

ENTERPRISE AGREEMENT

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DEPARTMENT OF SPORT,
RECREATION
AND RACING

CENTRE SUPPORT OFFICERS
ENTERPRISE AGREEMENT 1994

DEPARTMENT OF SPORT, RECREATION
AND RACING

CENTRE SUPPORT OFFICERS
ENTERPRISE AGREEMENT

1. TITLE

This agreement shall be known as the "Department of Sport, Recreation and Racing Centre Support Officers Enterprise Agreement 1994."

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3. DEFINITIONS

Academy	refers specifically to the two Sport and Recreation Centres at Narrabeen and Jindabyne locations of which are provided at Appendix 3.
Association	means the Public Service Association of New South Wales.
Centre	means a Departmental residential establishment or site as listed at Appendix 3 where instruction is provided in outdoor education, sport and recreation for all members of the community. It also includes any place designated as part of, or as annex to, such an establishment.
Centre Manager	means a person occupying a position of Centre Manager or General Manager within a Centre or Academy.
Director	means the Director of the Department of Sport, Recreation and Racing.
Department	means the Department of Sport, Recreation and Racing.
Enterprise Agreement	means an agreement made pursuant to Section 118 of the Industrial Relations Act, 1991.
Officer	means and includes all persons permanently or temporarily employed under the provisions of the Public Sector Management Act 1988 or other appropriate Acts, and who as at the operative date of this agreement were occupying one of the positions covered by this agreement, or who, after that date, are appointed to or employed in any of such positions.
Service	means continuous service with the Department in a position covered by the agreement.

4. PARTIES

This enterprise agreement has been made between the following parties:

- * The Public Employment Industrial Relations Authority;
- * The Department of Sport, Recreation and Racing; and
- * The Public Service Association of New South Wales.

5. CLASSIFICATIONS

- 5.1 This agreement has been developed introducing a single classification of Centre Support Officer within Centres and Academies.
- 5.2 The classification of Centre Support Officer introduces two categories, Catering Officer and Maintenance Officer.

- 5.3 The category of employees covered by this agreement shall be determined based on the classification the employee occupied prior to the implementation of this agreement as follows:

Former Category	New Category
Cook	Catering Officer
1st Cook	Catering Officer
2nd Cook	Catering Officer
3rd Cook	Catering Officer
Kitchen Hand	Catering Officer
General Hand	Maintenance Officer
Maintenance Officer	Maintenance Officer

6. TEMPORARY EMPLOYEES

- 6.1 A temporary employee is an officer engaged as a Centre Support Officer;
- (a) for a period of 38 hours or more in any 7 day consecutive calendar period; or
 - (b) on a regular part-time basis, excluding those officers engaged on a permanent part-time basis.
- 6.2 For the purposes of subclause 6.1(b):
- "part-time" shall refer to any number of hours less than 38 per week; and
- "regular basis" shall mean for a period of not less than four weeks.
- 6.3 Subject to Clause 8 temporary employees shall receive a salary commensurate with the individual's level of knowledge and experience as determined by the Centre Manager. Should the level of salary determined under this subclause be an issue of contention between the individual temporary employee and the Centre Manager, the appropriate salary level payable shall be determined by the Joint Monitoring Committee.
- 6.4 The hourly rate of pay for temporary employees is calculated by dividing the full-time weekly salary at the appropriate level, as determined at subclause 6.3, by 38. Hourly rates are provided at subclause 8.5.
- 6.5 Upon the cessation of their engagement, temporary employees shall be entitled to 4/48ths of the salary earned, excluding overtime, during the term of their engagement.
- 6.6 Provisions of Section 38 of the Public Sector Management Act, 1988 shall continue to apply to temporary employees engaged under this agreement.

7. CASUAL EMPLOYEES

- 7.1 A casual employee shall include all employees not engaged in a full-time capacity (ie: 38 hours or more per week) or as a temporary employee in accordance with Clause 6.
- 7.2 A casual employee shall receive a rate of pay commensurate with the individual's level of knowledge and experience as determined by the Centre Manager.

7.3 Subject to Clause 8 casual employees shall be paid on an hourly basis. The hourly rate paid to casual employees shall represent full remuneration for employment. Casual employees shall not be entitled to receipt of any other entitlements other than the hourly rate provided for at subclause 8.6.

8. SALARIES

8.1 Salary rates applicable to Centre Support Officers shall be payable at the following annual rates:

Level	Commencement of Agreement	1 July, 1995
1	\$22,000	\$22,660
2	\$23,200	\$23,900
3	\$24,200	\$24,930
4	\$25,200	\$25,960
5	\$26,000	\$26,780

The level of salary at which a Centre Support Officer is to be remunerated shall be determined in accordance with the criteria set out at subclause 8.2.

8.2 Salary levels applicable to an officer shall be determined in the following manner:

(a) Maintenance Officers

Level 1 10 or more of the competencies outlined at Appendix 2, but fewer than 16. (Only payable to temporary or casual employees)

Level 2 16 or more of the competencies outlined at Appendix 2, but fewer than 21; or
a minimum of 5 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

* Note - Minimum salary for permanent Maintenance Officers shall be Level 2.

Level 3 21 or more of the competencies outlined at Appendix 2; or
a minimum of 10 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

Level 4 21 or more of the competencies outlined at Appendix 2; and
 a minimum of 5 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

Senior Maintenance Officer Responsible for the supervision and coordination of a minimum of three Maintenance Officers within the Centre/Academy.

(b) Catering Officers

Levels 1 to 3 Determined based on meeting the required competencies outlined at Appendix 1. The applicable salary shall be at the discretion of the Centre Manager in consultation with the Senior Catering Officer as outlined at subclause 8.8.

Level 4 Payable to:
 (i) qualified Catering Officers who are competent to Level 3; and
 (ii) Catering Officers at Little Wobby and Berry Centres who are competent to Level 3.

Senior Catering Officer Competency in all facets of catering, responsible for the overseeing and operation of the catering facilities within a Centre/Academy and responsible for the supervision of at least one Catering Officer on a full-time basis.

Unqualified Senior Catering Officers shall be paid at Level 4.

Qualified Senior Catering Officers shall be paid at Level 5.

The entitlement for an unqualified Catering Officer to be remunerated at Level 4 at Little Wobby and Berry is in consideration of isolation and single Catering Officer operation.

8.3 For the purposes of this clause, qualifications recognised for the purposes of an officer being considered qualified and therefore being entitled to progress to a salary rate subject to qualification as provided for within subclause 8.2 are as follows:

- (a) Catering Officer TAFE Commercial Cooking Trade Certificate or equivalent as determined by the Director;

8.4 The salary rates provided for at subclause 8.1 represent an all-inclusive salary excluding the payment of overtime. The annual salary incorporates compensation for all of the following:

- * Penalty rates;
- * Broken-shifts;
- * Laundry allowance;
- * Board and lodging allowance;
- * Qualifications allowance;
- * Machinery allowance;
- * Tool allowance;
- * Leading hand allowance;
- * Night work allowance;
- * Higher Duties Allowance; and
- * Annual leave loading.

8.5 Temporary employees hourly rates of pay are as follows:

Level	Commencement of Agreement	1 July, 1995
1	\$11.10	\$11.40
2	\$11.70	\$12.10
3	\$12.20	\$12.60
4	\$12.70	\$13.10
5	\$13.10	\$13.50

8.6 Casual employees hourly rates of pay are as follows:

Level	Commencement of Agreement	1 July, 1995
1	\$12.20	\$12.50
2	\$12.90	\$13.30
3	\$13.40	\$13.90
4	\$14.00	\$14.40
5	\$14.40	\$14.90

8.7 The parties recognise the desirable maximum period an employee shall be able to be engaged at Level 1 shall be for a continuous period of one year.

- 8.8 Assessment of an officers' entitlement to progression from one level to another based on competencies shall be undertaken in the following manner:
- (i) Assessment shall be undertaken by the Senior Catering Officer or Senior Maintenance Officer as appropriate.
 - (ii) The entitlement for assessment for progression shall not be limited by a specific time period.
 - (iii) An assessment may be undertaken at any time at the discretion of the Senior Catering Officer or Senior Maintenance Officer or at the request of the Catering Officer or Maintenance Officer to be assessed.
 - (iv) Should no assessment be undertaken in accordance with point (iii) at any stage prior to an officer's annual assessment under the Department's Staff Appraisal and Development Scheme, such assessment shall be incorporated within the appraisal and development process.
 - (v) Recommendations of the assessment process shall be submitted in writing by the Senior Catering Officer or Senior Maintenance Officer to the Centre Manager for approval. Should the Centre Manager not agree with the Senior Catering Officer or Senior Maintenance Officer's recommendation, the matter shall be referred to the Consultative Committee provided for at Clause 20 of this agreement for arbitration.
 - (vi) Recommendations of the Senior Catering Officer or Senior Maintenance Officer are to be discussed with the assessed Catering Officer or Maintenance Officer prior to the assessment being submitted to the Centre Manager.
 - (vii) The date of effect of the progression from one level to another shall be the date recommended by the officer responsible for undertaking the assessment.
 - (viii) For the purpose of this sub-clause, in the absence of a Senior Maintenance Officer position the Assistant Centre Manager shall undertake assessment of Maintenance Officers.
- 8.9 Unqualified Catering Officers who wish to undertake a trade test for the purposes of being considered qualified under the terms of this agreement shall be entitled to undertake a trade test at the Department's expense and will be considered on duty for the purpose undertaking such a test.
- 8.10 Trade tests, as provided for at subclause 8.9, shall be limited to one test within any twelve month period for each Catering Officer.
- 8.11 The rates of pay contained within this clause shall take effect on and from the date of registration.
- 8.12 Catering Officers covered by this agreement at the date of registration shall be paid the rate of pay provided for within this clause on and from 26 April, 1994 or the date of employment, whichever is the latter.
- 8.13 Maintenance Officers covered by this agreement at the date of registration shall be paid the rate of pay provided for within this clause on and from 25 July, 1994 or the date of employment, whichever is the latter.

9. TRANSLATION ARRANGEMENTS

- 9.1 At the commencement of this agreement officers shall be translated to the salary structure provided for at subclause 8.1 in the following manner:

Classification prior to commencement of agreement.	Centre Support Officer salary level translated to.
1st Cook (Qualified)	Level 5
1st Cook (Unqualified)	Level 4
2nd Cook (Qualified)	Level 4
2nd Cook (Unqualified)	Level 3
3rd Cook (Qualified)	Level 4
3rd Cook (Unqualified)	Level 3
Cook (Berry/Little Wobby)	Level 4
General Hand	Level 3
General Hand (with 5 years service)	Level 4
Maintenance Officer	Level 5

- 9.2 Officers who have been employed by the Department for a period of less than 12 months at the commencement of this agreement shall be translated to an appropriate salary determined by way of assessment. The salary rate determined shall be subject to the approval of the Centre Manager upon the recommendation of the Senior Catering Officer or Senior Maintenance Officer in accordance with subclause 8.8.
- 9.3 Within one month from the commencement of this agreement, all officers shall be notified by the Centre Manager as to the competencies provided for in subclause 8.2 which the officer has not yet reached to a satisfactory level of competency.
- 9.4 At the conclusion of 12 months of the life of this agreement, all officers shall be assessed to determine the level of competency they have achieved. Should an officer fail to meet the level of competency determined as appropriate to the salary level to which they have been translated, their salary rate shall be adjusted to the level commensurate with the level of competency they have achieved.
- 9.5 Should an employee satisfy the criteria for progression to the salary to which they are translated on the basis of years of service, the process set out at subclause 9.2 and 9.3 shall not be required to be undertaken.
- 9.6 For the purposes of sub-clauses 9.3 and 9.4 assessment of an officer's competency shall be determined by the Centre Manager upon the recommendation of the Senior Catering Officer or Senior Maintenance Officer.
- 9.7 In consideration of the salary applicable to the occupant of the position of Maintenance Officer, Broken Bay Sport and Recreation Centre prior to the commencement of this agreement, the salary applicable to that officer from the commencement of this agreement shall be that of the rate of \$26,780 per annum.

10. HOURS OF DUTY

- 10.1 Officers shall be required to work up to 152 hours over a period of four weeks.
- 10.2 The hours of duty which may be required to be undertaken on any given day shall be a minimum of 4 and a maximum of 12, excluding meal breaks, with a maximum of one split shift being rostered in any shift. Maintenance Officers' shall not be required to undertake split shifts.
- 10.3 Hours of duty shall not be restricted to specific hours of the day. However hours of duty between 7.00pm and 6.00am shall only be able to be rostered or requested to be undertaken where it is considered that actual client demand requires such hours of duty to be undertaken.
- 10.4 The maximum number of 12 hour shifts a Catering Officer shall be rostered for duty on consecutive calendar days shall be two. No Catering Officer shall be rostered for more than six 12 hour shifts in any four week roster cycle.
- 10.5 The maximum number of shifts in excess of 10 hours that a Maintenance Officer shall be rostered for duty on consecutive calendar days shall be two. No Maintenance Officer shall be rostered for more than six shifts in excess of 10 hours in any four week roster cycle.
- 10.6 Officers shall not be rostered for more than 10 days in either the first or second fortnight of the four week roster period or rostered for any more than 10 consecutive calendar days over any period. Officers shall be entitled to a minimum of 9 days during any roster cycle for which they are to be rostered off duty.
- 10.7 Officers shall be entitled to a minimum of two consecutive days for which they are not rostered on duty in both the first and second fortnights of the four week roster period.
- 10.8 Officers shall not be permitted to work greater than five consecutive hours without taking a break from duty of not less than thirty minutes. This break from duty shall be without pay.
- 10.9 Hours of duty shall be determined by way of roster which shall be displayed in an area available to all officers not less than 7 days prior to the commencement of the four week roster cycle.
- 10.10 Rostered hours of duty may be required on any day of the week, Saturdays, Sundays and Public Holidays included. Maintenance Officers, however, shall not be required to be rostered for duty on more than 2 weekends in any 4 week roster cycle.
- 10.11 Rostered hours of duty shall be at the discretion of the Centre Manager who shall be responsible for approving rosters.
- 10.12 In emergency situations, rosters may be varied by the Centre Manager or Assistant Centre Manager provided that 24 hours notice is given to the officer of such a change.
- 10.13 Should an officer receive insufficient notice as to a variation to their rostered hours of duty in accordance with subclause 10.12, the employee shall receive payment at the rate of double time for all hours which represent the difference between the hours of duty originally rostered and those being requested of the officer or time in lieu of payment of overtime calculated in accordance with Clause 11 (Overtime).
- 10.14 The criteria for the undertaking of hours of duty as determined within this clause may be varied by mutual agreement between an officer, whose hours of duty are subject of the agreement, and the Centre Manager.

11. OVERTIME

11.1 Overtime refers to:

- (a) all hours of duty undertaken during a four week roster cycle in excess of 152;
- (b) all hours of duty undertaken on days which are in excess of 10 in any fortnight (ie: eleventh, twelfth, thirteenth or fourteenth days rostered in a fortnight); or
- (c) hours undertaken on the twentieth day of rostered duty in a roster cycle.

11.2 Overtime shall be paid to officers at the rate equivalent to double that of the substantive hourly rate of pay calculated by dividing the weekly rate of pay (ie: annual salary divided by 52.17857) by 38.

11.3 Payment of overtime shall be made in the first available pay period following the completion of the roster cycle.

11.4 An officer may elect to take leave in lieu of payment for all or part of his/her entitlement in respect to the overtime worked. Such leave in lieu may be accrued to a maximum of 76 hours to be utilised at a time convenient to both the officer and the Department.

11.5 Leave in lieu of payment in accordance with subclause 11.4 shall accrue at the rate of two hours for each hour's overtime undertaken and proportionately for periods of less than one hour. Proportions of overtime of less than 15 minutes shall be disregarded in determining the amount of accrued leave in lieu.

11.6 The minimum period of leave in lieu to which an officer may avail themselves is two hours and shall be taken in full hour multiples.

11.7 Any overtime accrued beyond the maximum prescribed at subclause 11.4, shall be automatically paid to the officer.

11.8 No payment for leave in lieu balances shall be made to an officer upon the termination of their services as a Catering Officer. All leave in lieu entitlements shall be utilised prior to termination.

12. LEAVE

12.1 Officers shall be entitled to recreation leave as provided for under the Annual Holidays Leave Act, 1944.

12.2 Officers shall be entitled to 15 days sick leave per annum administered in accordance with the provisions of the Public Service of New South Wales Personnel Handbook.

12.3 Officers' recreation and sick leave entitlements shall be converted to hourly equivalents at the commencement of this agreement. The conversion shall be undertaken on the basis of 7.6 hours for each day's available leave credit.

12.2 All absences from duty shall be determined based on the actual number of hours an employee is absent from duty and debited in two hourly proportions.

12.3 Absences from duty which do not total complete two hour portions shall be rounded up to the nearest two hour portion for the purposes of debiting leave.

13. WEEKENDS AND PUBLIC HOLIDAYS

13.1 Officers who undertake duty on Saturdays, Sundays or Public Holidays shall receive compensation of additional recreation leave based on the following scale:

Number of Saturdays, Sundays and/or Public Holidays worked in a twelve month period	Additional Leave
8 - 12	1 day
13 - 20	2 days
21 - 30	3 days
31 - 40	4 days
41 or more	5 days

13.2 The number of days to be worked to entitle an officer to accrue additional recreation leave shall refer to the actual number of days an employee is required to undertake duty on either a Saturday, Sunday or Public Holiday irrespective of the number of hours an officer is required to perform on those days.

13.3 For the purposes of this clause the 12 month period shall commence from the effective date of this agreement.

13.4 At the commencement of this agreement additional recreation leave calculated on the existing accrual system shall be calculated and added to officers' recreation leave balance.

13.5 For the purposes of rostering, Public Holidays shall be credited as 8 hours if an officer is not required to attend for duty or is required for duty for a period of less than 8 hours on that day. Should an officer be required to work on a Public Holiday for 8 hours or more, the actual hours of duty on that day shall be credited against the roster.

13.6 Catering Officers who are required to undertake duty on a Saturday, Sunday or Public Holiday shall not be entitled to any additional payment.

- 13.7 Maintenance Officers who are required to undertake work on weekends and/or public holidays shall also be entitled to the following additional salary entitlements:

Number of Saturdays, Sundays and Public Holidays Worked	Additional Salary Entitlement
5 - 9	1/2%
10 - 14	1%
15 - 19	1 1/2%
20 - 24	2%
25 - 29	2 1/2%
30 - 34	3%
35 - 39	3 1/2%
40 - 44	4%
45 - 49	4 1/2%
50 or more	5%

14. HIGHER DUTIES ALLOWANCE

- 14.1 Salaries payable under this agreement include compensation for responsibility to provide relief in a higher graded position covered by this agreement.
- 14.2 Higher duties allowance is only payable to Catering Officers or Maintenance Officers required to relieve as Senior Catering Officer or Senior Maintenance Officer for a period in excess of 4 calendar weeks.
- 14.3 Payment of higher duties allowance shall commence from the conclusion of the 4 week qualifying period as provided for at subclause 14.2.

15. PICNIC DAY

- 15.1 All officers shall be entitled to receive one day off duty per annum recognised as a "picnic day".
- 15.2 The picnic day shall be any one of the calendar days which fall within the last calendar fortnight of each year and shall be considered as being an 8 hour day for the purposes of credit toward the 152 hour 4 week roster cycle.
- 15.3 Determination of the day to be granted to an officer as a picnic day shall be at the Centre Manager's discretion.

- 15.4 Officers shall be advised as to the day on which their picnic day is to be granted by no later than 1 December of each year.
- 15.5 Picnic day provided for in this clause shall be in lieu of all picnic days provided for under industrial instruments governing officers covered by this agreement, including the Public Service Holiday provisions.

16. ANNUAL LEAVE LOADING

- 16.1 Salary rates provided for by the terms of this agreement incorporate annual leave loading into the determined annual salary rate. Annual leave loading is therefore no longer payable from the commencement of this agreement.
- 16.2 Outstanding annual leave loading for leave accrued in the current leave year commencing 1 December 1993 to the date of the commencement of this agreement shall be paid to officers upon the commencement of this agreement.

17. UTILISATION OF STAFF

- 17.1 All staff, irrespective of the category of Centre Support Officer under which they are employed, shall be required, at the direction of the Centre Manager or Assistant Centre Manager, to undertake duties of another category of Centre Support Officer.
- 17.2 The discretion of the Centre Manager or Assistant Centre Manager to utilise staff in accordance with subclause 17.1 shall only be used in situations where demand requires.
- 17.3 No officer shall be required to undertake functions of a category of Centre Support Officer, other than their existing category, for which the officer has not been sufficiently instructed or in the absence of supervision from an appropriately trained Centre Support Officer.
- 17.4 Officers shall not unreasonably refuse to undertake training and/or instruction in roles and responsibilities of categories of Centre Support Officer including those other than their existing category.

18. UNIFORMS

- 18.1 At the commencement of this agreement the Department shall provide Catering Officers with uniforms so as each officer has the following articles available to them:
- 4 pairs of pants;
 - 4 aprons;
 - 4 jackets; and
 - 2 pairs of shoes
- 18.2 Articles of clothing provided to Catering Officers in accordance with subclause 18.1 shall be replaced upon that particular article of clothing being deemed as unserviceable. The discretion as to the replacement of the article of clothing shall be that of the Centre Manager.

19. GRIEVANCE AND DISPUTE HANDLING PROCEDURES

- 19.1 The aim of this procedure is to ensure that, during the life of this agreement, industrial grievances or disputes are prevented, or resolved as quickly as possible, at the level they occur in the workplace. For the purpose of this procedure, industrial grievances or disputes are distinguished from grievance dealt with under public service grievance handling procedure, e.g. complaints or discrimination.
- 19.2 (a) In the first instance, the employee(s) will notify (in writing or otherwise) the immediate supervisor, or other appropriate person, as to the substance of the grievance/dispute, request a bilateral meeting to discuss it, and state the remedy sought. A meeting should be held within 48 hours of notification.
- (b) If the matter is not resolved in this meeting, the matter shall be further discussed by the employee(s), and, at their request, the appropriate union workplace delegate, the immediate supervisor and the manager. This should take place within 48 hours of step (a).
- (c) If the matter remains unresolved, the matter shall be further discussed by the employee(s), and, at their request, the appropriate workplace delegate, the immediate supervisor, the supervisor's manager, and a more senior management representative. This should take place within 48 hours of the completion of step (b).
- (d) If the matter remains unresolved it should be discussed/negotiated between the employee(s) and, at their request, a representative of their choice, or if the employee(s) is/are union members, representatives of the State Branch of the union(s) concerned, and the relevant senior management of the employer. These actions should take place as soon as it is apparent that the earlier discussions will not resolve the grievance/dispute. In addition, in the case of a grievance, if the matter has not been resolved at the conclusion of this stage of discussions, the employer must provide a written response to the grievance, including reasons for not implementing any proposed remedy.
- (e) A matter relating to the conditions of employment fixed by this Agreement may be submitted by one or other of the parties when all other steps, (a) to (d) above, have been exhausted, to the relevant industrial tribunal which may exercise its functions under the Industrial Relations Act, 1991.
- (f) Where the issue in dispute relates to a change of a work or management practice, the pre-existing practice shall be allowed to continue until the issue has been finally resolved. Neither party shall be prejudiced as to the final settlement by the continuance of work in accordance with this sub-clause.

20. JOINT MONITORING COMMITTEE

- 20.1 The parties will establish a Management/Union Joint Monitoring Committee. The Committee consisting of two management representatives, two staff delegates and an Industrial Officer representing the Public Service Association of NSW, will ensure that a co-operative, consultative approach is followed when reviewing the implementation of this Agreement, considering relevant issues raised by the parties, identifying problems or discrepancies and resolving the issues.
- 20.2 The Committee will initially meet on a quarterly basis and thereafter as required.


- 20.3 The Committee will consider issues raised by the parties in relation to the Agreement and recommend action if necessary.
- 20.4 Recommendations from the Committee will be submitted to the Director with a request for a report back to the Committee.

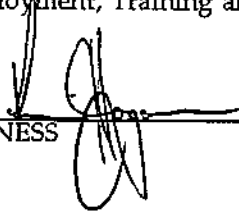
21. AREA, INCIDENCE AND DURATION

- 21.1 This agreement will apply to all Centre Support Officers from Centres and Academies of the Department of Sport, Recreation and Racing, who at the operative date of this agreement were employed under the classification of Cook, Kitchen Hand, General Hand or Maintenance Officer.
- 21.2 The officers regulated by this agreement shall be entitled to the conditions of employment as set out in this agreement and except where specifically varied by this agreement existing conditions as provided for under the Public Service General Division Staff, Salaries Agreement No. 2368 of 1982, the Public Sector Management Act and Regulation, 1988 and the Public Service of New South Wales Personnel Handbook shall continue to apply.
- 21.3 This agreement shall take effect on and from the date of registration and shall remain in force thereafter until 9 September, 1996, unless varied or terminated earlier in accordance with the provisions of Sections 124 and 125 of the Industrial Relations Act 1991.
- 21.4 The parties agree to terminate enterprise agreement number 343/94 upon the registration of this agreement.
- 21.5 This agreement was freely entered into, without duress, by any party.

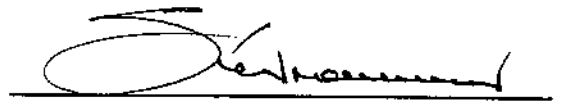
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AND RACING, CENTRE SUPPORT
OFFICERS ENTERPRISE AGREEMENT 1994

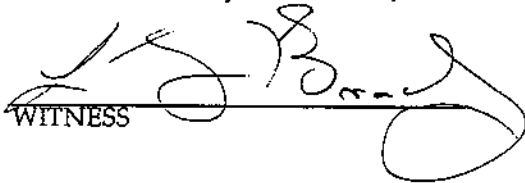
Signed for and on behalf of the)
PUBLIC EMPLOYMENT INDUSTRIAL
RELATIONS AUTHORITY by the Director-)
General of the Department of Industrial Relations,
Employment, Training and Further Education.)


Date / /


WITNESS


Signed for and on behalf of the)
DEPARTMENT OF SPORT, RECREATION
AND RACING by the Director)


Date 17 / 10 / 94

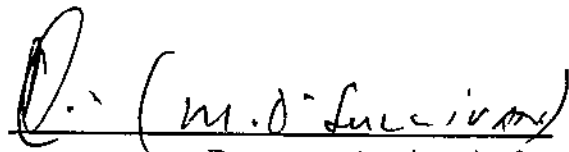

WITNESS

Signed for and behalf of the)
PUBLIC SERVICE ASSOCIATION OF NEW
SOUTH WALES by the General Secretary)


Date 1 / 11 / 94


WITNESS

and the President)


Date 1 / 11 / 94


WITNESS

CENTRE SUPPORT OFFICERS ENTERPRISE AGREEMENT

CATERING OFFICER - COMPETENCIES

Level 1 - Competent in the following aspects of catering:

- (i) Knowledge of cleaning chemicals and their application.
- (ii) Knowledge of basic nutrition.
- (iii) Knowledge of food storage and handling procedures.
- (iv) Knowledge of kitchen and personal hygiene.
- (v) Knowledge of kitchen management and safety.
- (vi) Knowledge of catering equipment and an ability to utilise and operate such equipment.
- (iv) Basic knowledge of Equal Employment Opportunity and Occupational Health and Safety Acts.

Level 2 - in addition to the competency requirements of Level 1, competent in the following aspects of catering:

- (i) Ability to oversee stock control and arrange ordering of all food items as required.
- (ii) Knowledge of portion control.
- (iii) Ability to carry out menu planning.
- (iv) Basic knowledge of the Health Act and its relationship to kitchen operation.
- (v) Commitment to Equal Employment Opportunity principles.

OR

a minimum of 5 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

Level 3 - in addition to the competency requirements of Level 2, competent in the following aspects of catering:

- (i) Ability to undertake pastry cooking, butchery or other specialised cookery functions as considered appropriate.
- (ii) Ability to organise and undertake catering for functions such as weddings, dinner nights, etc.
- (iii) Ability to perform decoration with regard to food presentation.
- (v) Ability to cater for special dietary needs.

OR

a minimum of 10 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

CENTRE SUPPORT OFFICERS ENTERPRISE AGREEMENT

MAINTENANCE OFFICER - COMPETENCIES

The competencies provided for within the following list are the competencies determined as may be required of the Department for the undertaking of Maintenance Officer duties. It is recognised that not all of these competencies are required in every Centre/Academy. The necessity for a particular competency for the purpose of determining an officers skill level shall be determined based on the particular need of the Centre/Academy.

The sub-points listed within each competency are a general guide for the evaluation of a Maintenance Officer' level of skill, it is not essential for Maintenance Officers to be able to undertake all of the sub-points listed. The level of skill required under each competency shall be determined by the Centre Manager based on the individual needs of each Centre/Academy.

1. Administration

- (i) Knowledge of computer operation, ordering and purchasing procedures.
- (ii) Ability to maintain stock cards, motor vehicle log books and service records.
- (iii) Knowledge of various departmental policies.

2. Bricklaying

- (i) Ability to undertake repairs to existing brickwork.
- (ii) Ability to construct minor brickwork including steps, sills and walls.

3. Backhoe Operation

- (i) Holder of a current licence which provides for the operation of a backhoe or backhoe attachments.

4. Boat Licence

- (i) Holder of a current licence which provides for the operation of Departmental water craft.

5. Building and Construction

- (i) Ability to undertake construction of simple structures including shade areas, sheds, fencing and seating.
- (ii) Ability to carry out building demolition.
- (iii) Ability to construct retaining walls.
- (iv) Ability to undertake repairs to all buildings including sheet roofing.

6. Bus Driving

- (i) Holder of a current licence which provides for the driving of buses of in excess of 13 passengers.

7. Bush Fire Control

- (i) Knowledge of establishing fire breaks.
- (ii) Ability to implement reduction in fire fuel build up.
- (iii) Ability to use fire fighting equipment including pumps and fire extinguishers.
- (iv) Ability to use fire fighting vehicles.
- (v) Knowledge of and ability to use and maintain hydrants and fire hose reels.

8. Catering

- (i) Knowledge of food preparation.
- (ii) Knowledge of hygiene and waste disposal.
- (iii) Knowledge of food storage and handling.
- (iv) Knowledge of kitchen safety.
- (v) Ability to undertake basic cookery.

9. Chainsaw Operation

- (i) Knowledge acquired through the undertaking of an appropriate course of instruction in the safe operation of a chainsaw.
- (ii) Ability to undertake chainsaw maintenance including sharpening.

10. **Chemical Handling**
- (i) Knowledge of occupational health and safety with regard to storage, handling and use of chemicals.
 - (ii) Ability to maintain water supply filtration system including the use of associated chemicals.
 - (iii) Knowledge of pesticides, control of feral animals, insects and ants.
 - (iv) Knowledge of herbicides, noxious weeds.
11. **Concreting**
- (i) Ability to pour and finish paths, slabs and kerbing.
 - (ii) Ability to undertake concreting repair work.
 - (iii) Ability to undertake concrete formwork.
12. **Electrical**
- (i) Ability to operate generators.
 - (ii) Ability to replace bulbs and fuses.
 - (iii) Knowledge of electrical occupational health and safety in replacement of globes and fuses and use of power cords.
13. **Elevated Work Platform**
- (i) Holder of a licence to operate an Elevated Work Platform.
14. **First Aid**
- (i) Holder of a current St John's Ambulance Certificate or equivalent qualifications (eg. Civil Defence or the Red Cross Society's First Aid Certificates).
 - (ii) Oxy Viva training.
15. **Fencing**
- (i) Ability to replace, repair and extend boundary or other fencing as required.
16. **Gardening**
- (i) Ability to prepare beds, select annuals, shrubs, trees and undertake planting.
 - (ii) Ability to maintain existing gardens including identification of tree species and knowledge of growth requirements including pruning.

17. Ground Maintenance

- (i) Ability to maintain playing fields.
- (ii) Ability to construct and maintain contours and drainage using mechanical plant.
- (iii) Knowledge of soil erosion control.
- (iv) Knowledge of the treatment of fungal diseases.
- (v) Ability to fertilise, aerate, topdress soil.
- (vi) Ability to undertake mowing, slashing and the marking of playing fields.

18. Greens Maintenance

- (i) Knowledge of golf course preparation and maintenance including greenkeeping.
- (ii) Ability to undertake chemical treatment of golf course.

19. Joinery

- (i) Carry out repairs to indoor and outdoor furnishings, sashes and doors.

20. Machinery Operation

- (i) Ability to operate portable machinery such as lawn mowers, jackhammer, turf cutter, and post hole digger.
- (ii) Holder of current Heavy Vehicle (above class 3) Licence or Front End Loader Permit.

21. Mechanical Repairs and Maintenance

- (i) Ability to service plant and machinery including lawnmowers, boats, water pumps, generators and motor vehicles.

22. Painting

- (i) Knowledge of different applications for acrylic and oil based paints.
- (ii) Ability to correctly prepare various surfaces for painting.
- (iii) Ability to paint/repaint buildings, fittings, furniture, marine equipment, etc.
- (iv) Ability to undertake minor signwriting work.
- (v) Knowledge of timber preservative applications.

23. Paving

- (i) Ability to prepare for and lay paving.

24. **Pest and Weed Control**
- (i) Knowledge of and ability to use herbicides appropriately.
 - (ii) Knowledge of and ability to use pesticides in the control of feral animals, insects, ants, etc.
25. **Plumbing**
- (i) Ability to maintain and undertake repairs to cisterns, basins, taps, showers, water supply lines and urinals.
 - (ii) Ability to clear blockages in toilet pans, urinals and sewer lines.
 - (iii) Ability to install and maintain sprinkler/irrigation systems.
 - (iv) Ability to undertake inspections of valves and gas lines.
 - (v) Ability to maintain hot water systems.
26. **Power Tool Operation**
- (i) Knowledge of the safe operation of a range of power tools.
 - (ii) Ability to use a range of power tools consistent with the requirements of day to day maintenance.
27. **Rendering and Plastering Repairs**
- (i) Ability to undertake plastering and rendering repairs.
28. **Road Repairs**
- (i) Ability to undertake patching of bitumen roads and paths.
 - (ii) Ability to grade and maintain gravel roads including gutters, drainage and reforming.
29. **Ski Tuning Equipment**
- (i) Ability to tune and maintain ski equipment.
30. **Swimming Pool Maintenance**
- (i) Ability to monitor and treat pool water quality.
 - (ii) Knowledge of pool chemicals and operation of gas and ability to use these items effectively.
 - (iii) Ability to maintain pumps and filters.
 - (iv) Ability to undertake general pool maintenance and cleaning.

31. Welding

- (i) Ability to undertake electric fabrication and repairs to all steel items, plant and machinery.
- (ii) Ability to undertake oxy/acetylene cutting and brassing.
- (iii) Ability to undertake silver and normal soldering.
- (iv) Ability to undertake repairs in plastic including repairs to canoes.
- (v) Ability to undertake repairs in aluminium including repairs to boats.

32. Other

- (i) Any other competencies which are relevant to the operation of the particular Centre or Academy at which a Centre Support Officer is employed.
- (ii) Competencies to be considered under (i) above for the purposes of determining appropriate salary levels shall be at the discretion of the Centre Manager.

CENTRE SUPPORT OFFICERS ENTERPRISE AGREEMENT

Addresses at which the Enterprise is carried out:

Berry Sport and Recreation Centre
BERRY 2535

Borambola Sport and Recreation Centre
660A Tarcutta Road
WAGGA WAGGA 2650

Broken Bay Sport and Recreation Centre
BROOKLYN 2083

Lake Ainsworth Sport and Recreation Centre
LENNOX HEAD 2478

Lake Burrendong Sport and Recreation Centre
MUMBIL 2820

Lake Jindabyne Sport and Recreation Centre/Winter Sports Academy
JINDABYNE 2627

Lake Keepit Sport and Recreation Centre
GUNNEDAH 2380

Little Wobby Sport and Recreation Centre
BROOKLYN 2083

Milson Island Sport and Recreation Centre
BROOKLYN 2083

Myuna Bay Sport and Recreation Centre
DORA CREEK 2264

Point Wolstoncroft Sport and Recreation Centre
GWANDALAN 2259

New South Wales Academy of Sport
Wakehurst Parkway
NARRABEEN 2101