Introduction

Council recognises there will at times be a requirement for employees to work additional hours to the standard or nominated hours of work.

Overtime payments will be paid in accordance with the relevant Award where employees are directed or requested to work overtime. Council’s preferred approach is to reach agreement with employees to accrue time in lieu equivalent to the actual hours worked as provided in Clause 19 of the Local Government (State) Award 2014 (the Award).

All overtime must be approved in advance by their relevant Group/Executive Manager or nominee.

Nine day fortnight (field staff)

Field staff work overtime to maintain assets but are also required to respond to break downs, repairs and other emergencies outside normal working hours.

Overtime is to be approved in advance by either the Operations Engineer or the Works Manager but is monitored continually to ensure the requirement to work outside hours is required. Employees are reminded that overtime will vary at any time in the event that service levels or resources alter.

Overtime due to emergencies, breakdowns and repairs is to be authorised by the Team Leader or the relevant Manager if there is not a designated Team Leader. The Manager is to be advised of overtime worked in a weekly report.

Teams or work groups are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. Proposals should be initially discussed with the relevant manager (Works Manager or the Operations Engineer).

Nineteen day month (office based staff)

Overtime for office based staff must be notified to their Manager and approved in advance by the relevant Group/Executive Manager.

Discussions will be held between the Manager and the employee(s) for the purpose of reaching agreement with the employee(s) to accrue time in lieu equivalent to the actual hours worked under Clause 19 A (vi) of the Award. Where such agreement cannot be reached, the normal penalty rates for the work to be performed will be paid.

Sections/areas are encouraged to review the arrangement of their working hours to maximise efficiency and service provision while at the same time meeting the needs of the employees involved. For further information about flexible working hours see procedure 5.04.23 Variable Work Arrangements.