	644.40	660.11	675.83	691.55	707.27	722.98	738.70	754.42
7	599.60	614.59	629.58	644.57	659.56	674.55	689.54	704.53	719.52
6	579.69	594.18	608.67	623.17	637.66	652.15	666.64	681.14	695.63
5	558.53	572.49	586.46	600.42	614.38	628.35	642.31	656.27	670.24
4	535.72	549.11	562.51	575.90	589.29	602.69	616.08	629.47	642.86
3	519.03	532.01	544.98	557.96	570.93	583.91	596.88	609.86	622.84
2	501.10	513.63	526.16	538.68	551.21	563.74	576.27	588.79	601.32
1	481.58	493.62	505.66	517.70	529.74	541.78	553.82	565.86	577.90

THIS AGREEMENT is made on the 29 day of the month of JUNE 2001

**BETWEEN:**

SIGNED on behalf of the Wagga )  
Wagga City Council by )  
 )  
in the presence of: )

  
[Signature]  
[Signature]  
(Signature of Witness)

**AND:**

SIGNED on behalf of the Environmental )  
Health and Building Surveyors' )  
Association in the presence of: )  
 )

[Signature]  
[Signature]  
(Signature of Witness)