

**CROWN EMPLOYEES (DEPARTMENT OF INDUSTRY, SKILLS AND REGIONAL DEVELOPMENT) LOCAL COORDINATOR ALLOWANCE AWARD**

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Review of Award pursuant to Section 19 of the *Industrial Relations Act 1996*.

(No. IRC 736 of 2015)

Before Commissioner Stanton

28 October 2015

**REVIEWED AWARD**

**Arrangement**

PART A

Clause No.	Subject Matter
1.	Definitions
2.	Local Coordinator Allowance
3.	Saving of Rights
4.	Anti-Discrimination
5.	Area, Incidence and Duration

PART B

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Table 1 - Allowances

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**PART A**

**1. Definitions**

- (i) "Assignment to a role" shall be determined by merit selection and by an expression of interest. The period of assignment shall be a three (3) year term or as determined by the Department.
- (ii) "Association" means the Public Service Association and the Professional Officers' Association Amalgamated Union of New South Wales.
- (iii) "Department" means the NSW Department of Trade and Investment, Regional Infrastructure and Services.
- (iv) "Facilities Coordinator" means a Local Coordinator who undertakes the duties listed under the heading of "Facilities Coordination" in Appendix 1.
- (v) "Industrial Relations Secretary" means the Secretary of the Treasury, as specified in Schedule 1 Part 1 of the *Government Sector Employment Act 2013*.
- (vi) "Local Coordinator duties" shall be determined from time to time by the Department. As a guide, Appendix 1 indicates the current duties that are required to be performed by a Local Coordinator.

- (vii) "Local Coordinator" means a member of staff who is assigned to a role as such by the Department and carries out the duties of Local Coordinator as determined from time to time in a location.
- (viii) "Location" means an office, site or facility as determined by the Department.
- (ix) "Personnel Coordinator" means a Local Coordinator who undertakes the duties listed under the heading of "Personnel Coordination" in Appendix 1.
- (x) "Secretary" means the Secretary, Department of Trade and Investment, Regional Infrastructure and Services, as specified in Schedule 1 of the *Government Sector Employment Act 2013*.
- (xi) "Staff Administered by Local Coordinator" shall be the number of staff at the location for which the Local Coordinator is assigned responsibility. For the purpose of determining the applicable allowance payable for the ensuing year this number shall be reassessed on the first day of March each year.
- (xii) "Staff" means all ongoing full time, ongoing part time and temporary staff assigned to a role by the Department, pursuant to the *Government Sector Employment Act 2013*. Casuals, contractors or those participating in work experience are not included for the purpose of this award.

## **2. Local Coordinator Allowance**

A Local Coordinator shall be paid an allowance of an amount as set out in Table 1 - Allowances, of Part B, Monetary Rates.

- (i) Full allowance rates shall apply where the Department requires a member of staff to undertake both the Facilities Coordination and the Personnel Coordination roles.
- (ii) Partial allowance rates shall apply where the Department requires a member of staff to undertake either the Facilities Coordination or the Personnel Coordination roles but not both.
- (iii) Where the Department determines that the responsibilities of Local Coordinator are fundamental to an staff member's assigned role no allowance shall apply.

## **3. Saving of Rights**

- (i) At the time of making of this Award, no member of staff covered by this Award will suffer a reduction in their rate of pay or any loss or diminution in his or her conditions of employment as a consequence of the making of this Award.
- (ii) Should there be a variation to the Crown Employees (Public Sector - Salaries 2008) Award, or an Award replacing it, staff under this award will maintain the same salary relationship to the rest of the Public Service.

## **4. Anti-Discrimination**

- (1) It is the intention of the parties bound by this award to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- (2) It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by this award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this award are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the award which, by its terms or operation, has a direct or indirect discriminatory effect.

- (3) Under the *Anti-Discrimination Act 1977*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- (4) Nothing in this clause is to be taken to affect:
- (a) any conduct or act which is specifically exempted from anti-discrimination legislation;
  - (b) offering or providing junior rates of pay to persons under 21 years of age;
  - (c) any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
  - (d) a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.
- (5) This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.
- (a) Employers and employees may also be subject to Commonwealth anti-discrimination legislation.
  - (b) Section 56(d) of the *Anti-Discrimination Act 1977* provides:  
  
"Nothing in the Act affects any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion."

#### **5. Area, Incidence and Duration**

- (i) The members of staff regulated by this award shall be entitled to the conditions of employment as set out in this award and, except where specifically varied by this award, existing conditions are provided for under the *Government Sector Employment Act 2013*, the *Government Sector Employment Regulation 2014*, the *Government Sector Employment Rules 2014*, the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and the Crown Employees (Public Sector - Salaries 2015) Award or any awards replacing these awards.
- (ii) The changes made to this award pursuant to the Award Review under Section 19(6) of the *Industrial Relations Act 1996* and Principle 26 of the Principles for Review of Awards made by the Industrial Relations Commission of New South Wales on 28 April 1999 (310 I.G. 359) take effect on and from 28 October 2015.
- (iii) The Award remains in force until varied or rescinded, the period for which it was made having already expired.

### **PART B**

#### **MONETARY RATES**

**Table 1 - Allowances**

Effective from the beginning of the first full pay period to commence on or after 1.07.2015

	Annual Rates FFPP on or after 1 July 2015 (2.5%) \$	
	Full Allowance	Partial Allowance
Staff Administered by Local Coordinator Up to three staff	2,309	1,153

Up to six staff	3,460	1,730
Up to ten staff	4,617	2,309
More than ten staff	6,926	3,462

## APPENDIX 1

The roles of a Local Coordinator are defined as:

1. Facilities Coordination:

A Local Coordinator who is assigned to the role as facilities coordinator will be responsible for:

- 1.1 Acting as the local contact for all matters relating to facilities management and administration
- 1.2 Ensuring that facilities such as office accommodation, buildings, infrastructure, motor vehicles, assets and storage facilities are maintained and managed in accordance with Departmental policies and procedures.
- 1.3 Ensuring that shared services are delivered and managed efficiently within the available resources and in accordance with Departmental policies and procedures.
- 1.4 Approving financial and administrative matters under delegation.
- 1.5 Ensuring the facility is managed and operated in accordance with the requirements of the *NSW Workplace Health and Safety Act 2011*.
- 1.6 Other facilities coordination duties as reasonably determined by the Department from time to time.

2. Personnel Coordination:

A Local Coordinator who is assigned to the role as personnel coordinator will be responsible for:

- 2.1 Coordinating the compliance of staff with Departmental and NSW Government policies and guidelines in relation to personnel matters such as attendance, conduct and ethical behaviour.
- 2.2 Advising relevant managers and line supervisors of breaches of policies and guidelines in relation to personnel matters and assisting to address these breaches when requested.
- 2.3 Coordinating matters relating to the induction, entry onto duty and last day of duty of staff.
- 2.4 Coordinating work priorities and supervision of support staff servicing multiple programs.
- 2.5 Other personnel coordination duties as reasonably determined by the Department from time to time.

J. D. STANTON, Commissioner

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