

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA 97/66

I.R.C. NO: 97/1595

DATE APPROVED/COMMENCEMENT: 11 April 1997 and commences from beginning of first pay period on or after 11 April 1997.

TERM: 1 years

**NEW AGREEMENT OR
VARIATION:** New. Replacing EA 419/94

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 21

TITLE: Parramatta City Council Enterprise Agreement

COVERAGE/DESCRIPTION OF

EMPLOYEES: To apply to all employees of the Parramatta City Council except those designated as "Senior Staff" in accordance with the Local Government Act, 1993.

PARTIES: Parramatta City Council -&- Federated Municipal and Shire Council Employees' Union of Australia, New South Wales Division, The Environmental Health and Building Surveyors' Association of New South Wales and the Local Government Engineers' Association of New South Wales.





PARRAMATTA CITY COUNCIL

ENTERPRISE AGREEMENT

between

PARRAMATTA CITY COUNCIL

**FEDERATED MUNICIPAL & SHIRE COUNCIL EMPLOYEES'
UNION OF AUSTRALIA, NEW SOUTH WALES DIVISION**

**ENVIRONMENTAL HEALTH AND BUILDING SURVEYORS'
ASSOCIATION OF NEW SOUTH WALES**

**LOCAL GOVERNMENT ENGINEERS' ASSOCIATION
OF NEW SOUTH WALES**

DECEMBER, 1996

Registered
Enterprise Agreement

Industrial Registrar

1. TITLE

This Agreement shall be known as the Parramatta City Council Enterprise Agreement

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3. APPLICATION

This Agreement shall apply to all staff of the Parramatta City Council, with the exception of those employees designated as "senior staff" by Council in accordance with the Local Government Act 1993. Leave provisions for casual staff shall be in accordance with the Award and the provisions of Enterprise Agreement Clause 17-Leave, shall not apply.

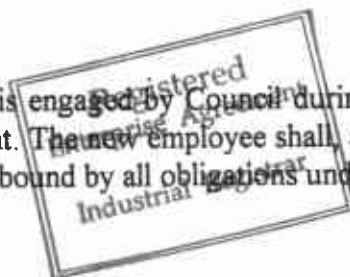
4. PARTIES BOUND

The parties to this Agreement are Parramatta City Council (hereinafter referred to as the "Council"), the Federated Municipal & Shire Council Employees Union NSW, the Environmental Health and Building Surveyors' Association, and the Local Government Engineers' Association (hereinafter referred to as the "Unions").

The parties declare that this Enterprise Agreement was not entered into under duress by any party to it.

5. NEW EMPLOYEES

The parties agree that any new employee who is engaged by Council during the term of this Agreement will become a party to the Agreement. The new employee shall, as from the date of becoming a party, be entitled to all benefits and be bound by all obligations under this Agreement.



6. TERM OF AGREEMENT

This Agreement shall take effect from the beginning of the first pay period commencing on or after the date of this Agreement's registration and shall remain in force for a period of twelve (12) months from that date.

7. RELATIONSHIP TO LOCAL GOVERNMENT (STATE) AWARD 1995

This Enterprise Agreement shall be applied in conjunction with the Local Government (State) Award 1995.

Should cases arise where there is an inconsistency between the provisions of the Award nominated above and this Enterprise Agreement, then the Enterprise Agreement shall prevail to the extent of the inconsistency.

8. AIM OF AGREEMENT

The signatories to this agreement are committed to ensuring that Parramatta City Council becomes a leader in Local Government, characterised by customer satisfaction, innovation and continuous improvement.

The objectives of this agreement are:

- a) The provision of quality services, both to the community of Parramatta and to our internal customers, at all times.
- b) The attainment of the strategies, objectives and action plans of the Parramatta City Council Management Plan.
- c) The enhancement of the image and profile of Parramatta City Council and the City of Parramatta.
- d) The development of a "productivity culture" which ensures that the pursuit of continuous improvement, through the adoption of best practices and the acceptance of change is the normal way of life throughout Parramatta City Council's operations.
- e) The provision of employment security to Council staff through improved quality of service, enhanced productivity and the development of new services to meet customer needs.

It will be achieved through:

- a) The creation of a high performance, high trust organisation by developing a genuine partnership between staff, Unions, Councillors and the community.
- b) The embracing of change and a commitment to continuous improvement by all within Council.
- c) The development of a learning organisation based upon teamwork, flexibility, competency in skills and opportunities for development.
- d) The development of an organisation focused on the customer, driven by achievement of results.

The benefits from achieving the objectives will be:

- a) Improved customer satisfaction.
- b) The sharing of productivity gains with all staff, based upon sustainable and demonstrable improvement in performance.

9. AGREEMENT TO BE DISPLAYED

A copy of this agreement will be placed in the Human Resources Policies and Procedures Manual. (See attached distribution list for locations of manuals).

10. STAFF COMMUNICATION

All parties agree that two-way communication is critical if Council is to become fully effective and responsive to customer needs.

Purposes:

1. To *inform* staff of organisation issues/decisions that affect them. For instance, customer needs; individual, group and organisation performance; vision and values; meeting minutes, management newsletters on important issues, Plain English publication of budgetary and strategic changes, timely communication of Departmental changes and areas of responsibilities, etc.
2. To *involve in decision making* by gaining input to the decision making process at various stages. This may involve :
 - the identification of problems or opportunities for improvement;
 - the provision of relevant data or information
 - developing solutions;
 - implementation, or
 - evaluation,

Processes/Strategies:

For communicating *information*, "team briefings" will be the primary strategy. This will be supplemented by noticeboards, electronic mail, newsletter, and in special cases direct mail to a person's workplace or home address. The choice of method will depend upon timeliness and the nature of information being conveyed.

With regard to *involvement in decision making* opportunities exist within many formal structures such as the Consultative Committee, as well as operationally, team effectiveness meetings and Project Action Teams.

This Agreement recognises the rights of the Unions to communicate with and represent the interests of their members, including organised meetings, up to eight (8) paid hours per annum, if required.

11. ORGANISATIONAL COMPETITIVENESS

Council and its employees are committed to ensure that all areas of the organisation are operating at a level of efficiency and cost effectiveness which compares favourably with the same level and standard of service that exists with providers of similar services in the community at large.

The parties agree that a process encompassing the concept of Organisational Competitiveness shall be adopted in selected and agreed work areas of Council as a means of measuring productivity, efficiency and effectiveness.

The parties will agree to identify;

- ◆ the areas of Council to be compared with the community
- ◆ the formulae to be used for comparisons which shall include the real cost provision by Council and other providers. The formulae should also clearly define the levels and quality of service.

Where the comparison is unfavourable to Council, all parties commit to determining the means of improving the efficiency and effectiveness of the area of operation.

12. WORK TEAMS

a) Functional and Cross-Functional Work Teams

All parties recognise that teamwork is a key to introducing productivity improvements in the future.

This will result in employees working in both functional and cross-functional Project Action Teams from time to time.

Functional teams are defined as teams formed from within the same area, whereas cross-functional teams involve employees from different areas, formed to address a specific or particular issue.

b) Self-Managed Work Teams

All parties are committed to the concept of self-managed work teams as a means of increasing employee job satisfaction and productivity.

The concept aims to empower work teams to make operational decisions which affect their day-to-day work providing improved service to their customers (except where there is a policy or budget implication) without the necessity to refer to a higher level of authority.

It is recognised that the introduction of this concept will have a significant impact on the role of jobs and will aim at increasing empowerment. It will also result in the need for increased levels of flexibility of staff to perform a range of duties at various levels of skill and responsibility.

Training will be provided to give employees a greater understanding of the operation of teams and the roles that people play.



13. BEST PRACTICE

The parties agree that Best Practice is simply the best way of doing things - it is a process of constantly changing and adapting to meet new needs. Best practices are not fixed. At any particular point in time it is the method of operation to achieve exemplary levels of performance. Best practices are not restricted to an examination of costs but also includes quality and timeliness of delivery.

"Best Practice" at Parramatta City Council will be based on the following principles:

- ◆ understanding and measuring customer needs
- ◆ bench marking against other organisations
- ◆ continuous improvements
- ◆ a multi skilled workforce
- ◆ a flexible workforce committed to change through consultation
- ◆ employee involvement

All parties agree that international or other relevant Best Practices be jointly identified and adopted in measuring and improving the efficiency of all Council functions.

The identification, development and implementation of Best Practice benchmarks will be undertaken in consultation with the Consultative Committee. Appropriate training will be given to the members of any Quality Improvement Team formed.

14. PERFORMANCE STANDARDS/INDICATORS

The parties are committed to a process of continuous improvement and see performance indicators and performance standards as a means of measuring what has been achieved and the need for any further improvements. The primary role of performance indicators is to assist in the attainment of corporate goals in the interest of the customers, staff and Council in improving the quality of service.

Performance Indicators will be developed with reference to clearly articulated departmental and divisional objectives. These objectives will be developed through a consultative process and be subjected to periodic reviews.

It is recognised that performance indicators are a means of identifying trends, efficiency and effectiveness against Best Practice benchmarks. They enable the identification of areas where there is potential for further improvements.

Performance Indicators are reviewed quarterly in consultation with staff, as part of the management planning process, with regard to :

- relevance
- availability/accuracy of data
- usefulness

to indicate progress and identify opportunities for improvement.

Key benchmark indicators shall include but not be limited to :

- ◆ Customer service
- ◆ Customer satisfaction
- ◆ Wastage and rework
- ◆ Customer request turnaround
- ◆ Workforce participation in productivity improvements

- ◆ Financial performance
- ◆ Staff turnover and absenteeism
- ◆ Safety
- ◆ Training

15. STAFF TRAINING AND DEVELOPMENT

All parties are committed to the training and development of staff to enhance their career paths as identified in the Performance and Development Reviews and to enable increased productivity and effectiveness. In addition, it is aimed at creating a learning environment together with an improved quality of working life for employees of Parramatta City Council.

The principal focus of training during the term of this agreement will be on:

- ◆ On-the-job training and coaching.
- ◆ Basic job skills development
- ◆ Health and Safety
- ◆ Service Quality.



In addition, there will be a greater emphasis on using the Performance and Development Review as a working document to develop staff skills and knowledge on the job and to schedule staff training programs.

Consultation will be ongoing with management to ensure that staff training and development is congruent with :

- ◆ individual performance objectives
- ◆ the team goals and needs
- ◆ the management plan
- ◆ PCC mission and values

The basis for selection will be in accordance with Parramatta City Council's Training Plan.

As a means of ensuring staff have access to training and development opportunities, a more flexible approach will be taken in scheduling structured training programs. From time to time, these will be conducted outside ordinary hours, for example, on a Saturday, and subject to individual employees agreeing to attend, they will be either paid at ordinary rates of pay or be granted time in lieu.

Staff unable to attend training outside normal working hours will not be disadvantaged.

Council will provide child care or reimburse reasonable child care expenses incurred for employees with family responsibilities who would be unable to attend such training without child care arrangements.

16. COUNCIL SERVICE ALLOWANCE.

Superseded by Indoor Staff Salary System and Operational Wages Structured Agreement



17. LEAVE

a) Sick Leave

All employees shall be entitled to three (3) weeks sick leave on full pay subject to the following conditions:-

- i.) That the Council is satisfied that the sickness is such that it justifies time off and
- ii.) That the illness or injury does not arise from engaging in other employment and
- iii.) That proof of illness to justify payment may be required by the immediate supervisor after 2 days absence or after 3 separate periods (min. ½ day) in each service year. Where payment is justified and no Doctor's Certificate is available, the immediate supervisor may authorise payment.

Sick leave shall accumulate from year to year, so that any balance of leave not taken in any one year may be taken in a subsequent year or years without reduction of sick leave prescribed in respect to that year. This Agreement is made without prejudice to any accrued rights by any employee respecting sick leave up to and including the date of this Agreement. For eligible employees, payments for untaken sick leave on termination of employment does not apply to any sick leave accruing from service after 15 February 1993.

b) Special Leave With Pay**(i) Jury Service**

An employee required to attend for jury service during the employee's ordinary working hours shall be reimbursed by the council an amount equal to the difference between the amount in respect of the employee's attendance for such jury service and the amount of wage the employee would have received in respect of the ordinary time the employee would have worked had the employee not been on jury service.

An employee shall notify the council as soon as possible of the date upon which the employee is required to attend for jury service. Further the employee shall give council proof of attendance, the duration of such attendance and the amount received in respect of such jury service.

(ii) War caused disabilities

An employee who attends for medical visits due to war caused disabilities accepted by the Repatriation Department shall be entitled to leave of absence.

**(iii) Bereavement**

Where an employee is absent from duty because of a death in the family, and provides satisfactory evidence to council of such, the employee shall be granted two days leave with pay upon application.

Family shall mean parents (including foster and step parents), legal guardian, sister (including half, foster and step sister), brother (including half, foster and step brother), spouse (including de-facto partner and/or same sex partner), child (including step and foster child), parents of spouse and grandparents.

(iv) Natural disaster - voluntary organisation members

In the event of a natural disaster, special leave shall be granted to employees involved in a voluntary organisation covered by the State Disaster Plan, such as State Emergency Service, Voluntary Bushfire Brigade and similar organisations.

(v) Natural disaster - payment

Special Leave shall be granted to employees who, after genuine attempts, are prevented from attending their normal place of work as a result of a natural disaster or accident, provided that satisfactory proof of the event(s) can be provided.

(vi) Military Leave

The Council grant to those employees, who are members of the General Reserve, four (4) weeks Special Leave per annum in respect of annual training and/or attendance at a school, class or course of instruction upon production of a training notice.

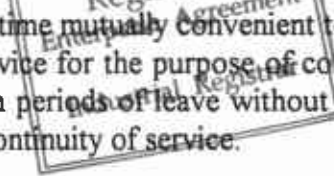
The Council will make up the difference (if any) between the member's service pay and the member's salary or wages.

(vii) Family/Emergency Domestic Necessity Leave

Of the 5 days referred to in Award Clause No. 17 B (I) for the care and support of ill family members, 3 days may be taken to attend emergency domestic necessity. Documentary evidence to the satisfaction of the employee's supervisor is a requirement in this regard.

Emergency domestic necessity does not include an event which is known sufficiently far in advance so another approved form of leave can be arranged.

c) Leave Without Pay

- 
- (i) Periods of leave without pay, shall be taken at a time mutually convenient to council and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employees continuity of service.
- (ii) An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.
- (iii) In addition, where there is special justification, leave may be granted provided that Council is notified no later than one hour after normal starting time, and/or the approval of the Supervisor has been obtained.

Where employees have accrued substantial amounts of annual leave, over and above award provisions, leave without pay will only be granted in exceptional circumstances.

d) Long Service Leave

Deleted 1996. Covered in Award Clause No. 17D.

e) Christmas Leave

The parties agree that the Council offices will remain open during the Christmas and New Year period.

All employees shall in addition to their normal annual holidays, whether granted pursuant to an Award, Enterprise Agreement or contract of employment, be entitled to three (3) days on full pay between Boxing Day and New Years Day each year.

Employees who are on leave or who are required to work during this period shall be entitled to receive the extra three days as an addition to their normal annual holidays.

Employees shall be allowed to cease work at 12.30pm to attend the Staff Christmas Party, so long as skeleton staff as directed by Divisional Managers remain, thereby providing a service to ratepayers. Staff who remain to provide this service shall be granted "time in lieu" at a mutually convenient date.

f) Picnic Day

The parties agree that the Council offices will remain open on Picnic Day between the agreed hours.



Picnic Ticket holders directed to work on Picnic Day will be paid at double time and a half inclusive of normal payment for the day; (or where agreement is reached within the Divisions at the rate of time and one half plus a day in lieu). Please note, employees in this category who prefer to work this day, but have not been directed will be paid at ordinary rate of pay and be credited with one days time in lieu.

Non-Picnic ticket holders directed or electing to work on Picnic Day will be paid at time and one half inclusive of normal payments for the day.

Employees who are absent on Picnic Day and are established as not being Picnic Ticket holders or Union members should be advised to the Pay Office together with an appropriate leave form. Should a leave form not be submitted no payment for the day will be made.

18. CLOTHING

At least two sets of suitable protective clothing will be provided to any staff member who performs duties where protective clothing is required. These will be issued on a needs basis, following the supervisor's approval in accordance with Council's Protective Clothing Policy contained in the Human Resources Policy and Procedure Manual.

This clothing is to be retained by the employee upon resignation or retirement subject to any protective clothing bearing the Council's emblem being shown to the appropriate officer of Council to ensure that the emblem has been removed prior to it being permanently retained.

19. TRAVELLING EXPENSES

Deleted 1996.

Covered under Operational Wage Structure Agreement and Award Clause No. 10, Expenses and Allowances.

20. PHONE CALL ALLOWANCE

Employees who do not have a Council mobile phone, and are required to use their home phone as a result of being ON CALL, in addition to the payment for rentals, shall be paid twelve dollars fifty cents (\$12.50) per quarter for calls.

Employees who do have a Council mobile phone, and are required to use their home phone for Council business shall be reimbursed the cost of the call.



21. HOURS

A Flexible Working Arrangements Policy has been developed to ensure desirable service levels are maintained or improved. The policy is contained on the Human Resources Policies and Procedures Manual

The operation of the Policy will be monitored by Management and the Consultative Committee and if necessary, amendments made to the policy, either during the life of this Agreement, or when the Agreement is reviewed.

22. ROSTERED DAYS OFF/ FLEX LEAVE

Where prior agreement is reached between an individual employee and the supervisor to work on a Rostered Day Off (RDO)/ Flex, the employee shall receive additional pay at ordinary rates as well as the full weeks pay.

If an employee is called upon to work on an RDO, payment shall be made in accordance with Clause 15C, Overtime - Call Back clause of the Local Government (State) Award.

23. HIGHER GRADE PAY

Deleted 1996

Refer to Higher Grade Pay Policy and Procedure, issued 31st March 1996, Human Resources Policies and Procedures Manual

24. PAY RATES

The Council acknowledges that its employees are its most valuable assets, and in addition to Award requirements, agrees to negotiate increases to existing rates in recognition of productivity gains and or performance.

Future performance based increases will be negotiated as part of Council agreements with groups of employees in return for real productivity gains, or in response to improved individual or team performance.

25. PERFORMANCE MANAGEMENT

The Performance Management Cycle adopted by Council consists of three phases:

- ◆ Performance Planning which involves all staff discussing and agreeing upon goals and expected standards of performance with their Supervisors.
- ◆ Ongoing feedback on a regular basis to ensure both parties are able to review progress, identify and discuss issues which need attention, and amend goals if necessary.
- ◆ An Annual Review during which performance over the review period is discussed and recorded in the Performance and Development Review, ways of improving performance are discussed, training and development plans are agreed, and future objectives set.



The parties support these principles of performance management and agree to take appropriate steps, working together to ensure Council's services do not suffer, whilst maintaining fair and equitable treatment of employees.

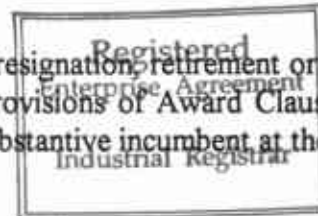
26. FUTURE VACANCIES

- (a) In line with Council's philosophy of constantly reviewing work practices to enhance productivity, any vacancy caused through resignation, promotion, etc. will be examined by the immediate supervisor before a replacement is approved.

A genuine attempt must be made by the Supervisor to replace the position within 4 weeks of the position becoming vacant.

If it is decided by the Supervisor not to find a replacement, then the Supervisor must put in writing the reasons for not filling the position and forward this to the Consultative Committee, the Union and the staff in the relevant work area within 2 weeks of the position becoming vacant.

- (b) A decision to not fill a vacant position made vacant by resignation, retirement or other reason, does not constitute a redundancy under the provisions of Award Clause 31. Redundancy provisions only apply to positions with a substantive incumbent at the time the position is declared redundant.



27. ABSENTEEISM

Divisional absenteeism performance indicators will be calculated quarterly, reported to management, and considered by the Consultative Committee every six months.

Any strategies to reduce absenteeism will be submitted to the Consultative Committee.

28. DISPUTES PROCEDURES

The aim of this procedure is to ensure that where there is potential for dispute, agreed steps are followed to enable speedy resolution. These steps will commence at the workplace and involve minimal formality.

At any stage of the procedure, a party to the grievance or dispute may:

- a) request the involvement of higher level management,
- b) seek assistance from a representative of the person's union,
- c) refer the dispute to the Industrial Relations Commission of NSW.

The procedure is to be followed as quickly as possible and should take no longer than three (3) weeks from start to exhausting all the steps involved, other than steps (iv) and (v) set out below.

However, it is accepted that in certain circumstances the time frames may need to be extended by agreement of the parties to facilitate resolution of a grievance/dispute, for example, interpersonal conflict.

- (i) Any grievance, complaint or dispute shall, in the first instance, be discussed at the local level between representative(s) of Council and representative(s) of the employees.
- (ii) Should the matter not be resolved at the local level, it shall be referred to the appropriate Union for discussion with representative(s) of Council.
- (iii) Should the matter not be resolved, discussions shall take place between representatives of Council, the Association and the Union or Unions.
- (iv) At any stage of the disputes procedure, any party may notify the Industrial Registrar as to the existence of an industrial dispute.
- (v) Work shall continue as normal whilst a matter in dispute is registered in the course of negotiation and/or arbitration.



29. OCCUPATIONAL HEALTH AND SAFETY

- a) The integration of occupational health and safety into the process of workplace reform can lead to greater efficiencies and greater productivity. This Council is keen to continue to integrate OH & S into operational issues and broader workplace reforms.
- b) Council wishes to maintain a safety net of current occupational health and safety standards and improve on this by the systemic continuous improvement. This has already been introduced with the implementation of Project "Worksafe" - nine cross-divisional teams focusing on safety improvement opportunities.

During this enterprise agreement Council will:

- c)
 - (i) Provide managers and team leaders with the skills and authority to implement safe systems of work in consultation with their staff, and
 - (ii) Expand workplace consultative arrangements which bring the causes of inefficiency and unsafe practices to light.

30. PROFESSIONAL INDEMNITY INSURANCE

Council will maintain an appropriate Professional Indemnity Policy that takes into account all employees providing coverage for negligent acts, errors or omissions including instances of libel and slander.

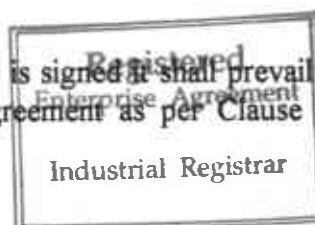
Council will also make provision for the ongoing appropriate training and development of all staff ensuring it receives the benefits of liability limitation available under the Professional Standards Act 1994.

31. VARIATION TO AGREEMENT

The parties agree that nothing in this Agreement shall preclude them from entering into negotiations to vary this Agreement where a specific need is mutually agreed.

Any variation shall form an attachment to this Agreement and be valid to the extent of its conditions.

Where a Council Agreement (Local Workplace Agreement) is signed it shall prevail over the Local Government (State) Award and this Enterprise Agreement as per Clause 7 of the Agreement.



32. RENEWAL

The parties agree to commence negotiations on a new Agreement no later than three (3) months prior to the termination date of this Agreement. Management shall advise the Consultative Committee when negotiations for renewal of the Agreement are due.

During this 3 months deliberation period, the parties will meet in order to seek agreement/resolution of any issues.

33. SIGNATORIES

The following parties are signatories to this Agreement.

SIGNED FOR AND ON BEHALF OF THE COUNCIL OF THE CITY OF PARRAMATTA, BY THE LORD MAYOR AND GENERAL MANAGER, IN THE PRESENCE OF

[Signature]
Witness

[Signature]
Lord Mayor

[Signature]
General Manager

SIGNED FOR AND ON BEHALF OF THE FEDERATED MUNICIPAL & SHIRE COUNCIL EMPLOYEES UNION, NSW, BY THE ^{acting} GENERAL SECRETARY OF THE SAID UNION IN THE PRESENCE OF:

[Signature]
Witness

[Signature]
acting General Secretary

SIGNED FOR AND ON BEHALF OF THE LOCAL GOVERNMENT ENGINEERS ASSOCIATION OF NEW SOUTH WALES, BY THE SECRETARY OF THE SAID ASSOCIATION, IN THE PRESENCE OF:

[Signature]
Witness

Registered Enterprise Agreement Industrial Registrar *[Signature]* Secretary

SIGNED FOR AND ON BEHALF OF THE ENVIRONMENTAL HEALTH AND BUILDING SURVEYORS' ASSOCIATION OF NEW SOUTH WALES, BY THE SECRETARY OF THE SAID ASSOCIATION, IN THE PRESENCE OF:

[Signature]
Witness

[Signature]
Secretary

**HUMAN RESOURCES
POLICIES & PROCEDURES MANUAL
CIRCULATION LISTING**

General Manager

**Director Technical Services
Director Environmental Services
Director Community Services**

**Director Corporate Services
Director Corporate Development
Director Human Resources**

**Manager Civil Works
Manager Parks & Reserves
Manager Building Services
Manager PMC**

**Manager Technical Services Adm.
Manager Design Services
Manager Traffic**

**Manager Statutory Planning
Manager Approvals**

**Manager Environment & Health
Manager Environmental Services Adm.**

**Manager Library Services
Manager Recreation Services**

Manager Community Development

**Manager Information Technology
Manager Customer Services**



**Manager Finance
Manager Corporate Services Adm.**

**Depot Co-ordinator
Director Francis Fisk
Director Possum Patch
Director Jubilee Park
Director Dundas Childcare
Director Westfield Occasional
Payroll Supervisor**

**Parks Superintendent
Personnel Officer Administration
Pools Superintendent
Works Superintendent
Internal Auditor
Local Gov't Librarian
Records Co-ordinator**