



FairWork
Commission

Copy of Document Filed

Title of Matter: Application by Independent Education Union of Australia (130N)

Section: s.185 - Application for approval of a single-enterprise agreement

Subject: Application for approval of the Parklands Christian College Collective Enterprise Agreement 2013

Matter Number: AG2013/9603

In relation to the above matter, please find attached for your information a copy of the Decision which has been issued by the Fair Work Commission.

Decision PR543128

Inquiries:

Any inquiries relating to this notice are to be directed to Michelle Reynolds
Phone: (03) 8661 7706, email: chambers.bissett.c@fwc.gov.au, Fax: (03) 9665 0401.

10 OCTOBER 2013

To:

Notified:	Address/fax no.:
Mr Geoff Buckland Independent Education Union of Australia- Queensland and Northern Territory Branch	gbuckland@qieu.asn.au
National Secretary Independent Education Union of Australia	ieu@ieu.org.au
Mr David Baskerville Parklands Christian College Limited T/A Parklands Christian College	dbaskerville@parklands.qld.edu.au



DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Independent Education Union of Australia
(AG2013/9603)

PARKLANDS CHRISTIAN COLLEGE ENTERPRISE AGREEMENT 2013

Educational services

COMMISSIONER BISSETT

MELBOURNE, 10 OCTOBER 2013

Application for approval of the Parklands Christian College Collective Enterprise Agreement 2013.

[1] An application has been made for approval of an enterprise agreement known as the *Parklands Christian College Collective Enterprise Agreement 2013* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). The Agreement is a single-enterprise Agreement.

[2] I am satisfied that each of the requirements of ss.186, 187 and 188 of the Act as are relevant to this application for approval have been met.

[3] The Independent Education Union of Australia Queensland and Northern Territory Branch, being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2), I note that the Agreement covers the organisation.

[4] The Agreement is approved. In accordance with s.54(1) it will operate from 17 October 2013. The nominal expiry date of the Agreement is 30 June 2016.



Printed by authority of the Commonwealth Government Printer

<Price code J, AE404701 PR543128>

PARKLANDS CHRISTIAN COLLEGE COLLECTIVE ENTERPRISE AGREEMENT 2013

Subject Matter

Page No.

PART 1 – PRELIMINARY

1.1	Title of Agreement	3
1.2	Coverage.....	3
1.3	Date and Period of Operation	3
1.4	Agreement Posting	3
1.5	Single Bargaining Unit	3
1.6	Definitions.....	3

PART 2 – RELATIONSHIPS TO THE AIMS OF THE SCHOOL

2.1	Mission Statement	5
2.2	Our Core Values	5
2.3	School Motto.....	5
2.4	Objectives.....	5
2.5	College Improvement.....	6
2.6	Statement of Faith	7
2.7	Pastoral Care.....	7
2.8	Acknowledgement	7

PART 3 – RELATIONSHIP TO INDUSTRIAL INSTRUMENTS

3.1	Relationship to Industrial Instruments	7
3.2	Relationship to the National Employment Standards	8

PART 4 – SALARY & WAGE RELATED MATTERS

4.1	Wage Rates.....	8
4.2	Acknowledged Teacher	8
4.3	Positions of Added Responsibility (PAR) Appointment.....	9
4.4	No Further Claims.....	9

PART 5 – EFFICIENCY AND EFFECTIVENESS INITIATIVES

5.1	Employment Categories – Teachers	9
5.2	The Working Year.....	9
5.3	New Staff Orientation.....	11
5.4	Hours of Duty – Teaching Staff	11
5.5	Reducing School Operating Costs	12
5.6	Personal Leave.....	12
5.7	Special Emergent Leave.....	13
5.8	Carer's Leave	13
5.9	Terminal Illness Carers Leave	13
5.10	Maternity Leave	13
5.11	Paternity Leave.....	13
5.12	Superannuation	13
5.13	Promoting the School and Teaching Profession	16
5.14	Union Recognition	16
5.15	Resourcing School Level Industrial Practice	17
5.16	Pay Slips	18

5.17	Workplace Harassment	18
5.18	Co-Curricular Activities	19
5.19	Professional Development	19
5.20	Individual Flexibility	19

PART 6 –NON-SALARY BENEFIT ITMES

6.1	Long Service Leave	21
6.2	Proportion of Salary	21

PART 7 – DISPUTE RESOLUTION AND CONSULTATION

7.1	Dispute Resolution.....	22
7.2	Consultation.....	23

PART 8 – TERMINATION OF EMPLOYMENT & REDUNDANCY

8.1	Termination of Employment	25
8.2	Redundancy	28

PART 9 – SAVINGS CLAUSE

28

PART 10 – FUTURE RENEGOTIATION OF AGREEMENT

10.1	Variation, Renewal or Replacement of Agreement.....	28
------	---	----

PART 11 – SIGNATURES.....

29

SCHEDULE 1 – WAGES, SALARIES AND ALLOWANCES

30

SCHEDULE 2 – STATEMENT OF FAITH

32

SCHEDULE 3 – CONDITIONS SPECIFIC TO SCHOOL OFFICERS

33

SCHEDULE 4 – CONDITIONS SPECIFIC TO SERVICES STAFF.....

60

SCHEDULE 5 – SERVICES STAFF CLASSIFICATION & WAGES

67

PART 1 – PRELIMINARY

1.1 Title of Agreement

This Agreement shall be known as the Parklands Christian College Collective Enterprise Agreement 2013.

1.2 Coverage

This Agreement shall apply to employees of Parklands Christian College (ACN 097 063 584) and to the Unions signatory to this Agreement.

1.3 Date and Period of Operation

- 1.3.1 This Agreement shall commence operation seven (7) days after approval by Fair Work Commission and shall remain in force until 30 June 2016.
- 1.3.2 Where this Collective Enterprise Agreement specifies an earlier operative date in relation to a particular provision, then that provision shall operate from that date for all staff employed at that earlier date.
- 1.3.3 The Agreement may only be amended or terminated by any of the Parties to the Agreement in the manner prescribed by the *Fair Work Act 2009*.

1.4 Agreement Posting

A copy of this **Collective** Agreement shall be exhibited in a conspicuous and convenient place at Parklands Christian College so as to be easily read by employees

1.5 Single Bargaining Unit

For the purposes of negotiating this Collective Agreement a Single Bargaining Unit (SBU) has been established consisting of Employee, Union and Management representatives.

1.6 Definitions

- 1.6.1 The "Act" means the Fair Work Act 2009 as amended or replaced from time to time.
- 1.6.2 "Approved" used in relation to course, diploma, degree, or university, means a course, diploma, degree or university acceptable to or recognised by the Director-General of Education (Queensland) for similar qualifying purposes in respect of Teachers employed by the Department of Education (Queensland).
- 1.6.3 "Co-Curricular Duties" includes the supervision of school sports, clubs within the school, cadet training, and other like duties.

Such duties shall be voluntary and honorary and shall be arranged by agreement between the Teachers and the employer.

- 1.6.4 "Duty" includes all tasks related to the educational development of students and tasks concerned with the maintenance of good order and behaviour.

Such tasks include class and group teaching and instruction; conducting excursions for instruction in school curriculum during school hours; setting and correcting assignments, tests, laboratory work, and examination papers; supervision of tests and examinations conducted in connection with the school curriculum; evaluating and assessing students'

work; care of laboratories and their equipment; compiling mark registers; compiling syllabuses and work books; giving written reports on students' work and progress; and supervising students detained for punishment.

In the case of Resident Teachers "Duty" also means any supervision or other tasks in connection with the boarding establishment of the particular school required of the Resident Teacher the school authority

- 1.6.5 "Employer" means, Parklands Christian College.
- 1.6.6 "FWC" means, the Fair Work Commission.
- 1.6.7 "Party" means, for the purposes of this Agreement, an employer, an employee or a union which is covered by this Agreement.
- 1.6.8 "Subject Co-ordinator" means a Teacher appointed as such by the controlling authority of the school, and who is responsible for:
- (a) prescription of the subject or subject area syllabus with special attention to grading and progression;
 - (b) planning of programmes for year and term;
 - (c) arrangement of subject discussions and demonstrations;
 - (d) general guidance of Teachers of the subject with particular attention to young Teachers;
 - (e) enrichment of other modification of subject prescription to suit student groups;
 - (f) conduct of examinations and the planning or organising of a programme of continuous assessment in the subject;
 - (g) ordinary maintenance of books and equipment;
 - (h) direction of remedial work in the subject.
- 1.6.9 "3 Year Trained Teacher" means a person appointed as a Teacher with 3 Years of Teacher education or such other qualifications as may be recognised by the Employer for this purpose.
- 1.6.10 "4 Year Trained Teacher" means a person appointed as a Teacher who holds an Approved degree from a recognised tertiary education institution or an Approved equivalent tertiary qualification plus at least one Year of Teacher education or such other qualifications recognised by the Employer as equivalent to one Year of Teacher education.
- 1.6.11 "Teacher" means and includes any employee other than the headmaster/headmistress or principal, who is ordinarily engaged in teaching full-time or part time on the staff of a school.
- The term also includes any Teacher engaged in giving class instruction in physical education, commercial subjects, home science, agricultural subjects, art, music, manual training subjects or such other subjects Approved by the Queensland College of Teachers.
- 1.6.12 "Union" means the Independent Education Union of Australia – Queensland and Northern Territory Branch or any other organisation which is registered pursuant to the *Fair Work*

(Registered Organisations) Act 2009 and which is eligible to cover an employee to which this Agreement applies.

- 1.6.13 "Year of Service" for the purpose of assessing the salary payable to a Teacher shall be determined with due regard to their qualifications and years of service in a capacity equivalent to the particular category of Teacher in a school or schools to which this Agreement applies.

PART 2 – RELATIONSHIP TO THE AIMS OF THE SCHOOL

2.1 Mission Statement

Parklands Christian College's mission is to serve the Christian community by providing facilities and resources for the education of children that is characterised by:

- (a) Striving for high academic standards;
- (b) Developing individuality, creativity and critical thinking in students;
- (c) Training students in the moral standards of the Bible;
- (d) Leading students to accept Jesus Christ as their Lord and Saviour;
- (e) Fostering self discipline, respect and love for one another;
- (f) Recognising the contribution of Parents by involving them, where possible in Parklands Christian College's learning program;
- (g) Valuing Christian Teachers by developing their gifts and encouraging their participation in the life of Parklands Christian College.

2.2 Our Core Values

- (a) Christlikeness
- (b) learning
- (c) Excellence
- (d) Attitude
- (c) Respect

2.3 School Moto

Foundations for Life.

2.4 Objectives

- 2.4.1 The parties acknowledge that the primary purpose of the College is to provide, at a reasonable cost and primarily for children from Christian homes, an education with both academic rigour and care for children and families through Christian purpose.

- 2.4.2 This Agreement provides a framework for management and staff to work together towards providing and improving care, productivity and efficiency in order to promote the values of our school.
- 2.4.3 This agreement provides a framework for management, employees and union to work together towards improving productivity and efficiency.
- 2.4.4 The Objectives of the Enterprise Agreement are to develop a culture of workplace reform by:
- (a) Providing quality Christian education which meets the expectations of students, parents and staff and Statutory Authorities;
 - (b) Providing excellence in teaching and encouraging participation in appropriate professional development;
 - (c) Providing a quality education with the goal of achieving optimum learning outcomes for all students;
 - (d) Providing a working environment based on the Christian ethos and mutual respect and co-operation between management and staff;
 - (e) Improving the effectiveness of support services in contributing to the provision of quality teaching and learning and the pastoral care of all students and staff;
 - (f) Enhancing the provision of broad curriculum services for students through effective and efficient School arrangements and practice in keeping with our Christian ethos;
 - (g) Developing collaborative and consultative decision-making processes to the achievement of a common goal;
 - (h) Creating more effective College management and resourcing processes which increase flexibility, responsiveness and professionalism;
 - (i) Defining and recognising the key role of staff members in Parklands Christian College and making every possible provision for fair and equitable employment principles;
 - (j) Reviewing resources to ensure cost minimisation without affecting quality or standards.

2.5 College Improvement

The parties agree that over the life of this agreement, staff will devise and support methods of achieving improvement in all the following areas, to the point where the staff and students see the daily achievement of these as part of the culture of the:

- (a) Ensuring the security of classrooms after hours and at breaks. Classroom doors and windows shall be locked at the end of each day;
- (b) Maintaining classrooms and grounds to a high standard of neatness and presentation;
- (c) Maintenance of a litter-free environment;
- (d) The vigilant observance of a vandalism/graffiti free environment;

- (e) Developing community within the College by encouraging parental participation in the education process;
- (f) Lights, fans and air conditioning shall be turned off at the end of each day; and
- (g) Staff shall endeavour to minimize the amount of photocopying.

2.6 Statement of Faith

Employees at the College accept the Statement of Faith listed below and in **Schedule 2**~~Schedule 4~~

- (a) We believe that the Bible is the inspired and infallible Word of God;
- (b) We believe in one God, eternally existent in three persons. Father, Son and Holy Spirit;
- (c) We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God, that he became incarnate by the Holy Spirit and was born of the virgin Mary.
- (d) We believe in his sinless life, miraculous ministry, substitutionary, atoning death, bodily resurrection, glorious ascension, and abiding intercession.
- (e) We believe that he will come again to this earth at the end of the age to judge the living and the dead and to reign as King of kings and Lord of lords;
- (f) We believe that salvation is by grace through faith in the Lord Jesus Christ; that it is a work of the Holy Spirit whereby the repentant and believing sinner is born again and becomes a new creation in Christ Jesus;
- (g) We believe in the sanctifying power of the Holy Spirit which enables a believer to live a holy and God glorifying life.

2.7 Pastoral Care

All staff should display in every aspect of their daily performance, true Christian virtue and care. If a lack of care is observed in a staff member the matter will be addressed with that individual.

2.8 Acknowledgement

- 2.8.1 The College Management and employees acknowledge and work towards the achievement of the School Mission detailed in Clause 2.1.
- 2.8.2 As part of this acknowledgment the Parties agree that attendance at devotions and briefing sessions, whilst honorary and voluntary, will be part of the normal routine of Parklands Christian College.

PART 3 – RELATIONSHIP TO INDUSTRIAL INSTRUMENTS

3.1 Relationship to Industrial Instruments

This agreement shall form the complete agreement covering all terms and conditions of employment and it shall operate to the exclusion of any and all other legally binding agreements, awards or any other industrial instruments whatsoever.

3.2 Relationship to the National Employment Standards

The provisions of the National Employment Standards (NES) are incorporated into this Agreement and except as varied by this Agreement are deemed to have application. Nothing in this Agreement shall be deemed to diminish an employee's entitlement under the NES, except where such variation is permitted under the terms of the NES.

PART 4 – SALARY & WAGE RELATED MATTERS

4.1 Wage Rates

This Agreement provides for the following wage increases as outlined in Schedule 1.

- 4.1.1 All employees shall receive a 4.0% salary increase from 1 January 2012 as outlined in Schedule 1.
- 4.1.2 All employees shall receive a 2.7% salary increase from 1 January 2013 as outlined in Schedule 1.
- 4.1.3 All employees shall receive a 2.7% salary increase from 1 January 2014 as outlined in Schedule 1.
- 4.1.4 The College will negotiate a salary increase in 2015, to be implemented from 1 January 2015 of an amount to be determined by consideration of the following factors:
 - (a) Queensland State and Catholic Agreement rates;
 - (b) Current enrolment, Building programs and other circumstances of the time which will affect the capacity of the College to pay an increase.
- 4.1.5 The method of negotiating such a percentage pay increase will be by means of the Single Bargaining Unit.

4.2 Acknowledged Teachers

4.2.1 Advanced Teachers

Consideration will be given to recognizing Advanced teachers in the life of this agreement. They can be confidentially nominated by a HO, or can make the Principal aware of their wish to apply for the position of Advanced Teacher.

- (a) It would be offered Base Salary + \$3,429.
- (b) It would be for a 2 year tenure, with annual review by HOD and Principal. It would be renewable on the outcome of these reviews.
- (c) It would start from Band 2 Step 3 and would have no loss of classroom time.

4.2.2 Master Teacher

Consideration will be given to recognizing Master teachers in the life of this agreement. They can be confidentially nominated by a HO, or can make the Principal aware of their wish to apply for the position of Advanced Teacher.

- (a) It would be offered Base Salary + \$6,012.
- (b) It would be for a 2 year tenure, with annual review by HOD and Principal. It would be renewable on the outcome of these reviews.
- (c) It would only be available to the Band 3 Step 4 and would have no loss of classroom time.

4.3 Positions of Added Responsibility (PAR) Appointment

Positions of Added Responsibility will be introduced gradually during the course of this agreement based on the growing need for these in our school, but with consideration of the quickly changing circumstances due to growth of all aspects of the school. The following are considerations:-

- (a) A PAR position is for 1 year over the period of this agreement with renewal options
- (b) A PAR will add to responsibilities with a counter of reduced teaching contact time or increased wages.
- (c) A teacher may lose the appointment in cases of diminished performance or position abolition
- (d) It would be based on a Master Teacher position with reduction in classroom contact hours of 5 hours per week.

4.4 No Further Claims

There shall be no further wage increases during the life of this Agreement other than those referred to in Schedule 1.

PART 5 – EFFICIENCY AND EFFECTIVENESS INITIATIVES

5.1 Employment Categories – Teachers

Teachers shall be advised in writing of their employment category upon appointment.

- (a) Full Time Teachers Full year employment, every day, ongoing
- (b) Part-time Teachers Full year employment, some days in week, ongoing
- (c) Casual Teachers Short term, daily needs only
- (d) Fixed Term Appointment Full or Part time, for a set time and task.

5.2 The Working Year

- 5.2.1 Non-Teaching staff will be entitled to twenty (20) days annual leave except where special negotiated provisions apply which must, in part, cover the period of compulsory shut down time of two (2) weeks which include Christmas and New Year holidays unless otherwise arranged.
- 5.2.2 Teaching staff will be entitled to a minimum of twelve (12) weeks leave per year in the allocated slots of student breaks. These are six (6) weeks in December to January, two (2) weeks at end of Term 1 which may overlap with Easter, two (2) weeks mid year, and two (2) weeks in September and October.

5.2.3 There will be a minimum of eleven (11) pupil-free days during the working year which may be used for the following:

- (a) planning and preparation prior to the commencement of the school year by students;
- (b) curriculum development in-service, professional development and planning;
- (c) finalisation of reporting and completion of the formalities of the academic year after the students complete the school year;
- (d) The Retreat for staff.

5.2.4 Annual Leave Loading – Employees other than Teachers

- (a) In respect to annual leave entitlements to which clause 5.2 applies, annual leave pay (including any proportionate payments) shall comprise:
 - (i) The employee's ordinary wage rate as prescribed by the Schedule 1 for the period of the annual leave; and
 - (ii) A further amount calculated at the rate of 17.5% of the amounts referred to in clause 5.2.4 (a) (i).
- (b) Clause 5.2.4 (a) shall not apply to:
 - (i) any period or periods of leave exceeding 4 weeks per annum in any other case.
 - (ii) employers (and their employees) who are already paying (or receiving) an annual leave bonus, loading or other annual leave payment which is not less favourable to employees.

5.2.5 Annual Leave Loading – Teachers

- (a) A Teacher who has taught (or has been granted leave by the school) for each day of the school year at the particular school shall receive an annual leave loading equivalent to 17.5% of 4 weeks' salary calculated upon the salary which such employee was receiving immediately before commencing the midsummer vacation.
- (b) A Teacher who commences employment after the beginning of a school year and:
 - (i) has actually taught for at least 20 weeks; or
 - (ii) has taught for at least a full school term and who teaches to the end of the school year,shall be paid the proportion of the annual leave loading prescribed in clause 5.2.5 (a) that the Teacher's service (excluding school vacations) bears to a standard school year.
- (c) A Teacher who resigns, having given the prescribed notice in writing, or whose services are terminated by the employer for some reason or reasons other than misconduct and who has taught for at least the full first school term shall be paid the

proportion of the annual leave loading prescribed in clause 5.2.5 that the Teacher's service (excluding school vacations) bears to a standard school year:

Provided that such loading shall be calculated upon salary which the employee was receiving immediately before cessation of employment.

- (d) The full amount of the abovementioned annual leave loadings shall be paid to the Teacher at the commencement of the midsummer vacation or prior date of cessation of employment.
- (e) A standard year shall be deemed for the purposes of clause 5.2.5 to be 40 weeks.
- (f) For the purposes of clause 5.2.5, salaries shall be regarded as including allowances prescribed by clause 4.2.

5.3 New Staff Orientation

Teaching staff who commence their service with Parklands Christian College at the beginning of the school year shall undertake an orientation program three (3) days prior to the commencement of the preparation program for continuing staff. The orientation program shall include:

- (a) Letters of appointment including wages/salary and classification.
- (b) Provision of a duty statement for appointment which includes, but is not limited to hours of duty.
- (c) Identification of lines of support.
- (d) Provision of material relevant to the ethos and mission of the school/system.
- (e) Provision of documents relevant to the school/system policies and procedures.
- (f) Provision of information relevant to superannuation entitlements and options.
- (g) provision of this Agreement;
- (h) Information about income protection.
- (i) Provision of information relevant to union coverage.
- (j) Identification of placement of industrial and occupational health and safety documents and their availability to staff.
- (k) A copy of the current school induction program will be provided to each new employee prior to their induction and training provided to persons responsible for the induction of new employees.

5.4 Hours of Duty – Teachers

5.4.1 The Parties acknowledge that Teachers work well in excess of the hours prescribed in this Agreement. The prescribed Hours of Duty shall be as follows:

- (a) Hours of Duty per week for teachers will be thirty-one (31) hours.
- (b) Maximum Contact Hours will be
 - (i) Primary - twenty-five (25) hours.

- (ii) Middle School – twenty-five (25) hours.
- (c) Minimum Preparation and Correction Time will be two (2) hours
- (d) Teaching Staff shall be provided with fifty (50) minutes of paid Morning Tea time per week. Other meal breaks are unpaid.
- (e) The balance of the thirty-one (31) hours shall be made up by 'other' duties including but not limited to:
 - (i) pastoral care time;
 - (ii) playground supervision;
 - (iii) staff meetings;
 - (iv) assemblies and chapels;
 - (v) parent-teacher conferences;
 - (vi) sport/cultural supervision.
- (f) Teaching Staff will additionally perform up to eight (8) hours per semester for such activities as Awards Nights, Evening Parent-Teacher interviewing and the like.

5.5 Reducing School Operating Costs

The Parties agree to examine all areas, over the life of the Agreement to reduce school operating costs. Specific attention will include, but not be limited to, the following areas:

- (a) rationalising of resources both intra and inter campus;
- (b) telephone costs;
- (c) photocopying costs;
- (d) maintenance costs;
- (e) cleaning costs;
- (f) energy costs;
- (g) security;
- (h) internet costs.

5.6 Personal Leave

- 5.6.1 New employees will be granted upon appointment their pro rata entitlement for that calendar year at the rate of two (2) days per term or part thereof.
- 5.6.2 Full time employees are entitled to sick leave accrual at the rate of ten (10) days per year. Such accrual will operate from and include the first pay period after the commencement of the 2001 school year.

5.6.3 Sick leave is accumulated at one (1) day for every 5.2 weeks worked.

5.6.4 Part-time or term-time employees are entitled to sick leave on a pro rata basis.

5.7 Special Emergent Leave

Employees are entitled to a maximum of three (3) days paid leave per annum non-accumulative for special circumstances or emergencies such as home damage – fire, flood, burglary etc. This leave entitlement is granted on a case by case basis.

5.8 Carers Leave

An employee may access accrued sick leave entitlements to provide care and support for members of his or her immediate family or household when they are ill.

5.9 Terminal Illness Carers Leave

5.9.1 Employees are entitled to access accrued leave to care and support a household or an immediate family member who is terminally ill. A further three (3) months of unpaid leave can be accessed by the employee to continue such care and support if necessary.

5.9.2 The College may request a doctor's certificate indicating the terminal nature of the illness.

5.10 Maternity Leave

5.10.1 A female employee may access maternity leave entitlements to prepare and care for her infant baby for a period of up to 52 weeks based on the following conditions :-

- (a) For 1 – 2 yrs of continuous employment - paid leave for 3 weeks
- (b) For 3 – 4 yrs of continuous employment – paid leave for 4 weeks
- (c) For 5+ yrs of continuous employment – paid leave for 6 weeks

5.10.2 A total of 12 months leave, the remainder after paid leave being unpaid leave. A female employee is eligible to access a further 52 weeks unpaid leave as prescribed in the NES.

5.10.3 A return to employment at the end of the period but not necessarily to the same job if the school has moved on from that task or requirement.

5.11 Paternity Leave

5.11.1 Paternity leave of 5 days (max) is available to male staff members but within the scope of Carers Leave if payment is requested.

5.11.2 The period of leave nominated by the employee will be taken at the time of the confinement, or immediately thereafter, adoption or to make arrangements for the care of other children in the family.

5.12 Superannuation

Application – In addition to the rates of pay prescribed by this Agreement, eligible employees, as defined in clause 5.12.1 (b), shall be entitled to Superannuation Benefits, in accordance with the provisions of this clause 5.12.

5.12.1 Definitions

- (a) "Approved Fund" means a Fund identified by this clause for the receipt of superannuation contributions for employees. These funds are:
 - (i) The Queensland Independent Education and Care Superannuation Trust;
 - (ii) Christian Super
 - (iii) Sunsuper;
 - (iv) Q Super'
- (b) "Eligible employee" means an employee who has earned \$450 or more in any month.
- (c) "Ordinary time earnings" means the actual ordinary rate of pay the employee receives for ordinary hours of work including shift loading, skill allowances and supervisory allowances where applicable. The term includes any over-award payment as well as casual rates received for ordinary hours of work. Ordinary time earnings shall not include overtime, disability allowances, commission, bonuses, lump sum payments made as a consequence of the termination of employment, annual leave loading, penalty rates for public holiday work, fares and travelling time allowances or any other extraneous payments of a like nature.

5.12.2 Contributions:

- (a) Amount – Every employer shall contribute (as a minimum) on behalf of each eligible employee an amount calculated at 9% of the employee's ordinary time earnings, into the Approved Fund. Each such payment of contributions shall be rounded off on an equitable basis either to the nearest cent or 10 cents provided that there is consistency of application to all employees of the employer.
- (b) Regular Payment – The employer shall pay such contributions to the credit of each such employee at least once each calendar month or in accordance with the requirements of the superannuation Fund Trust Deed.
- (c) Minimum level of earnings – An employer will not be required to pay superannuation contributions on behalf of any eligible employee whether full-time, part-time, casual, adult or junior in respect of any month where the employee's earnings are less than \$450.
- (d) Absences from Work – Contributions shall continue to be paid on behalf of an eligible employee during any absence on paid leave. Except in the case of absence on Workers' Compensation an employer will not be required to pay superannuation contributions on behalf of any eligible employee during any period of leave without pay. In the case of Workers' Compensation, the employer will contribute 3% of the employee's ordinary time earnings whenever the employee is receiving by way of Workers' Compensation, an amount of money no less than the Award rate of pay.
- (e) Where an employee wishes to make voluntary contributions to superannuation, the employee may authorise the company to deduct from the employee's wages an amount specified by the employee.

- (f) Additional employee contributions and/or additional employer contributions, in accordance with the provisions of this Agreement, will be forwarded to the Fund by the employer at the same time as the employer's contributions made under clause 5.12.2 (b).
- (g) Cessation of Contributions – An employer shall not be required to make any further contributions on behalf of an eligible employee for any period after the end of the ordinary working day upon which the contract of employment ceases to exist.
- (h) No Other Deductions – No additional amounts shall be paid by the employer for the establishment, administration, management or any other charges in connection with the Fund other than the remission of contributions as prescribed herein.

5.12.3 Salary Sacrifice to Superannuation

An employee may elect to Salary Sacrifice an amount to Superannuation. Where the employee so elects the following provisions will apply:

- (a) The employer will continue to calculate the contributions required by clause 5.12.2 (a) and/or the *Superannuation Guarantee (Administration) Act 1992* on the basis of the employee's ordinary time earnings before the salary sacrifice is deducted.
- (b) Salary sacrifice deductions will be made during a period of paid leave and the employee will receive the rate of pay specified under this agreement less the salary sacrifice deduction.
- (c) Calculation of salary for all purposes including leave accruals and other payments due on termination of employment shall be calculated on a rate of pay which includes the salary sacrifice contributions.

5.12.4 Enrolment

- (a) Each employer to whom clause 5.12 applies shall as soon as practicable as to both current and future eligible employees:
 - (i) Notify each employee of the employee's entitlement to Superannuation.
 - (ii) Take all reasonable steps to ensure that each eligible employee receives, completes, signs and returns the necessary application forms provided by the employer, to enable that employee to become a member of the Superannuation Fund; and
 - (iii) Submit all completed application forms and any other relevant material to the Trustees of the Superannuation Fund.
- (b) Each employee upon becoming eligible to become a member of the superannuation Fund will:
 - (i) complete and sign the necessary application forms to enable that employee to become a member of the Fund; and
 - (ii) return such forms to the employer within 28 days of receipt.
- (c) Notwithstanding the failure of an employee to complete the required paperwork, the employer will make payments on behalf of the employee to the Superannuation fund.

- (d) Where an employee has not exercised a choice in relation to the funds identified in 5.12.1 (a) within 28 days of commencing employment, the employer will make superannuation payments to the Queensland Independent Education and Care Superannuation Trust.
- (e) An employee may request payment of contributions to another fund not listed in Clause 5.12.1 (a). The granting of such a request will be at the discretion of the school board.

5.12.5 Unpaid Contributions

Subject to the *Industrial Relations Act* where it has been established that the employer has failed to comply with the requirements of clause 5.12.1 (b) in respect of any eligible employee, such employer will be liable to make the appropriate contributions retrospectively to the date of eligibility of the employee, plus an amount equivalent to the rate of return those contributions would have attracted in the Superannuation Fund had they been paid on the due dates.

The making of such contributions satisfies the requirements of clause 5.12 excepting that resort to the provisions of clause 5.12.6 shall not limit any common law action which may be available in relation to death, disablement or any similar cover existing within the terms of the Superannuation Fund.

5.12.6 Amendments to this Clause

In the event that the Fair Work Commission determines to generally amend the definition of Ordinary Time Earnings or the provisions around payment of superannuation whilst on WorkCover such amended provisions will be inserted into this Agreement. This commitment is subject to the provisions of the Act regarding amendment of Agreements.

5.13 Promoting the School and the Teaching Profession

5.13.1 The parties agree to work towards improving the status of the teaching profession in the Community and to increase the attractiveness of the teaching profession to the students and parents of Parklands Christian College. This will be both in word and deed. All staff are expected to be aware that they are representing the school and its staff and as such should uphold the school in all comments made to parents and students and to dress in the uniform prescribed by the school appropriate to the day's activities and function.

5.13.2 Staff undertake to give attention to their own commitment to the profession and maintain an active awareness of the issues and directions of learning and teaching.

5.14 Union Recognition

5.14.1 The College recognises the Unions party to this Agreement as the legitimate industrial representatives of the employees according to their Unions' respective callings.

5.14.2 The College and the Union are committed to working constructively together to further the interests of education and specifically non-governmental education and the employees in this industry, while at the same time working constructively together to further the interests of Parklands Christian College, as expressed in this agreement and other public documents.

5.14.3 Subject to agreement with the respective Union, the College shall make available to all employees facilities for the payment of their Union fees, either by payroll deduction,

direct debit or other schemes as agreed. The operation of any such facility shall be dependent upon the appropriate authorisations being signed by the employee.

5.15 Resourcing School Level Industrial Practice

5.15.1 Resourcing in the Workplace

- (a) The employer recognises that the unions party to this Agreement and their accredited representatives are the legitimate representatives of employees covered by this Agreement and shall in no way discourage employees to join or maintain membership of the relevant unions bound by this Agreement.
- (b) The employer recognises the value of employees gaining a better understanding of industrial relations within the employer's operations, and in particular, a better understanding of the industrial instruments and industrial issues impinging upon the working life of employees and the enterprise bargaining process.
- (c) The employer agrees to provide:
 - (i) Adequate time during normal working hours for workplace union representatives to carry out union responsibilities and this time shall be recognised in the employees' designated hours of duty;
 - (ii) Access for workplace union representatives to telephone, fax, photocopier, computer email and internet to carry out union responsibilities and shall not deny email/fax access to the unions party to this Agreement for the forwarding of documents to employees;
 - (iii) Reasonable time for workplace union representatives to consult with employees on workplace matters and enterprise bargaining issues;
 - (iv) Reasonable opportunity for workplace union representation to provide union information to new employees;
 - (v) Facility for employees to authorize the employer, in writing, to deduct and forward from any remuneration payable, subscriptions to a relevant union bound by this Agreement;
- (d) One month's notice must be given of the employee's intention to take this leave.
- (e) The application for leave shall be endorsed by the respective union.
- (f) The granting of such leave shall be subject to the reasonable convenience of the employer having regard to the efficient operation of the College.
- (g) No employee shall be granted leave in excess of the duration of the course – i.e. travelling time is not included.
- (h) The employer is not responsible for any additional costs except for the payment of relief employees where this is considered appropriate.

5.15.2 Industrial Training

The employer will provide leave with pay of up to three (3) days per annum for IEU-QNT members to undertake courses provided by the Independent Education Union – Queensland and Northern Territory Branch (IEU-QNT) or a body authorised by IEU-QNT to do so on its behalf.

5.16 Payslips

The **employer shall** provide all employees with Pay Advice Slips showing the following:

- (a) salary band and step / classification level;
- (b) gross payment;
- (c) tax paid;
- (d) net payment;
- (e) superannuation contributions;

5.17 Workplace Harassment

5.17.1 Preamble

- (a) The parties acknowledge that workplace harassment can occur in a workplace and have a negative effect upon employees in a workplace. Such unacceptable practice impacts on the school community.
- (b) Consequently the College agrees to develop, in conjunction with employees and their representatives a workplace harassment policy and procedures.

5.17.2 Policy

The policy will:

- (a) Define workplace harassment and provide examples of the types of behaviour which constitute such harassment.
- (b) State that workplace harassment is unacceptable and will not be tolerated.
- (c) Include a statement as to the negative impact on individuals, colleagues and the organisation.
- (d) Encourage workers who experience or witness workplace harassment to engage in procedures to end such behaviour.
- (e) Contain a commitment to education and training in regard to the policy and procedures on a regular basis or at least once per year.
- (f) Provide for the appointment, training and time release of contact person(s) to handle complaints.
- (g) Be available to all staff and displayed in prominent places in the school.

5.17.3 Procedures

The procedures will:

- (a) Be fair and equitable.

- (b) Ensure principles of natural justice are upheld.
- (c) Ensure privacy and confidentiality.
- (d) Be undertaken with discretion as to protect the reputation of the person being investigated.
- (e) Be aimed at resolving the problem rapidly.
- (f) Ensure that accurate records and documentation are kept.
- (g) Include informal procedural steps for dealing with the alleged harassment.
- (h) Include formal steps for dealing with the alleged harassment which incorporates an investigative process outlining how and who will conduct the investigation, the rights of both the alleged perpetrator and the alleged victim to representation and the need for each party to receive a report on the outcome.

5.18 Co-Curricular Activities

- 5.18.1 It is recognised that a wide variety of co-curricular activities contribute to the mission and ethos of the school and may enhance the holistic development of the student. Therefore, an organised co-curricular program is provided.
- 5.18.2 Teachers contribute to the ethos and mission of the school by accepting the performance of co-curricular activities which are an integral part of the total school curriculum. The College seeks to formalise more equitable practices in relation to co-curricular activities. It is the College's view that such practices may generally involve participation in at least two co-curricular activities during each year.
- 5.18.3 Clause 7.2 of this Agreement shall be considered by the parties in making decisions around co-curricular activities such as:
- (a) supervision of school sports;
 - (b) clubs within the school; and
 - (c) music and drama productions and other like duties.

- 5.18.4 Co-curricular activities thus defined shall continue to be performed on an honorary and voluntary basis.

5.19 Professional Development

- 5.19.1 The Principal actively supports a school wide professional development program in consultation with the Teachers, School Officers and Support Staff.
- 5.19.2 Professional development opportunities are advertised on QSA and ISQ websites which staff should monitor.
- 5.19.3 Professional development held during pupil free days and staff meetings, conducted by the employer for teaching staff will, wherever relevant; articulate the Queensland College of Teacher (QCT) professional standards.

5.19.4 Teachers attending planned professional development activities should obtain a record of attendance as evidence of training as required for reporting to the Queensland College of Teachers.

5.20 Individual Flexibility

5.20.1 An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

- (a) the agreement deals with one (1) or more of the following matters:
 - (i) arrangements about when work is performed;
 - (ii) overtime rates;
 - (iii) penalty rates;
 - (iv) allowances;
 - (v) leave loading; and
- (b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
- (c) the arrangement is genuinely agreed to by the employer and employee.

5.20.2 The employer must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the *Fair Work Act 2009*; and
- (b) are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
- (c) result in the employee being better off overall than the employee would be if no arrangement was made.

5.20.3 The employer must ensure that the individual flexibility arrangement:

- (a) is in writing; and
- (b) includes the name of the employer and employee; and
- (c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- (d) includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
- (e) states the day on which the arrangement commences.

5.20.4 The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

5.20.5 The employer or employee may terminate the individual flexibility arrangement:

- (a) by giving no more than 28 days written notice to the other party to the arrangement;
or
- (b) if the employer and employee agree in writing — at any time.

PART 6 – NON-SALARY BENEFIT ITEMS

6.1 Long Service Leave

- 6.1.1 All employees will accumulate Long Service leave entitlement at the rate of 1.3 weeks per full time equivalent year of completed service from the date of engagement.
- 6.1.2 Employees who complete ten years of continuous service may access their entitlement to Long Service Leave. After the first 10 years, Long Service Leave may be taken at five year intervals, with leave accruing at the same rate, namely 1.3 weeks per full time equivalent year of completed service.
- 6.1.3 Long Service Leave will be offered on a pro rata basis after seven (7) years upon resignation, death, retrenchment or total and permanent incapacity.
- 6.1.4 Timing of leave will be at a mutually convenient time with reasonable notice given. Reasonable notice should be not less than two full school terms.
- 6.1.5 In accordance with the *Industrial Relations Act 1999 (Queensland)* and subject to 6.1.2, long service leave may be taken at a time agreed between the employee and the employer.
- 6.1.6 If an employee fails to agree with the employer on matters, the employer may give the employee at least two full school terms notice of the date on which the employee must take at least four (4) weeks long service leave.
- 6.1.7 The employee must comply with the notice.
- 6.1.8 Where an employee is entitled to a period of Long Service Leave, such leave may be taken, by length of the employee's leave would be double the amount nominally due to the employee.

6.2 Proportion of Salary

- 6.2.1 A Teacher upon appointment shall be paid as from the date upon which the Teacher commenced Duty, provided that a Teacher who has taught (or has been granted leave by the school) for each day of the school year at the particular school shall be paid as for a full calendar year commencing on 1st January. A Teacher who ceases Duty before completing 10 teaching weeks of employment shall be paid in lieu of vacation pay an amount equal to 1/12th of their ordinary pay for the period of employment.
- 6.2.2 A Teacher who ceases Duty after at least 10 teaching weeks of employment shall be paid the proportion of the Teacher's annual salary of that year that the Teacher's service excluding school vacations bears to a standard school year:

Provided that such proportion of salary shall be calculated on the salary which the employee was receiving immediately before cessation of employment.

6.2.3 A standard year shall be deemed for the purposes of clause 6.2 to be 40 weeks.

PART 7 – DISPUTE RESOLUTION AND CONSULTATION

7.1 DISPUTE RESOLUTION

7.1.1 If a dispute relates to:

- (a) a matter arising under the agreement; or
- (b) the National Employment Standards; or
- (c) any industrial matter.

this term sets out procedures to settle the dispute.

7.1.2 An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this term. An employee may be represented at any stage of this process.

7.1.3 In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and relevant supervisors and/or management. A response will be provided as soon as reasonably practicable.

7.1.4 Where the dispute concerns alleged actions of the immediate supervisor or manager the employee/s may bypass this level (subclause 7.1.3 above) in the procedure.

7.1.5 If the dispute is not resolved under subclause 7.1.3, the matter may be referred to the next higher level of management for discussion. Such discussion should, if possible, take place within 24 hours after the request has been made.

7.1.6 If the dispute involves allegations of discrimination or harassment by a supervisor or manager, the employee may commence this process by reporting the allegations to the next level of management beyond that of the supervisor or manager concerned. If there is no level of management beyond that involved in the allegation, the employee may proceed directly to the process outlined at subclause 7.1.8.

7.1.7 If the dispute is still unresolved after discussions mentioned earlier in this clause, the matter may be raised with the senior management of the employer or the employer's nominated industrial representative. This should occur as soon as it is evident that the earlier will not result in resolution of the dispute.

7.1.8 If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to Fair Work Commission.

7.1.9 Fair Work Commission may deal with the dispute in two (2) stages:

- (a) Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and

- (b) if Fair Work Commission is unable to resolve the dispute at the first stage, Fair Work Commission may then:
 - (i) arbitrate the dispute; and
 - (ii) make a determination that is binding on the parties.

Note If Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Act.

A decision that Fair Work Commission makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the Act. Therefore, an appeal may be made against the decision.

7.1.10 While the parties are trying to resolve the dispute using the procedures in this clause:

- (a) an employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
- (b) an employee must comply with a direction given by the employer to perform other available work at the same workplace, or at another workplace, unless:
 - (i) the work is not safe; or
 - (ii) applicable occupational health and safety legislation would not permit the work to be performed; or
 - (iii) the work is not appropriate for the employee to perform; or
 - (iv) there are other reasonable grounds for the employee to refuse to comply with the direction.
- (c) The status quo existing before the emergence of the grievance or dispute is to continue.

7.1.11 The parties to the dispute agree to be bound by a decision made by Fair Work Commission in accordance with this term.

7.1.12 So as to remove doubt, the parties record that the reference to disputes or grievances in respect to any industrial matter includes disputes or grievances in relation to whether the employer had reasonable business grounds for refusing a request under the National Employment Standards for flexible working arrangements or an application to extend unpaid parental leave.

7.2 CONSULTATION

7.2.1 This term applies if:

- (a) the employer has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
- (b) the change is likely to have a significant effect on employees of the enterprise.

- 7.2.2 The employer must notify the relevant employees of the decision to introduce the major change.
- 7.2.3 The relevant employees may appoint a representative for the purposes of the procedures in this term.
- 7.2.4 If:
- (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - (b) the employee or employees advise the employer of the identity of the representative;
- the employer must recognise the representative.
- 7.2.5 As soon as practicable after making its decision, the employer must:
- (a) discuss with the relevant employees:
 - (i) the introduction of the change; and
 - (ii) the effect the change is likely to have on the employees; and
 - (iii) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
 - (b) for the purposes of the discussion — provide, in writing, to the relevant employees:
 - (i) all relevant information about the change including the nature of the change proposed; and
 - (ii) information about the expected effects of the change on the employees; and
 - (iii) any other matters likely to affect the employees.
- 7.2.6 However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 7.2.7 The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- 7.2.8 If a term in the enterprise agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, the requirements set out in subclauses 7.2.3, 7.2.4 and 7.2.6 are taken not to apply.
- 7.2.9 In this term, a major change is likely to have a significant effect on employees if it results in:
- (a) the termination of the employment of employees; or
 - (b) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or

- (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- (d) the alteration of hours of work; or
- (e) the need to retrain employees; or
- (f) the need to relocate employees to another workplace; or
- (g) the restructuring of jobs.

7.2.10 In this term, relevant employees means the employees who may be affected by the major change.

PART 8 – TERMINATION OF EMPLOYMENT AND REDUNDANCY

8.1 Termination of Employment

8.1.1 Statement of employment

The employer shall, in the event of termination of employment, provide upon request to an employee who has been terminated a written statement specifying the period of employment and the classification or type of work performed by the employee.

8.1.2 Termination by employer - full-time Employees

- (a) The employer shall give to a full-time employee at least one month's notice during term time in writing of the termination of their services
- (b) Employees over 45 years of age at the time of the giving of notice, and with more than 5 years' service with the employer, shall be entitled to an additional week's notice to that prescribed in clause 8.1.2 (a).
- (c) Payment in lieu of notice shall be made if the appropriate notice is not given:

Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.
- (d) In calculating any payment in lieu of notice the ordinary time rate of pay for the employee concerned shall be used.
- (e) The period of notice in clauses 8.1.2 (a) and 8.1.2 (b) shall not apply in the case of dismissal for misconduct or other grounds that justify instant dismissal.

8.1.3 Termination by employer - part-time Employees

- (a) The employer shall give to part-time employees the following notice in writing of the termination of their services.

Less than 3 years' service	2 weeks' notice
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

- (b) In addition to the notice in clause 8.1.3 (a) employees over 45 years of age at the time of the giving of notice and with not less than 2 years continuous service, shall be entitled to an additional week's notice.

- (c) Payment in lieu of notice shall be made if the appropriate notice is not given:

Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

- (d) In calculating any payment in lieu of notice the ordinary time rate of pay for the employee concerned shall be used.
- (e) The period of notice in clause 8.1.3(a) shall not apply in the case of dismissal for misconduct or other grounds that justify instant dismissal, or in the case of casual employees.

8.1.4 Notice of termination by employee

- (a) The notice of termination required to be given by an employee shall be the same as that required of an employer:

Provided that there shall be no additional notice based on the age of the employee concerned.

- (b) If an employee fails to give notice the employer shall have the right to withhold monies due to the employee with a maximum amount equal to the ordinary time rate for the period of notice:

Provided that employment may be terminated by part of the period of notice specified and part withholding of wages in lieu thereof.

8.2 REDUNDANCY

8.1.1 Consultation before termination

This section applies if:

- (a) the employer has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
- (b) the change is likely to have a significant effect on employees of the enterprise.

8.1.2 The employer must notify the relevant employees of the decision to introduce the major change.

8.1.3 The relevant employees may appoint a representative for the purposes of the procedures in this term.

8.1.4 The employer must recognise the representative if:

- (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
- (b) the employee or employees advise the employer of the identity of the representative;

8.1.5 As soon as practicable after making its decision, the employer must:

- (a) discuss with the relevant employees:
 - (i) the introduction of the change; and
 - (ii) the effect the change is likely to have on the employees; and
- (iii) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
- (b) for the purposes of the discussion — provide, in writing, to the relevant employees:
 - (i) all relevant information about the change including the nature of the change proposed; and
 - (ii) information about the expected effects of the change on the employees; and
 - (iii) any other matters likely to affect the employees.

8.1.6 However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

8.1.7 The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.

8.1.8 In this section, a major change is likely to have a significant effect on employees if it results in:

- (a) the termination of the employment of employees; or
- (b) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or
- (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- (d) the alteration of hours of work; or
- (e) the need to retrain employees; or
- (f) the need to relocate employees to another workplace; or
- (g) the restructuring of jobs.

8.1.10 In this section, relevant employees means the employees who may be affected by the major change.

8.1.11 Transfer to lower paid duties

- (a) Where an employee is transferred to lower paid duties the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled to if the employee's employment had been terminated.

- (b) Employees aged over 45 years of age and who have been continually employed for 2 years or more are eligible for an additional week's notice.

8.1.12 Time off during notice period

- (a) Where a decision has been made to terminate an employee due to redundancy, the employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or the employee shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

8.1.13 Severance pay

In addition to the period of notice prescribed for termination in clause 8.1 of this Agreement, an employee whose employment is terminated due to redundancy will be entitled to the following amounts of severance pay:

Period of Continuous Service	Severance Pay (weeks' pay)
Less than 1 year	nil
1 year but not more than 2 years	4
More than 2 years but not more than 3 years	6
More than 3 years but not more than 4 years	7
More than 4 years but not more than 5 years	8
More than 5 years but not more than 6 years	10
More than 6 years but not more than 7 years	11
More than 7 years but not more than 8 years	13
More than 8 years but not more than 9 years	14
More than 9 years	16

PART 9 – SAVINGS CLAUSE

The existing conditions and accrued entitlements of employees employed at the date of signing shall not be reduced as a result of this Agreement coming into effect.

PART 10 – FUTURE RENEGOTIATION OF AGREEMENT

10.1 Variation, Renewal or Replacement of Agreement

- 10.1.1 Subject to satisfactory implementation of this Agreement the Parties agree to re-open negotiations by 1 April 2016 with a view to negotiating a replacement Agreement. Further the Parties agree to monitor the implementation of the Agreement through the SBU and identify issues suitable for negotiation in a replacement agreement.
- 10.1.2 The Parties agree that this Collective Agreement may be varied by a further Collective Agreement in circumstances where all of the Parties genuinely agree that a variation is necessary.
- 10.1.3 Any agreed variation to this Collective Agreement will be subject to the same consultation and approval process as that used for the Collective Agreement.


PART 11 – SIGNATURES

Signed for and on behalf of Parklands Christian College

ACN 097 063 584

11 Hillcrest Road
PARK RIDGE QLD 4125

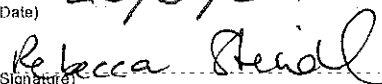
In the presence of -

(Signature) 

(Full Name) David Basterville

(Position) Principal

(Date) 25/9/2013

(Signature) 

(Full Name) REBECCA STEINDL

(Position) SOLICITOR

(Date) 25.9.13.

Signed for and on behalf of the Independent Education Union of
Australia – Queensland and Northern Territory Branch

ABN 74 662 601 045

346 Turbot Street
SPRING HILL QLD 4000

In the presence of -

(Signature) 

(Full Name) Paul N. Giles

(Position) Assistant Secretary / Treasurer

(Date) 26.9.13

(Signature) 

(Full Name) LISA SCHWESLER

(Position)

(Date) 26.9.13

SCHEDULE 1 – WAGES, SALARIES & ALLOWANCES

TEACHING STAFF

Classification	4.0% Increase as at 1 January 2011		4.0% Increase as at 1 January 2012		2.7% Increase as at 1 January 2013		January 2014 to be negotiated	
	Fortnightly	Annual	Fortnightly	Annual	Fortnightly	Annual	Fortnightly	Annual
Band 1								
Step 1	\$1,800	\$46,951	\$1,872	\$48,829	\$1,923	\$50,147	\$1,974	\$51,501
Step 2	\$1,851	\$48,287	\$1,925	\$50,218	\$1,977	\$51,574	\$2,030	\$52,966
Step 3	\$1,913	\$49,906	\$1,990	\$51,902	\$2,044	\$53,303	\$2,099	\$54,743
Step 4	\$1,979	\$51,622	\$2,058	\$53,687	\$2,114	\$55,137	\$2,171	\$56,625
Band 2								
Step 1	\$2,034	\$53,066	\$2,115	\$55,189	\$2,172	\$56,679	\$2,231	\$58,209
Step 2	\$2,147	\$56,009	\$2,233	\$58,249	\$2,293	\$59,822	\$2,355	\$61,437
Step 3	\$2,259	\$58,940	\$2,349	\$61,298	\$2,412	\$62,953	\$2,478	\$64,653
Step 4	\$2,372	\$61,880	\$2,467	\$64,355	\$2,534	\$66,093	\$2,602	\$67,877
Step 5	\$2,485	\$64,832	\$2,584	\$67,425	\$2,654	\$69,245	\$2,725	\$71,115
Band 3								
Step 1	\$2,579	\$67,288	\$2,682	\$69,980	\$2,754	\$71,869	\$2,829	\$73,810
Step 2	\$2,674	\$69,760	\$2,781	\$72,550	\$2,856	\$74,509	\$2,933	\$76,521
Step 3	\$2,768	\$72,214	\$2,879	\$75,103	\$2,957	\$77,131	\$3,037	\$79,213
Step 4	\$2,868	\$74,814	\$2,983	\$77,807	\$3,064	\$79,908	\$3,146	\$82,065
Senior Teacher	\$2,999	\$78,243	\$3,119	\$81,373	\$3,203	\$83,570	\$3,290	\$85,826

SCHOOL OFFICERS

Classification	Current as at 1 January 2011		4.0% as at 1 January 2012		2.7% Increase as at 1 January 2013		January 2014 to be negotiated	
	Fortnightl	Annual	Fortnightl	Annual	Fortnightl	Annual	Fortnightl	Annual
Level 1								
Step 1	\$1,282	\$33,451	\$1,333	\$34,789	\$1,356	\$35,380	\$1,392	\$36,336
Step 2	\$1,311	\$34,209	\$1,364	\$35,578	\$1,387	\$36,183	\$1,425	\$37,160
Step 3	\$1,340	\$34,970	\$1,394	\$36,369	\$1,418	\$36,987	\$1,456	\$37,986
Step 4	\$1,370	\$35,731	\$1,424	\$37,160	\$1,448	\$37,792	\$1,487	\$38,812
Level 2								
Step 1	\$1,398	\$36,485	\$1,454	\$37,944	\$1,479	\$38,589	\$1,519	\$39,631
Step 2	\$1,442	\$37,626	\$1,500	\$39,131	\$1,526	\$39,796	\$1,567	\$40,871
Step 3	\$1,457	\$38,008	\$1,515	\$39,528	\$1,541	\$40,200	\$1,582	\$41,285
Level 3								
Step 1	\$1,457	\$38,008	\$1,515	\$39,528	\$1,541	\$40,200	\$1,582	\$41,285
Step 2	\$1,486	\$38,771	\$1,546	\$40,321	\$1,572	\$41,006	\$1,615	\$42,114
Step 3	\$1,559	\$40,667	\$1,621	\$42,294	\$1,649	\$43,013	\$1,693	\$44,174
Step 4	\$1,603	\$41,811	\$1,667	\$43,484	\$1,695	\$44,223	\$1,741	\$45,417
Level 4								
Step 1	\$1,632	\$42,569	\$1,697	\$44,272	\$1,726	\$45,025	\$1,772	\$46,240
Step 2	\$1,675	\$43,710	\$1,742	\$45,458	\$1,772	\$46,231	\$1,819	\$47,479
Step 3	\$1,719	\$44,846	\$1,788	\$46,640	\$1,818	\$47,433	\$1,867	\$48,714
Level 5								
Step 1	\$1,746	\$45,553	\$1,816	\$47,375	\$1,847	\$48,180	\$1,897	\$49,481
Step 2	\$1,784	\$46,538	\$1,855	\$48,399	\$1,887	\$49,222	\$1,937	\$50,551
Step 3	\$1,835	\$47,877	\$1,909	\$49,792	\$1,941	\$50,638	\$1,994	\$52,006
Level 6								
Step 1	\$1,908	\$49,773	\$1,984	\$51,764	\$2,018	\$52,644	\$2,072	\$54,065
Step 2	\$1,998	\$52,117	\$2,078	\$54,202	\$2,113	\$55,123	\$2,170	\$56,612
Step 3	\$2,089	\$54,503	\$2,173	\$56,683	\$2,210	\$57,647	\$2,270	\$59,203
Step 4	\$2,171	\$56,637	\$2,258	\$58,903	\$2,296	\$59,904	\$2,358	\$61,522
Step 5	\$2,220	\$57,908	\$2,308	\$60,224	\$2,347	\$61,248	\$2,411	\$62,901
Level 7								
Step 1	\$2,389	\$62,329	\$2,485	\$64,822	\$2,527	\$65,924	\$2,595	\$67,704
Step 2	\$2,433	\$63,470	\$2,530	\$66,009	\$2,573	\$67,131	\$2,642	\$68,944
Step 3	\$2,477	\$64,611	\$2,576	\$67,196	\$2,620	\$68,338	\$2,691	\$70,183
Step 4	\$2,535	\$66,133	\$2,636	\$68,778	\$2,681	\$69,947	\$2,753	\$71,836
Step 5	\$2,593	\$67,651	\$2,697	\$70,357	\$2,743	\$71,553	\$2,817	\$73,485

SCHEDULE 2 – STATEMENT OF FAITH

The Company has the following doctrinal statement which all members and office bearers must subscribe:

- (a) We believe that the Bible is the inspired and infallible Word of God;
- (b) We believe in one God, eternally existent in three persons. Father, Son and Holy Spirit;
- (c) We believe in the Lord Jesus Christ, the second person of the triune Godhead, who was and is the eternal Son of God, that he became incarnate by the Holy Spirit and was born of the virgin Mary.
- (d) We believe in his sinless life, miraculous ministry, substitutionary, atoning death, bodily resurrection, glorious ascension, and abiding intercession.
- (e) We believe that he will come again to this earth at the end of the age to judge the living and the dead and to reign as King of kings and Lord of lords;
- (f) We believe that salvation is by grace through faith in the Lord Jesus Christ; that it is a work of the Holy Spirit whereby the repentant and believing sinner is born again and becomes a new creation in Christ Jesus;
- (g) We believe in the sanctifying power of the Holy Spirit which enables a believer to live a holy and God-glorifying life.

SCHEDULE 3 – CONDITIONS SPECIFIC TO SCHOOL OFFICERS

1. Employment Relationship

1.1 Contract of employment

1.1.1 Each employee other than a casual employee shall be advised in writing at point of engagement and at other times when varied in accordance with this Schedule, the following:

- (a) The nature of engagement as either full-time or such other category as provided in clause 1.1.2.
- (b) If not full-time, the weeks the employee is to be employed.
- (c) The days of the week the employee is to be employed.
- (d) The normal starting and finishing time for each day's employment.
- (e) The duration of the engagement in respect of employment for a fixed period.

1.1.2 Employment categories are:

- (a) full-time which means an employee engaged to work 38 ordinary hours per week on the basis of 52 weeks per annum;
- (b) part-time;
- (c) casual; or
- (d) term-time employee; or
- (e) fixed period employee.

1.1.3 Subject to clauses 7.2 and 8.2 of this Agreement, an employer may vary the terms of engagement of any employee other than a casual employee by providing 2 weeks' notice of such changes unless it is mutually agreed between the employer and employee for a shorter period of time.

1.2 Part-time employment

1.2.1 A part-time employee is an employee who:

- (a) is employed for less than 38 ordinary hours per week on the basis of 52 weeks per annum; and
- (b) has reasonably predictable hours of work; and
- (c) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees covered by this Schedule.

1.2.2 At the time of engagement, the employer and the employee will agree in writing on the pattern of work required, including specifying the number of ordinary hours per week, the days on which the work is to be performed and the normal daily starting and finishing times.

- 1.2.3 Any variation to the work pattern, including the normal starting and finishing times prescribed in clause 6.1.3, will be in accordance with methods of altering the ordinary hours of work for full-time employees.
- 1.2.4 Subject to clause 1.1.3 the agreed number of ordinary hours per week may be varied by mutual agreement. Any such agreed variation to the number of weekly hours of work will be recorded in writing.
- 1.2.5 All time worked outside the spread of ordinary working hours and the employees normal starting and finishing times of ordinary hours will be overtime and paid for at the rates prescribed in clause 5.5 - Overtime, of this Schedule.
- 1.2.6 A part-time employee employed under the provisions of clause 1.2 must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.
- 1.2.7 Where a public holiday falls on a day upon which an employee is normally employed, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.
- 1.2.8 Where an employee and their employer agree in writing, part-time employment may be converted to full-time, and vice-versa. If such an employee transfers from full-time to part-time (or vice-versa), all accrued Agreement and legislative entitlements shall be maintained. Following transfer to part-time employment accrual will occur in accordance with the provisions relevant to part-time employment.

1.3 Casual employment

- 1.3.1 Casual employee means an employee engaged and paid as such and who is employed by the hour for a maximum period of 20 working days on any one engagement.
- 1.3.2 A casual employee shall be paid an hourly rate equal to 1/38th of the weekly rate for a full-time employee plus 25% with a minimum payment of 2 hours for each day's engagement.

1.4 Employment of term-time and fixed period employees

- 1.4.1 Term-time or fixed period employees shall be entitled to be paid an hourly rate for ordinary hours worked equal to the appropriate weekly full-time rate divided by 38.
- 1.4.2 Employees under clause 1.4 shall be entitled to receive pro rata entitlements to annual leave and personal leave in accordance with clauses 5.1.1 and 5.6 of this Agreement.
- 1.4.3 Where a public holiday falls on a day upon which an employee is normally employed, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.
- 1.4.4 "Term-time employee" is a continuing employee engaged to work:
 - (a) 38 ordinary hours per week but less than 52 weeks per annum; or
 - (b) Less than 38 ordinary hours per week and less than 52 weeks per annum.
- 1.4.5 "Fixed period employee" is one engaged to work 38 ordinary hours or less per week with a specified commencement and cessation date:

Provided that a fixed period employee may be engaged for a period of up to 52 weeks in respect of any one engagement.

2. Classification

- 2.1 An employer shall determine the classification of a position through the following process.
- (a) An analysis is to be undertaken to establish the skills and responsibilities required for each identified position and a position description written for each position.
 - (b) Each position is classified by reference to the classification criteria set out in clause 2.4 using the position description developed in accordance with clause 2.1.1 (a).
 - (c) Employees are appointed to a position at the appropriate level within the structure and to a step in the level according to experience based on years of service.
- 2.2 If at any time an employee or an employer considers that the skills and responsibilities as required by the employer for a position have altered or do not reflect the classification determined, a review of the classification applicable to the position is to be undertaken in accordance with clause 2.1 and an appropriate classification determined. However, except in exceptional circumstances such as a change in the skill and/or responsibility required, or a change in the conditions under which the work is performed, no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12-month period.
- 2.3 Where a disagreement arises as to the outcome of a classification review, it will be dealt with under the grievance procedure contained in clause 7.1 of this Agreement. At any meeting specified in clause 7.1 of this Agreement the person who made the decision about the classification review shall, wherever possible participate.

2.4 Classification Criteria

- 2.4.1 Classification criteria are guidelines to determine the appropriate classification level and consist of characteristics and typical duties and skills.
- 2.4.2 The characteristics are the principal guide to classification as they are designed to indicate the level of basic knowledge, comprehension of issues, problem and procedures required, the level of autonomy, accountability supervision/training involved with the position. The characteristics of a level must be read as a whole to gain an understanding of the position and the performance requirements. Isolated characteristics should not be used to justify the classification of a position.
- 2.4.3 The typical duties/skills are a non-exhaustive list of duties/skills that may be comprehended within the particular level. They reflect the competencies of a particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill or many of them depending on the particular work allocated to them. Typical duties/skills should not be used as the primary determinant in classifying employees but may be useful if the characteristics of a level cannot be easily applied in an individual instance.
- 2.5 Some of the characteristics have been included in the typical skills/duties at each level. Where there is inconsistency between the characteristics and the typical skills/duties, the characteristics will prevail over the typical skills/duties.
- (a) The key issue to be looked at in properly classifying an employee is the level of initiative, responsibility/accountability, competency and skill that an employee is required to exercise in performing the employee's work within the parameters of the characteristics, read as a whole, of the position.

- (b) It should be noted that some typical duties/skills appear at one level only while others appear at more than one level. Because of this, the classification or reclassification of a position needs to be done by reference to the specific characteristics of the level. As an example, because an employee may be utilising a skill comprehended at a higher level than that to which the employee has been appointed, the employee assumes the level of initiative, accountability/responsibility, skill and competency envisaged by the characteristics of the higher level.

2.6 Positions of all school officers will be classified according to this Schedule.

2.7 Reclassification Process

- 2.7.1 A school officer may request a reclassification of their position. Such a request may be made either in relation to the classification level of an existing position or where the classification level of the position has been changed. Except in exceptional circumstances no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12 month period.
- 2.7.2 The employee shall make any such Request for Reclassification, in writing, to the employer.
- 2.7.3 The employer shall consider the Request for Reclassification and notify the employee in writing of the decision regarding the employee's request.
- 2.7.4 If after receiving the employer's notification, the employee believes that their position has not been classified at the correct level, the employee may apply for a review of that decision. In this case the employee shall make written application for a Review of Classification to the employer.
- 2.7.5 Where the employer receives a Review of Classification application, the employer shall advise the Independent Education Union of Australia – Queensland and Northern Territory (IEUA-QNT) in writing that an application has been received.
- 2.7.6 A joint review of the classification by IEUA-QNT and the employer shall then take place. The persons representing IEUA-QNT and the employer will, wherever practicable, have substantial experience in the classification of school officers. Further, wherever practicable, the person who made the original decision in relation to the classification will also be involved.
- 2.7.7 The joint review will seek to reach a consensus position. The school officer will be advised in writing of the outcome of this review.
- 2.7.8 If an agreed outcome cannot be reached between the employer and IEUA-QNT then the employee may refer the matter to Fair Work Commission in the terms of the Grievance Procedure.
- 2.7.9 The provisions of this clause 2.7.2 will be in addition to the provisions of clause 2 of this Schedule.

3. Incremental advancement

- 3.1 Each level of the structure has varying pay steps which provide for yearly service increments within a level. Such increments are payable subject to satisfactory performance but will not be unreasonably withheld by the employer without due process.

- 3.2 For the purposes of establishing the entitlement of an employee to a yearly pay increment a year's service shall constitute 1976 hours of duty.
- 3.3 Progression from one level to a higher level is either by appointment to such higher level as a result of vacancy at that level or the employer requiring an employee to perform at a higher level in accordance with the classification criteria set out in clause 2.4.
- 3.4 An employee may be appointed to a higher level without having progressed through all pay steps within a lower level.

4. Recognition of service – School officers

This clause is to be used to determine the incremental step in the classification level in accordance with clauses 1 and 2 of this Schedule.

- 4.1 Recognition of years of service for incremental purposes will include all previous service as a school officer within non-governmental schools at or above the classification level of the position to which the employee is appointed.
- 4.2 An employee may make application for recognition of previous service other than as a school officer in a non-governmental school. The recognition of this other service will be based upon demonstrated relevance to the work of the position to which the employee has been appointed.
- 4.3 The provision of documentary evidence of previous employment as a school officer will be the responsibility of the employee.
- 4.4 Only service in the ten (10) years prior to the date of application will be considered for recognition.

4.5 Timely notification of previous relevant service

- 4.5.1 Employees will provide the employer with timely written advice along with supporting documentary evidence of relevant employment service which would be relevant to determining the employee's rate of pay.
- 4.5.2 If an employee does provide supporting documentary evidence regarding previous relevant service within six (6) months of commencement of service with the employer, payment for the adjustment will be effective from the date of commencement with the employer.
- 4.5.3 If an employee does not provide supporting documentary evidence regarding relevant service within six (6) months of commencement then any payment relating to that service will be applied from the date of receipt of notification from the employee.
- 4.5.4 Supporting documentary evidence of previous relevant service should include statements of service. A Statement of Service from each previous employer(s) should be provided. A Statement of Service is normally the appropriate proof of prior service and satisfies the criteria at clause 4.6 of this Schedule (below).
- 4.5.5 A statutory declaration may be submitted in lieu of a Statement of Service in instances where an individual is unable to obtain the necessary documentation from a previous employer. For instance, a school and its records may no longer exist or exist in an area of civil disturbance or natural disaster. A statutory declaration may be submitted only after the employer is satisfied that the employee has exhausted all reasonable avenues to obtain a

Statement of Service. Where a statutory declaration is accepted it should satisfy the criteria at clause 4.6 of this Schedule (below). The circumstances preventing the employee from obtaining the necessary documentation should be noted and retained with the application.

4.6 Statement of Service

The Statement of Service should:

- (a) Be an original or certified copy of an original document;
- (b) Be provided on the official letterhead of the authority responsible for the school or institution and it must be signed and dated by the employer or an authorised person;
- (c) Specify the position held;
- (d) Specify the period of employment;
- (e) Specify the exact nature of the employment e.g. full-time, part-time, casual, etc. and provide a detailed description of the relevant duties performed;
- (f) Detail whether the employment was part-time – and if so the number of hours worked per week or their full-time equivalent, or the total number of hours paid for the total period of employment;
- (g) Detail whether the employment was casual – and if so the total number of hours paid for the total period of employment;
- (h) Indicate any periods of unpaid leave that were taken; and
- (i) Specify whether any leave without pay was taken and the period when this leave without pay occurred. If no periods of leave without pay were taken, the statement must show that 'no leave without pay was taken'.

4.7 Duty to Notify

All new employees will be given at the time of appointment a document detailing the requirements with regards to timely notification of gaining qualifications and timely notification of previous relevant service.

5. Hours of work

- 5.1 Subject to the provisions of this clause the ordinary hours of work for a school officer shall not exceed 38 hours per week.
- 5.2 Such ordinary hours of work shall be worked continuously (except for meal breaks) between 7 am and 6 pm on Mondays to Fridays inclusive.
- 5.3 The normal starting and finishing times of ordinary hours shall be established at the point of engagement. The normal starting and finishing times can only be varied:
 - (a) By the employer giving two weeks' notice of the change, or
 - (b) Where the employee agrees to the change.

- 5.4 Notwithstanding clause 5.3 (a) above, an employee's roster cannot be changed where it would result in the employee becoming ineligible for payment on a public holiday, in circumstances where the employee would otherwise have been rostered to work on that day other than at the election of the employee.

5.5 Overtime

- 5.5.1 Except as provided in clause 4.1 of this Schedule, all time worked outside of the hours prescribed in clause 5.2 and the normal starting and finishing times shall be paid for at the rate of time and one-half for the first 3 hours and double time thereafter.

5.5.2 Time in Lieu

- (a) Where the employer requires an employee to work either before the normal starting times or after the normal finishing times contained in clause 5.2 of this Schedule, up to a maximum of 2 hours on any one day the employee may be granted time in lieu for the equivalent hours worked to be taken at a mutually convenient time or receive payment at the rate of time and one half for the time worked.
- (b) Where the employer requires the employee to work more than 2 hours before the normal starting times or more than 2 hours beyond the normal finishing times on any one day, the employee may receive payment at the rate of time and a half for the first hour and double time thereafter for time worked beyond the first 2 hours or receive payment in accordance with clause 5.5.2 of this Schedule for the full period so worked.
- (c) Any accrued time in lieu not taken within 6 months of its accrual shall be paid at the rate of time and one-half.

6. Allowances

6.1 Qualifications / First Aid Allowance

- (a) A school officer who has been on Level 2 Step 3 for twelve months (or 1976 hours for other than full-time employees), and who holds a Certificate Level (III) qualification (or higher) which is relevant to their work, and who holds a current First Aid certificate will receive the Qualification Allowance identified in Wages Schedule.
- (b) A school officer who has been on Level 3 Step 4 for twelve months (or 1976 hours for other relevant to their work, and who holds a current First Aid certificate will receive the Qualification Allowance identified in Schedule 1.
- (c) A school officer who has been on Level 4 Step 3 for twelve months (or 1976 hours for other than full-time employees), and who holds a Diploma or Associate Diploma level qualification (or higher) which is relevant to their work, and who holds a current First Aid certificate will receive the Qualification Allowance identified Schedule 1.
- (d) A school officer who has been on Level 5 Step 3 for twelve months (or 1976 hours for other than full-time employees), and who holds a Degree level qualification (or higher) which is relevant to their work, and who holds a current First Aid certificate will receive the Qualification Allowance identified in Schedule 1.
- (e) A school officer will apply for the payment of the allowance prescribed in 6.1.2 (a), (b), (c) or (d). Where the employee applies for the allowance within six (6) months of the qualification being obtained the allowance will be paid as from the date that the qualification is obtained. In other circumstances the school officer will be paid the allowance from the date of making the application.

- (f) Where a Level 2, 3, 4 or 5 school officer is receiving the Qualification Allowance in accordance with this clause, the employer will pay any fees associated with obtaining and maintaining the First Aid certificate. The employee will contribute the time required to maintain the First Aid certificate.
- (g) The employer will reimburse enrolment fees associated with obtaining a First Aid certificate which are incurred within the twelve (12) month period immediately prior to the school officer accessing the qualification allowance in clause 6.1.2 (a), (b), (c) or (d) as appropriate. The employee will contribute the time required to obtain the first aid certificate.
- (h) A school officer may receive either the Qualifications Allowance (as in clauses 6.1.2 (a), (b), (c) or (d) or the First Aid Allowance (as in clause 6.2) but not more than one of these allowances.

6.2 School officer – First Aid Allowance

A school officer who holds a current First Aid certificate and who is appointed by the employer to be a First Aid Officer will receive the First Aid Allowance identified in clause 6.1 of this Schedule and the Wages Schedule.

6.3 Higher Duties Allowance

- (a) The employer may require a school officer to act temporarily in a position which has a classification higher than the employee's current classification level.
- (b) Where the employee is appointed to act for more than one week, the employee will be paid at the first incremental point of the higher classification level for the whole period of appointment.

7. Annualisation of Salary – Term Time Employees

- 7.1 Term Time School Officers who work less than a full year may agree to have their salary annualised over the full year. Such an agreement will be:
 - (a) recorded in writing; and
 - (b) kept as part of the times and wages record.
- 7.2 Hours in excess of the Term Time School Officers agreed normal working hours will be paid within the next pay period.
- 7.3 Where there are more than short term changes to the standard roster of hours a new calculation of annualisation of wages will occur.

8. Rest Pauses and Meal Breaks

8.1 Rest pauses

- 8.1.1 Full-time employees shall receive a paid rest pause of 10 minutes' duration in the first half and the second half of each day worked.
- 8.1.2 Employees other than full-time who work a minimum of 4 consecutive ordinary hours but no more than 6 consecutive ordinary hours on any one day shall receive a rest pause of 10 minutes' duration. Employees who work in excess of 6 consecutive ordinary hours

(excluding the meal break) on any one day shall receive a rest pause of 10 minutes' duration in the first half and the second half of the period worked.

8.1.3 Such rest pauses shall be taken at such times as will not interfere with continuity of work where continuity is necessary.

8.1.4 Notwithstanding the foregoing, where the employer and the employees agree the rest pauses may be combined.

8.2 Meal break

An employee shall be entitled to an unpaid meal break of not less than half an hour and not more than one hour per working day.

1. CHARACTERISTICS AND QUALIFICATION

Competency of Employee

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Competency at this level involves application of knowledge and skills to a range of tasks and roles	Competency at this level involves application of knowledge with depth in some areas and a broad range of skills		Competency at this level involves self directed application of knowledge with substantial depth in some areas	Competency at this level involves self directed application of professional knowledge with substantial depth in some areas	Competency at this level involves the use of initiative in self directed development and application of expert knowledge with extensive recognised expertise in some areas
There is a defined range of contexts where the choice of actions required is clear	There is a range of roles and tasks in a variety of contexts	There is a wide variety of tasks and roles in a variety of contexts.	A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts.	A broad range of professional skills are applied to roles and functions in both varied and highly specific contexts.	A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts.
There is limited complexity of choice	There is some complexity in the extent and choice of actions required	There is complexity in the ranges and choice of actions required		A proportion of competencies involve complex, specialized or professional functions.	A high proportion of competencies involve significant scope and/or complex, specialized or professional functions.
Competencies are normally checked within well established routines, methods and procedures	Competencies are normally used within routines, methods and procedures	Competencies are normally used within a variety of routines, methods and procedures	Competencies are normally used independently and both routinely and non routinely.	Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices	Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in the application of professional practices
Limited discretion and judgement about possible actions is involved	Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.	Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services actions and achieving outcomes within time constraints.	Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.	Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others.	Significant discretion and independent judgement are required within constraints set by management.

Supervision of Employees' Work

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Works under direct and/or routine supervision depending on function.	Works under limited supervision.	Work is carried out under general supervision.	Works under general supervision and/or broad guidance depending on function.	Works under broad guidance.	Work is usually performed under general guidance with limited or no professional supervision.
Work is intermittently checked.	Work may be checked in relation to overall progress			Work is usually measured in terms of the achievement of stated objectives to agreed standards.	The general quality of work is monitored by school management and is subject to stated objectives and professional standards.
May take the form of general guidance where working in teams is involved.	May take the form of broad guidance.	Progress and outcomes sought are under general guidance.		May be less direct than at lower levels and usually be related to task methodology and work practices.	
May involve detailed instructions in some situations;	May involve a level of autonomy when working in teams.			May involve a level of autonomy in accordance with a broad plan or budget strategy.	

Supervision of Others

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
An employee at this level will have no supervisory responsibilities	Peer assistance may be provided to others.	The work of others may be supervised			
	An employee may have limited responsibility for guidance of the work of others	Responsibility for the work and organisation of others in limited areas.	Responsibility for the planning and management of the work of others may be involved	Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility may be involved.	Responsibility for the setting and achieving of objectives by a work section and its staff may be involved.
An experienced employee may assist others by providing peer support in the completion of routine tasks	Team co-ordination may be required	Teams may be guided or facilitated.		Leadership and development of teams and responsibility for outcomes may be required.	
		Training of subordinate staff may be required.	Supervision and training of lower level staff may be involved.		Responsibility for assessment, training and development and performance counselling of staff may be required.

Levels 1 to 7 Qualifications Matrix

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Junior Certificate is the minimum formal qualification. No experience is required.	Junior Certificate is the minimum formal qualification. No experience is required.	Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.	Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.	Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.	Relevant formal qualifications at degree level are required.	Formal qualifications at degree level are required, along with relevant post graduate qualifications or extensive and relevant experience as required by the employer to reflect higher levels of professional outcomes.

2. Typical Duties/Skills Employee Assisting Student Learning

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>2.1.1 Assist developmentally appropriate student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.</p> <p>2.1.2 Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in classrooms or libraries.</p> <p>2.1.3 Perform within well established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting, etc</p> <p>2.1.4 Under direct and /or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, and implementing learning programs.</p> <p>2.1.5 Support students in relation to their physical needs.</p>	<p>3.1.1 Assist developmentally appropriate student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing (under the supervision of an academic staff member(s)) the learning needs of students.</p> <p>3.1.2 Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.</p> <p>3.1.3 Support students in relation to their physical needs where some discretion and judgement are involved.</p>	<p>4.1.1 Assist developmentally appropriate student learning, either individually or in groups, under the general supervision of an academic staff member(s). Employees at this level are required to exercise discretion and judgement to modify education programmes to meet the learning needs of specific students.</p> <p>4.1.2 Carry out liaison between the school, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes.</p> <p>4.1.3 Within a variety of routines, methods and procedures provide significant assistance in the enrolment, family liaison and placement of overseas students.</p>	<p>5.1.1 Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: developing the framework for and providing the instruction to students (within a structured learning environment) under the general supervision of an academic staff member(s); providing pastoral ministry and support for students.</p> <p>5.1.2 Under broad guidance, supervise the operations of the school's processes and activities in relation to overseas students. This may include: family enrolment; family liaison; and placement.</p>	<p>6.1.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree. This may include: the gathering, analysis and interpretation of data; or preparation of reports and the consequent giving of advice to other professional staff to assist student learning; or providing pastoral ministry; or providing counselling and/or guidance support for students.</p> <p>6.1.2 Provide professional advice to staff and students in the officer's area of expertise or qualification.</p>	<p>7.1.1 Undertake complex professional activities involving the selection application, based on professional judgement, of new and existing techniques and methodologies requiring the exercise of professional independence combined with competence derived from extensive experience and/or additional study.</p> <p>7.1.2 Undertake supervisory responsibilities which may include on the job training, assessment and performance counselling in relation to staff in lower level positions.</p> <p>7.1.3 Operate and be accountable for the quality of output of a section or function within the school.</p>

Laboratory Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>2.2.1 Provide science program assistance where limited judgement and discretion are involved</p> <p>2.2.2 Maintain science equipment, materials and specimens not requiring a depth of knowledge or technical skills.</p> <p>2.2.3 Under the direct supervision of an academic staff member(s) prepare and maintain laboratory teaching areas including routine setting up and dismantling of items of equipment for use in experimental, observational and teaching activities</p> <p>2.2.4 Assist in the demonstration of experiments and scientific equipment under the direct supervision of an academic staff member(s).</p>	<p>3.2.1 Provide science assistance where some discretion and judgement are involved.</p> <p>3.2.2 Assist in the design/demonstration of experiments under supervision of an academic staff member(s) where some discretion and judgement are involved.</p> <p>3.2.3 Under direction, prepare, maintain, organize, set-up and dismantle equipment and materials for routine experiments or student projects and dispose of waste materials.</p> <p>3.2.4 Peer assistance and/or guidance may be provided for other assistants in a laboratory.</p> <p>3.2.5 Under direction and within existing routines, methods and procedures, prepare, maintain and dispense stock solutions, simple chemical mixtures and compounds, cultures or similar materials.</p>	<p>4.2.1 Responsibility for and/or training of subordinate staff in limited areas may be required.</p> <p>4.2.2 Design and demonstrate experiments, within a variety of routines and procedures, under the supervision of an academic staff member(s) where discretion and judgement are required.</p> <p>4.2.3 Where there is complexity in the range and choice of action and discretion and judgement are required: prepare, maintain and dispense solutions, chemical mixtures, compounds and cultures; prepare, maintain, organise, set-up and dismantle equipment and material for experiments.</p>	<p>5.2.1 Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: designing laboratory experiments; and appropriate responsibility for the application of workplace health and safety requirements in the laboratory</p>	<p>6.2.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.</p> <p>6.2.2 Operate (at a level consistent with the qualifications required) a laboratory. This may (or may not) include responsibility for the supervision, monitoring and training of staff in lower level positions.</p> <p>6.2.3 Administer the allocation and monitoring of resources in the laboratory.</p> <p>6.2.4 Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>6.2.5 Provide professional advice to staff and students in the officer's area of expertise.</p> <p>6.2.6 Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.</p>	<p>7.2.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree and post graduate qualifications and/or other professional development and/or industry experience.</p> <p>7.2.2 Responsibility for the operation of a laboratory which provides complex and varied services. This may (or may not) include responsibility for the supervision, monitoring and training of professional staff and staff in lower level positions.</p> <p>7.2.3 Manage the allocation and monitoring of resources in the laboratory.</p> <p>7.2.4 Responsibility for direction and support of employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>7.2.5 Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organizational area. Formulate policies and provide specialist advice on policy development to senior management.</p>

Administration Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>2.3.1 Use keyboard skills to produce a document from written text using a standard format.</p> <p>2.3.2 Receive and deal with enquiries within well established routines,, including the provision of general information and assistance to the public, parents, students and other employees.</p> <p>2.3.3 Perform a range of general clerical duties at a basic level, for example, filing, handling mail, maintaining records.</p>	<p>3.3.1 Carry out a wide range of secretarial and clerical duties at an advanced level, including shorthand, typing, word processing and maintaining manual and computerized records.</p> <p>3.3.2 Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.</p> <p>3.3.3 Enter financial data into computer and prepare financial and management reports for review and authorization by senior management.</p>	<p>4.3.1 Provide administrative support to senior management where discretion and judgement are required, including: taking minutes; shorthand; organizing appointments and diaries; initiating and handling correspondence (which may include confidential and/or maintaining filing systems).</p> <p>4.3.2 Within a variety of routines, methods and procedures apply inventory and purchasing control procedures, prepare monthly summaries of debtors and creditors ledger transactions and reconcile these.</p> <p>4.3.3 Apply knowledge of advanced functions of computer software packages and to manage data ie. modify fields of information, develop new databases or spreadsheet models; or graph previously prepared</p>	<p>5.3.1 Provide executive support to senior management and associated committees concerning designated aspects of school management.</p> <p>5.3.2 Direct and supervise the work of administrative/clerical and/or other staff.</p> <p>5.3.3 Under broad guidance, supervise the operations of the school's office and other administrative activities, in the areas of enrolment, equipment and statistical staffing returns.</p> <p>5.3.4 Under broad guidance, supervise the operations of the school's processes and activities in relation to overseas students. This may include: enrolment; family liaison; and placement.</p>	<p>6.3.1 Operate and be responsible for an autonomous section and all its operations.</p> <p>6.3.2 Provide professional advice to staff and students in the officer's area of expertise.</p> <p>6.3.3 Monitor and regular analyse management information, such as staffing and financial resource usage; ensure that associated information systems are maintained and that regular reports are provided to management.</p>	<p>7.3.1 Supervise including implementation and participation in induction, training, review, counselling and appraisal</p> <p>7.3.2 Manage the work of administrative officers and other staff, assigning and outlining the work, advising on administrative problems, and revising work for accuracy and adequacy.</p> <p>7.3.3 Identify policies and procedures requiring review or re-development, and define relevant issues.</p>

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
		spreadsheets.			

Administration Employees cont.

2.3.4 Operate within well established routines, office equipment, such as, computer, photocopier, facsimile, binding machine, guillotine, laminator, franking machine, calculators, switchboard, etc.	3.3.4 Prepare and process payroll transactions within methods and procedures. 3.3.5 Within routines, methods and procedures : provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence.	4.3.4 From verbal or rough handwritten instructions; answer non-standard executive correspondence, prepare papers, briefing notes, or other written material. 4.3.5 Utilizing a variety of routines, methods and procedures, calculate and maintain wage and salary records; perform routine classification determinations; and process resignations, retirements and redundancies in accordance with relevant award entitlements.	5.3.5 Prepare the accounts of the school to operating statement stage and assist in the formulation of period and year-end entries. 5.3.6 Provide advice requiring knowledge of policies and / or the interpretation of rules or regulations within their area of operation. Assist in developing policy and procedures relating to their work area and identifying future trends.	6.3.4 Provide financial, policy, or planning advice which may include providing reports, statistical surveys and advice on regulations and procedures. 6.3.5 Monitor expenditure against a budget at a school level, draft financial forecasts / budgets at organizational level and / or prepare complex financial reports.	7.3.4 Provide written reports to the school executive on complex matters, suggesting alternative courses of action and analyzing the implications of each alternative. 7.3.5 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients. 7.3.6 Be substantively involved in the construction of annual and forward planning school budgets 7.3.7 Manage the operations of a discrete organizational area, program or administrative function.
2.3.5 Under the direct supervision of the principal or nominee, contact parents, students and/or others in relation to school attendance and related matters. 2.3.6 Under the direct supervision of the principal or nominee assist with the arrangement of group meetings, morning teas, meetings of parents and external parties, parent/teacher nights etc. 2.3.7 Carry out minor cash transactions including receipting, balancing and banking.	3.3.6 Within routines, methods and procedures, prepare statements to debtors and payments to creditors, follow up on unpaid accounts; prepare bank reconciliations and reconcile accounts to balance; maintain wage and salary records. 3.3.7 Maintain petty cash float and expenses for accounting purposes	4.3.6 Within a variety of routines, methods and procedures provide significant assistance in the preparation of financial information to trial balance; budgets; cash flow records; balance sheets; trading accounts; cash management analysis; FBT and entity disclosure requirements. NOTE An employee is not required to perform all duties listed to satisfy this skill descriptor. 4.3.7 Train staff classified at lower levels by means of personal instruction and demonstration. 4.3.8 Within a variety of routines, methods and procedures provide significant assistance in	5.3.7 Under broad guidance supervise the administration of specialized salary and payroll requirements, which may include: eligible termination payments, superannuation trust deed requirements, redundancy calculations or workers' compensation claims. 5.3.8 Prepare for senior management financial reports relating to the employee's area of responsibility.	6.3.6 Administer programs with a range of tasks such as advice on financial implications, interpretation of information, assistance and advice concerning complex issues. 6.3.7 Prepare correspondence which is complex, original and which initiates or responds to new cases or situations.	

[illegible]

Administration Employees cont.

2.3.8 Monitor and maintain stock levels of stationery/materials for office/department within established parameters including reordering.	3.3.8 Assist in the preparation of internal and external publications.	5.3.9 Apply a knowledge of relevant awards and agreements and occupational health and safety requirements. Provide general advice to staff in these areas.	6.3.8 Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.	7.3.8 Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organizational area, formulate policies and provide specialist advice on policy formulation to senior management.
2.3.9 Within well established routines, sort, prepare and record documents (e.g. invoices, cheques, correspondence) on a daily basis; file such documents in the appropriate system.	3.3.9 Assist in the enrolment function including handling initial enquiries and arranging interviews.			
2.3.10 Within well established routines, receive and distribute incoming mail collect outgoing mail, maintain mail registers and records and collate and dispatch documents for bulk handling.	3.3.10 Under supervision, prepare Government and Statutory Authority returns for authorization by senior management.	5.3.10 Original writing of promotional and advertising material.	6.3.9 Direct and support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	7.3.9 Undertake high level research, review or investigations including the preparation of reports and associated papers to provide advice to the school on the operational and/or future directions of the employee's section and to contribute to the development of that section in the educational context of the school.
2.3.11 Perform, within well established routines, tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting, etc.	3.3.11 Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.	5.3.11 Coordination of, and participation in, marketing activities.	6.3.10 Advise and assist in the preparation of the school budget.	7.3.10 Prepare papers, investigate and present information with recommendations for decision by senior officers.
	3.3.12 Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes.	5.3.12 Design of promotional and marketing plans.	6.3.11 Provide executive support to Principals and senior management.	
	3.3.13 he name of the member of correspondence from brief oral or written instructions. Respond to requests for information including routine drafting correspondence in reply.	5.3.13 Responsibility for liaison with media.	6.3.12 Provide advice or recommendations requiring detailed knowledge of policies, the interpretation of rules or regulations within established guidelines, relating to a major function of the organizational work areas.	
			6.3.13 Supervise staff including participation in induction, training, review, counselling and	

	appraisal and providing feedback on performance.				

	<p>3.3.14 Maintain established central filing / records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records, distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files.</p> <p>3.3.15 Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys.</p> <p>3.3.16 Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.</p> <p>3.3.17 Make travel and accommodation bookings in line with a given itinerary.</p> <p>3.3.18 Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.</p>		<p>6.3.14 Develop systems and procedures for implementation in accordance with school policy.</p> <p>6.3.15 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients.</p> <p>6.3.16 Original writing of promotional and advertising material requiring significant discretion and judgement concerning content and design.</p> <p>6.3.17 Management of, and participation in, marketing activities.</p> <p>6.3.18 Design of promotional and marketing plans requiring initiative in the application of professional practices.</p> <p>6.3.19 Responsibility for representing the school in the media.</p>	
--	---	--	--	--

Information Services and Resource Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>2.4.1 Process basic transactions such as issues and returns, produce overdue lists, entry of orders in a computerised system, perform stock takes, entering of accession information into computer.</p> <p>2.4.2 Operate and demonstrate the use of audio-visual equipment where there is limited complexity.</p> <p>2.4.3 Maintain a booking system for equipment use and for the organisation of repairs and replacement of equipment.</p> <p>2.4.4 Within well-established routines, methods and procedures, record audio/video programs and maintain a catalogue system of such recordings.</p> <p>2.4.5 Perform a range of general duties at a basic level, for example, minor book repairs, photocopying and shelving.</p> <p>2.4.6 Receive and deal with initial requests for information from library clients.</p>	<p>3.4.1 Search and verify bibliographical data where some discretion and judgement are involved.</p> <p>3.4.2 Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.</p> <p>3.4.3 Maintain circulation systems where some discretion and judgement are involved.</p> <p>3.4.4 Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.</p> <p>3.4.5 Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved.</p>	<p>4.4.1 Responsibility for and/or training of subordinate staff in limited areas may be required</p> <p>4.4.2 Within a variety of routines and procedures and with a depth of knowledge in some areas: demonstrate to staff and students the use of complex audio visual or computer equipment; monitor performance of and carry out repairs to specialised equipment.</p>	<p>5.4.1 Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: independent and original cataloguing and classification following precedents and standards; monitoring the performance of, and carrying out repairs to, specialised equipment; and developing the framework for and providing the instruction to students (within a structured learning environment) under the general supervision of an academic staff member(s).</p>	<p>6.4.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.</p> <p>6.4.2 Operate (at a level consistent with the qualifications required) a library/resource centre. This may (or may not) include responsibility for the supervision, monitoring and training of staff in lower level positions.</p> <p>6.4.3 Administer the allocation and monitoring of resources in the library/resource centre.</p> <p>6.4.4 Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>6.4.5 Provide professional advice to staff and students in the officer's area of expertise.</p> <p>6.4.6 Formulate procedural policy and guidelines in the employee's</p>	<p>7.4.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree and post graduate qualifications and/or other professional development and/or industry experience.</p> <p>7.4.2 Responsibility for the operation of a library/resource centre which provides complex and varied services. This may (or may not) include responsibility for the supervision, monitoring and training of professional staff and staff in lower level positions.</p> <p>7.4.3 Manage the allocation and monitoring of resources in the library/resource centre.</p> <p>7.4.4 Responsibility for direction and support of employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>7.4.5 Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organizational area, formulate policies and provide specialist advice on</p>

2.4.7 Under the direct supervision of an academic staff member(s), assist in the demonstration of routine library and operations procedures.				area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.	policy formulation to senior management.
2.4.8 Under the direct supervision of an academic staff member(s), assist in the supervision of students in the library.					
2.4.9 Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in classrooms or libraries.)					

Computer/ICT Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>2.5.1 Use keyboard skills to produce a document from written text using a standard format.</p> <p>2.5.2 Operate within well established routines, office equipment, such as, computer, photocopier, facsimile, binding machine, guillotine, laminator, franking machine, calculators, switchboard, etc.</p>	<p>3.5.1 Use software application packages for personal computers to create file database structures; and spreadsheets/work sheets.</p>	<p>4.5.1 Within a variety of routines, methods and procedures, maintain the hardware and software components of a computer network and provide user support.</p> <p>4.5.2 Responsibility for and/or training of subordinate staff in limited areas may be required.</p>	<p>5.5.1 Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: Assisting with systems analysis and design in relation to the development and maintenance of computer systems; and assisting with application programming (eg modification of package systems; and investigation of malfunctions in operational programs).</p>	<p>6.5.1 Operate and be responsible for the computing section of the school and all its operations.</p> <p>6.5.2 Perform non-routine professional tasks governed by procedures or guidelines. Within such constraints the employee is responsible for the independent performance of such functions.</p> <p>6.5.3 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the computing area.</p> <p>6.5.4 Be responsible for the development of software, hardware or applications systems based on the use of current computer techniques.</p> <p>6.5.5 Be responsible for the development of computer systems, and recommend changes and improvements in systems where appropriate.</p> <p>6.5.6 Undertake maintenance programming tasks, including investigation</p>	<p>7.5.1 Operate and be responsible for the computing section which provides complex and varied services to the school community including being responsible for the supervision, monitoring and development of other staff reporting to the position.</p> <p>7.5.2 Research and examine likely long-term requirements for computer systems, suggest alternative plans and strategies and report on their feasibility.</p> <p>7.5.3 Consult with departmental computer users to understand and meet the needs of the department and resolve problems concerning systems.</p> <p>7.5.4 Investigate and design the implementation of computer systems to meet specific needs of work areas.</p>

[illegible]

Computer/ICT Employees cont.

				<p>6.5.7 Provide advice to the senior executive of the school on the operations/future directions of the section by utilising acquired knowledge and experience.</p> <p>6.5.8 Carry out a range of tasks necessary to support and develop systems software or other support processes</p>	<p>7.5.5 Carry out a range of complex and varied tasks requiring the selection and application of new and existing techniques and methodologies necessary to support and develop systems software or other support processes.</p> <p>7.5.6 Develop and present appropriate computer training courses.</p>
--	--	--	--	---	---

SCHEDULE 4 – CONDITIONS SPECIFIC TO SERVICES STAFF

1.1 Title and Coverage

- (a) This Schedule will be called the Services Staff Schedule (Schedule 4). This Schedule will provide the terms and condition of employment for employees who are not: teachers; school officers; boarding supervisors; childcare; or nurses.
- (b) The Classifications and wages for employees covered by this Schedule are contained in Schedule 5.
- (c) Where a particular provision appears in the body of the Agreement, that provision will override (to the extent of any inconsistency) a provision in this Schedule which deals with the same matter.

1.2 Arrangement

Subject Matter

Clause No.

PART 1 – APPLICATION

Title and Coverage	1.1
Arrangement.....	1.2
Definitions.....	1.3
Area of Operation	1.4

PART 2 – EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS

Employment Categories.....	2.1
Part-time Employment	2.2
Casual Employment.....	2.3
Deleted	2.4
Term Time Employment.....	2.5
Anti-Discrimination.....	2.6

PART 3 – WAGE RELATED MATTERS

Allowances	3.1
Uniforms	3.2
Board and Lodgings.....	3.3
Mixed Functions.....	3.4

PART 4 – HOURS OF WORK, BREAKS, PENALTY RATES, WEEKEND WORK AND OVERTIME

Hours of Work.....	4.1
Meal Breaks.....	4.2
Rest Pauses	4.3
Penalty Payments.....	4.4
Overtime.....	4.5
Time off in lieu of Overtime	4.6

1.3 Definitions

1.3.1 The "Act" means the *Fair Work Act 2009*.

- 1.3.2 "Union" means the Independent Education Union of Australia- Queensland and Northern Territory Branch and/or any other organisation which is registered pursuant to the *Fair Work (Registered Organisations) Act 2009* and which is eligible to cover an employee to which this Agreement applies.
- 1.3.3 "Greenkeeping and grounds employees" include all employees involved in preparation and maintenance of playing greens, sports grounds and courts and school grounds.
- 1.3.4 "Building maintenance employees" means employees who are engaged in the repair and renovation of buildings and structures necessitating the use of building tradespersons', or labourers' skills and/or tools

PART 2 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS

2.1 Employment Categories

- 2.1.1 Employees (other than casuals) covered by this Agreement shall be advised in writing of their employment category upon appointment. In the case of casual employees such notification need only be supplied at the initial engagement and when that employee's employment status changes.

Employment categories are:

- (a) full-time;
- (b) part-time (as prescribed in clause 2.2); or
- (c) casual (as prescribed in clause 2.3).
- (d) trainee (as prescribed by clause 2.4)
- (e) term time (as prescribed by clause 1.4 in Schedule 3)

2.2 Part-time Employment

- 2.2.1 A part time employee means an employee who is employed on a continuing contract of employment who works (subject to this clause) fewer hours than a full time employee.
- 2.2.2 A part time employee will be employed as follows:
- (a) The spread of ordinary working hours shall be the same as those prescribed for full-time employees;
 - (b) The number of ordinary working hours in any one week shall not be less than 12 and shall not exceed 32;
 - (c) The spread of ordinary working hours shall be the same as those prescribed for full-time employees;
 - (d) The ordinary daily working hours shall be worked continuously, excluding meal breaks, and shall not be less than 4 hours or more than 10 hours per day;

- (e) An hours worked outside, or in excess of the ordinary working hours will be paid for at the overtime rate;
- (f) Part time employees shall be paid an hourly rate equal to the appropriate weekly rate divided by 38;
- (g) Part time employees shall be entitled to a proportionate amount of annual leave, sick leave, long service leave, bereavement leave and all public holidays as prescribed for weekly employees.
- (h) All other provisions of this Agreement relevant to full-time employees shall apply to part-time employees.

2.3 Casual Employment

- 2.3.1 A casual employee is an employee who engaged as such, who is employed by the hour and who works less than 38 ordinary hours per week
- 2.3.2 A casual employee will be employed as follows:
 - (a) A casual employee will be paid 25% in addition to the applicable rates of wages prescribed for a similar employee;
 - (b) A casual employee will be paid for a minimum of two hours for each engagement.

2.4 DELETED

2.5 Term Time Employment

Employees may be employed as term time employees in accordance with clause 1.4 in Schedule 3.

2.6 Anti-Discrimination

- 2.6.1 It is the intention of the parties to this Agreement to prevent and eliminate discrimination, as defined by the *Anti-Discrimination Act 1991* and the *Fair Work Act 2009*, which includes:
 - (a) discrimination on the basis of sex, marital status, family responsibilities, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity and association with, or relation to, a person identified on the basis of any of the above attributes;
 - (b) sexual harassment; and
 - (c) racial and religious vilification.
- 2.6.2 Accordingly, in fulfilling their obligations under the grievance and dispute settling procedure in clause 3.1, the parties to this Agreement must take reasonable steps to ensure that neither the Agreement provisions nor their operation are directly or indirectly discriminatory in their effects.
- 2.6.3 Under the *Anti-Discrimination Act 1991* 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.
- 2.6.4 Nothing in clause 2.6 is to be taken to affect:

- (a) any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
- (b) an employee, employer or registered organisation pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

PART 3 - HOURS OF WORK, BREAKS, PENALTY RATES, WEEKEND WORK AND OVERTIME

3.1 Hours of Work

3.1.1 Ordinary Hours of Work

- (a) Subject to clause 4.1.3, the ordinary hours of work for all employees shall be an average of 38 per week, to be worked on one of the following bases:
 - (i) 38 hours within a work cycle not exceeding 7 consecutive days; or
 - (ii) 76 hours within a work cycle not exceeding 14 consecutive days; or
 - (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
 - (iv) 152 hours within a work cycle not exceeding 28 consecutive days.
- (b) The ordinary hours of work will be worked on not more than 5 consecutive days in a week. The ordinary hours of work will be worked continuously, except for meal breaks.
- (c) The ordinary working hours will be worked on the following days and between the following times:
 - (i) Building and building maintenance employees, Retail employees: Monday to Friday inclusive, between 6.00 a.m. and 6.00 p.m.
 - (ii) Greenkeeping and Grounds employees: Monday to Sunday inclusive, between 5.30 a.m. and 6.00 p.m.
 - (iii) Catering and domestic employees, Employees driving motor vehicles and involved in associated duties: Monday to Sunday inclusive
 - (iv) Cleaners, caretakers, security employees: Monday to Sunday inclusive between 6.00 a.m. and 6.00 p.m.
- (d) Work done outside of the ordinary hours prescribed in this clause (clause 4.1.1) will be paid at overtime rates.
- (e) All employees will work their ordinary working hours in accordance with a roster. That roster will not be changed except by seven (7) day's notice. The roster shall be displayed in a conspicuous place or places accessible to the employees concerned.
- (f) The maximum number of ordinary hours of work shall not exceed 10 hours any day:

3.1.2 Working of 38 hour week

- (a) The 38 hour week shall be worked in one of the following ways, most suitable to the particular employer, after consultation with, and giving reasonable consideration to the wishes of the employees concerned:-

- (i) by employees working less than 8 ordinary hours each day; or
 - (ii) by employees working less than 8 ordinary hours on one or more days each work cycle; or
 - (iii) by fixing one or more work days on which all employees will be off during a particular work cycle; or
 - (iv) by rostering employees of on various days of the week during a particular work cycle, so that each employee has one work day off during that cycle.
- (b) Subject to clause 4.1.2(a), employees may agree that the ordinary hours of work are to exceed 8 on any day, thus enabling more than one work day to be taken off during a particular cycle.
 - (c) Notwithstanding any other provision clause 4.1.2, where the arrangement of ordinary hours of work provides for a rostered day off, the employer and the majority of employees concerned, may agree to accrue up to a maximum of 5 rostered days off. Where such an agreement has been reached, the accrued rostered days off shall be taken within 12 calendar months of the date of which the first rostered day off was accrued. Consent to accrue rostered days off shall not be unreasonably withheld by either party.
 - (d) When the ordinary working cycle provides for a rostered day off, the rostered day off shall not fall on a public holiday, but shall be on the ordinary working day immediately before or immediately after the public holiday, or deferred in accordance with clause 4.1.2(c).
 - (e) Different methods of working of the 38 hour week may apply to individual employees, groups or sections of employees in the organisation concerned.
 - (f) Ordinary hours for all employees shall be paid on the basis of not more than 38 per week, on an averaged basis according to the work cycle, notwithstanding that in excess of 38 ordinary hours may be worked to maximise leisure time off in accordance with this clause (clause 4.1.2).

3.1.3 Procedures for enterprise level discussions

- (a) The employer and all employees concerned in each establishment shall consult over the most appropriate means of working a 38 hour week.
- (b) The objective of such consultation shall be to reach agreement on the method of working the 38 hour week in accordance with clause 4.1.2.
- (c) The outcome of such consultation shall be recorded in writing.
- (d) In cases where agreement cannot be reached as a result of consultation between the parties, either party may request the assistance or advice of their relevant employee or employer organisation.
- (e) Notwithstanding the consultative procedures outlined above, and notwithstanding any lack of agreement by employees, the employer shall have the right to make the final determination as to the method by which the 38 hour week is implemented or worked form time to time.

- (f) Upon giving 7 days notice or such shorter period as may be mutually agreed upon, the method of working the 38 hour week may be altered, from time to time, following negotiations between the employer and employees concerned, utilising the provisions of clause 4.1.

3.2 Meal Breaks

- 3.2.1 Employees are entitled to a meal break of between thirty minutes and one hour when they work for five or more hours on any one day. The meal break will be taken between the 4th and 6th hours from the commencement of work:
- 3.2.2 All work done during the recognised meal break shall be paid for at the rate of double time, such payment to continue until a meal break has commenced. Such meal break shall be of the duration prescribed for the ordinary hours of work by clause 4.2.1.
- 3.2.3 Hot water shall be provided by the employer for meal breaks and rest pauses.
- 3.2.4 Employees who are required to continue working for more than one and a-half hours beyond their ordinary finishing time shall be entitled to take a 30 minute paid meal break and shall be provided with an adequate meal by the employer or paid an allowance of \$9.60 in lieu thereof. Where an employee has provided a meal because of receipt of notice to work overtime and such overtime is not worked that employee shall be paid \$9.60 for any meal so provided.

3.3 Rest Pauses

- 3.3.1 Full time employees will receive a rest pause of 10 minutes duration in the 1st and 2nd half of each day worked. The rest pauses may be combined into one 20 minute rest pause. Where rest pauses are combined the working day shall be divided into 3 approximately equal periods of work.
- 3.3.2 Rest pauses shall be taken in the employer's time.
- 3.3.3 Rest pauses shall be taken at times to suit the convenience of the employer so as not to interfere with the continuity of work where continuity is necessary.

3.5 Overtime

- 3.5.1 All time worked in excess of or outside of the ordinary hours of work will be deemed overtime. Such hours may be compensated using either this clause (clause 4.5 Overtime) or clause 4.6 (time off in lieu of overtime).
- 3.5.2 All overtime in any one day, except as otherwise provided, will be paid for at one and a half times the ordinary rate for the first 3 hours and double time thereafter. All overtime worked on a Sunday will be at the rate of double time.
- 3.5.3 An employee recalled to work overtime after leaving the employee's business premises (whether notified before or after leaving the premises) will be paid for a minimum of 3 hours' work at the appropriate rate.
- 3.5.4 All overtime worked on a Saturday or on a Sunday shall be subject to a minimum payment as for 2 hours worked for each occasion that an employee is required to attend for duty. This minimum payment shall not be applicable where overtime is worked continuously with ordinary working hours on a Saturday.

- 3.5.5 Where an employee is recalled from home to work overtime, the employee shall be paid for the time so worked at the rate of double time, with a minimum payment as for 3 hours' work in respect of each such recall.
- 3.5.6 When calculating overtime payments, any part of a-half of an hour that is worked on any one day shall be paid for as a full half of an hour.
- 3.5.7 Where an employee has worked so much overtime between the termination of the employee's ordinary work on one day, and the commencement of the employee's ordinary work on the next day that the employee has not had at least 10 consecutive hours off duty between those times the employee will be released after completion of such overtime until the employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

If on the instructions of the employer such an employee resumes or continues work without having had such 10 consecutive hours off duty, the employee will be paid double rates until the employee is released from duty for a period of ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

3.6 Time off in lieu of Overtime

- 3.6.1 An employee and an employer may agree that the employee will receive paid time off in lieu of overtime. An such agreement must be recorded in writing.
- 3.6.2 Time off in lieu of overtime shall be at the equivalent of the number of hours of ordinary pay that the employee would have received for such overtime.
- 3.6.3 Accumulated time off in lieu of overtime shall be taken at a time mutually agreed between the employee and the employer, and within 12 months of its accumulation. Time off in lieu of overtime may be banked to a maximum of 38 hours at any one time.
- 3.6.4 Where there is written agreement between an Industrial Organisation and the employer time off in lieu of overtime may be accrued for a period longer than 12 months and/or a quantum in excess of 38 hours may be accrued.
- 3.6.5 Any accrued time off in lieu that is outstanding after 12 months (in the absence of written agreement between the Industrial Organisation and the employer) or at the time of termination of employment, for any reason, by either party, shall be paid out at the employee's ordinary time rate of pay.

SCHEDULE 5 – SERVICES STAFF CLASSIFICATION & WAGES

1 Classifications –

- 1.1 The provisions of this Schedule (Schedule 5) will apply to employees who are not: teachers; School Officers, Boarding Supervisors, Childcare employees and Nurses
- 1.2 The provisions of this Schedule will operate from, and be implemented from 2013.

Classification process

- 1.3 An employer shall determine the classification of a position through the following process.
 - 1.3.1 An analysis is to be undertaken to establish the skills and responsibilities required for each identified position and a position description written for each position.
 - 1.3.2 Each position will be classified by reference to the classification criteria set out in Schedule 5 using the position description developed in accordance with clause 1.3.1.
 - 1.3.3 Employees are to be appointed to a position at the appropriate level within the structure and to a step in the level according to experience based on the employee's years of service in a position at a similar or higher level.

Classification criteria

- 1.4 The Classification criteria (competency, supervision and qualifications/experience) in Schedule X will be used to determine the appropriate classification level under this Agreement.
- 1.5 The criteria are designed to indicate the level of knowledge, comprehension of issues, problem and procedures required, the level of autonomy, accountability supervision/training involved with the position. The criteria at each level must be read as a whole to gain an understanding of the position and the performance requirements. Isolated criteria should not be used to justify the classification of a position.
- 1.6 The key issue to be looked at in properly classifying a position is the level of initiative, responsibility / accountability, competency and skill that an employee is required to exercise in performing the employee's work within the parameters of the criteria, read as a whole, of the position.
- 1.7 The "Description of Skills and Duties" sets out detail of typical skills and duties at each level. This document aligns the competencies with the typical skills and duties which may be exercised by employees. As such it is to be read along side the classification criteria for the purpose of classifying a position.
- 1.8 The indicative duties are a non-exhaustive list of job titles that may be comprehended within the particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty or more than one depending on the particular work allocated to them. Indicative duties should not be used as the primary determinant in classifying employees..
- 1.9 Level 0 in the structure will be applied as a level at which employees learn and gain competency in the basic skills required by the employer. In the event that the increased skills/competency are utilised by the employer, progression through the structure may be possible.

Re-classification Process

- 1.10 An employee may request a reclassification of their position. Such a request may be made either in relation to the classification level of an existing position or where the classification level of the position has been changed. Except in exceptional circumstances no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12 month period.
- 1.11 An employee will make any request for reclassification, in writing, to the employer.
- 1.12 An employer will consider a request for reclassification and notify the employee in writing of their decision regarding the employee's request.

Review of classification/reclassification Process

- 1.13 If, after receiving the employer's notification (in relation to either the classification or reclassification of a position), the employee believes that their position has not been classified at the correct level, the employee may apply for a review of that decision. In this case the employee shall make written application for a Review of Classification to the employer.
- 1.14 Where the employer receives a Review of Classification application, the employer shall advise the Independent Education Union – Queensland and Northern Territory Branch (IEU-QNT) in writing that such an application has been received.
- 1.15 A joint review of the classification by the IEU-QNT and the employer shall then take place. The persons representing the IEU-QNT and the employer will, wherever practicable, have substantial experience in the classification of employees – other than teachers. Further, wherever practicable, the person who made the original decision in relation to the classification will also be involved.
- 1.16 The joint review will seek to reach a consensus position. Where a consensus position is achieved the employer will adopt this position.
- 1.17 The employee will be advised in writing of the outcome of the joint review.
- 1.18 If the joint review does not reach a consensus position the employee may refer the matter to Fair Work Australia in the terms of the Grievance Procedure/Dispute Settling Procedure

1.19 Classification Structure - Services Staff, other than School Officers, Boarding Supervisors, Childcare employees and Nurses.

Level	Relativity (%)	Wages		Indicative Occupational Titles	Commencement Level
		2012	p/a (\$)		
Level 0				Kitchen hand; Kitchen Cleaner; Cooks Assistant; General Waiting Laundry Hand; Restaurant Useful; Pantry Duties; General Maintenance; General labouring.	Level 0 Step 1
				Static Security Guard undertaking training; Cleaner undertaking training;	Level 0 Step 3
	1	78	38,947		
	2	80	39,188		
	3	82	39,430		
Level 1				Porter; Waiting - Food and/or Drink; Cashier/Receptionist; Handyman-non trade; House Attendant (room cleaner); Yardman; Landscape Gardeners Assistant; Groundsman; Assistant Greenkeeper; Static Security Guard; Caretaker; Cleaner.	Level 1 Step 1
				Cook (non-trade); Security Officer; Cleaner using specialised equipment; Retail employee; Driving duties;	Level 1 Step 3
	1	88	41,396		
	2	90	42,056		
	3	92	42,704		
	4	94	43,358		
Level 2					Level 2 Step 1
	1	96	44,006		
	2	99	44,907		
	3	100	45,313		
Level 3				Qualified Cook; Head Waiter; Landscape Gardener; Greenkeeper; Tradesperson; Driver; retail supervisor.	Level 3 Step 1
	1	100	45,313		
	2	105	47,098		
	3	107	47,875		
	4	110	49,092		
Level 4				Qualified Cook in charge of other cooks; Landscape Gardener; Greenkeeper; Head security officer; Cleaning Supervisor; Driver.	Level 4 Step 1
	1	112	50,972		
	2	115	51,235		
	3	118	52,580		

1.20 Junior rates

1.20.1 The Junior rates provided in this clause will only apply to Level 0 and Level 1.

1.20.2 Junior employees will be paid the following percentage of the adult rate:

Under 16 years	55%
Under 17 years	65%
Under 18 years	75%
18 years and thereafter	100%

1.19 Classification Structure - Services Staff, other than School Officers, Boarding Supervisors, Childcare employees and Nurses.

Under 16 years Level	Relativity (%)	Wages		Indicative Occupational Titles	Commencement Level
		2012	p/w (\$)		
Level 0				Kitchen hand; Kitchen Cleaner; Cooks Assistant; General Waiting Laundry Hand; Restaurant Useful; Pantry Duties; General Maintenance; General labouring.	Level 0 Step 1
				Static Security Guard undertaking training; Cleaner undertaking training;	Level 0 Step 3
	1	78	746.42		
	2	80	751.05		
	3	82	755.67		
Level 1				Porter; Waiting - Food and/or Drink; Cashier/Receptionist; Handyman-non trade; House Attendant (room cleaner); Yardman; Landscape Gardeners Assistant; Groundsman; Assistant Greenkeeper; Static Security Guard; Caretaker; Cleaner.	Level 1 Step 1
				Cook (non-trade); Security Officer; Cleaner using specialised equipment; Retail employee; Driving duties;	Level 1 Step 3
	1	88	793.36		
	2	90	798.90		
	3	92	818.42		
	4	94	830.95		
Level 2					Level 2 Step 1
	1	96	843.37		
	2	99	860.63		
	3	100	868.43		
Level 3				Qualified Cook; Head Waiter; Landscape Gardener; Greenkeeper; Tradesperson; Driver; retail supervisor.	Level 3 Step 1
	1	100	868.43		
	2	105	902.63		
	3	107	917.52		
	4	110	940.83		
Level 4				Qualified Cook in charge of other cooks; Landscape Gardener; Greenkeeper; Head security officer; Cleaning Supervisor; Driver.	Level 4 Step 1
	1	112	976.88		
	2	115	981.91		
	3	118	1,007.69		

1.20 Junior rates

1.20.1 The Junior rates provided in this clause will only apply to Level 0 and Level 1.

1.20.2 Junior employees will be paid the following percentage of the adult rate:

Under 16 years	55%
Under 17 years	65%
Under 18 years	75%
18 years and thereafter	100%

1.21 Classification structure - Characteristics

Level 0

Competency

- Exercises minimal judgement. Performs routine duties of a manual nature.
- Not required to provide more than basic problem solving skills.

Supervision

- Works under close direction using established routines and procedures with little scope for deviation.
- Requires regular supervision.
- Usually operates within a team with very limited authority.

Supervision of Others

- Does not supervise other employees.

Experience / Qualifications

- Junior Certificate or equivalent is the minimum formal qualification. No experience is required.

Level 1

Competency

- Competency at this level involves application of knowledge and skills to a limited range of tasks and roles
- There is a specific range of contexts where the choice of actions required is clear
- Competencies are normally used within established routines, methods and procedures that are predictable
- Judgment against established criteria is also involved

Supervision

- Works under direct and/or routine supervision depending on function.
- Work is intermittently checked, and may be reviewed on completion.
- May take the form of general guidance where working in teams is involved.
- May involve detailed instructions in some situations.

Supervision of Others

- An employee at this level will have no supervisory responsibilities
- An experienced employee may assist others by providing peer support in the completion of routine tasks
- An experienced employee may assist others by providing peer support in the completion of routine tasks

Experience / Qualifications

- Junior Certificate or equivalent is the minimum formal qualification. No experience is required.

Level 2

Competency

- Competency at this level involves application of knowledge and skills to a range of tasks and roles
- There is a defined range of contexts where the choice of actions required is clear
- There is limited complexity of choice
- Competencies are normally used within well established routines, methods and procedures
- Discretion and judgement about possible actions are involved in some cases

Supervision

- Works under direct and/or routine supervision depending on function.
- Work is intermittently checked.
- May take the form of general guidance where working in teams is involved.
- May involve detailed instructions in some situations;

Supervision of Others

- An employee at this level will have no supervisory responsibilities
- An experienced employee may assist others by providing peer support in the completion of routine tasks

Experience / Qualifications

- Junior Certificate or equivalent is the minimum formal qualification. No experience is required.

Level 3

Competency

- Competency at this level involves application of knowledge with depth in some areas and a broad range of skills
- Fully competent and experienced in a technical sense and requires little guidance. Over time the employee will demonstrate understanding of a broad knowledge base.
- There is a range of roles and tasks in a variety of contexts
- There is some complexity in the extent and choice of actions required
- As the employee gains experience they may be asked to identify, analyse and evaluate information from a variety of sources
- Competencies are normally used within routines, methods and procedures
- Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
- Good interpersonal and communication skills.

Supervision

- Works under limited supervision.
- Work may be checked in relation to overall progress
- May take the form of broad guidance.
- May involve a level of autonomy when working in teams.

Supervision of Others

- Operates with autonomy individually or within a work team. Over time the employee may be asked to lead or supervise a work team.
- An employee may have limited responsibility for guidance of the work of others
- Team co-ordination may be required

Experience / Qualifications

- Tertiary qualifications at Certificate level, or completion of an apprenticeship, or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Level 4

Competency

- There is a wide variety of tasks and roles in a variety of contexts.
- There is complexity in the ranges and choice of actions required
- Competencies are normally used within a variety of routines, methods and procedures
- Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services actions and achieving outcomes within time constraints.

Supervision

- Work is carried out under general supervision.
- Progress and outcomes sought are under general guidance.

Supervision of Others

- The work of others may be supervised
- Responsibility for the work and organisation of others in limited areas.
- Teams may be guided or facilitated.
- Training of subordinate staff may be required

Experience / Qualifications

Tertiary qualifications at Certificate level, or completion of an apprenticeship, or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Description of Skills and Duties

Grounds, greens, gardening employees

Level 0	Level 1	Level 2	Level 3	Level 4
<p>0.6.1 General Maintenance involving a limited range of tasks and skills.</p> <p>0.6.2 General labouring under the direct supervision of a higher level employee</p>	<p>1.6.1 Assists in the maintenance of playing surfaces, including setting up of greens, top dressing, and fertilising where limited discretion and judgement is involved.</p> <p>1.6.2 Chemical & other spraying using well established routines methods and procedures.</p> <p>1.6.3 Non Trade maintenance of equipment/machinery.</p> <p>1.6.4 Operation of machinery where limited discretion and judgement are required.</p> <p>1.6.5 Planting and maintaining trees and gardens under routine supervision</p> <p>1.6.6 Pruning shrubs and small trees and under routine supervision</p> <p>1.6.7 Tending to plants (both indoor and outdoor) under routine supervision</p> <p>1.6.8 Set out and mark fields for play using well established routines methods and procedures</p>		<p>3.6.1 Construction and maintenance of playing surfaces and gardens where there is some complexity in the extent and choice of actions required</p> <p>3.6.2 Transport, handle, store, prepare and apply chemicals in accordance with routines methods and procedures.</p> <p>3.6.3 Operates/Maintains wide range of machinery/equipment where some discretion and judgement is involved</p> <p>3.6.4 Installation and maintenance of irrigation & drainage systems</p> <p>3.6.5 Provides information plants and their culture where some discretion and judgement is involved</p> <p>3.6.6 Training and Supervising of lower level employees</p> <p>3.6.7 Implementing a paving project or retaining wall project where there is some complexity in the extent and choice of actions required.</p> <p>3.6.8 Erecting or constructing timber, concrete, brick, block or stone structures</p>	<p>4.6.1 Planning overall development facility in consultation with Management which requires discretion and judgement.</p> <p>4.6.2 Planning and implementing chemical use program where there is complexity in the ranges and choice of actions required.</p> <p>4.6.3 Supervising maintenance of machinery and equipment where discretion and judgement is involved</p> <p>4.6.4 Provides trades guidance and assistance</p> <p>4.6.5 Determine, implement, monitor and/or adjust seasonal irrigation schedules and tasks</p> <p>4.6.6 Supervising landscape project works where discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints</p> <p>4.6.7 Recommends plants and cultural practices requiring an application of knowledge with depth</p>

				<p>and features where there is some complexity in the extent and choice of actions required.</p>	<p>in some areas</p> <p>4.6.8 Sourcing goods/services and evaluating contractors where there is complexity in the ranges and choice of actions required.</p> <p>4.6.9 Operating within a budget framework where discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.</p>
--	--	--	--	--	--

Facilities and Maintenance employees (cleaning, security, driving, retail and trades)

Level 0	Level 1	Level 2	Level 3	Level 4
<p>0.7.1 Static Security Guard who is undertaking training. Duties are carried out under direct supervision. An employee at this level exercises minimal judgement.</p> <p>0.7.2 Cleaner who is undertaking training. Duties are carried out under direct supervision. An employee at this level exercises minimal judgement.</p>	<p>1.7.1 Control of movement of persons, vehicles, goods and/or property coming out of or going into premises or property in accordance with established routines methods and procedures.</p> <p>1.7.2 Respond to basic fire/security alarms at the designated post where there is a defined range of contexts where the choice of actions required is clear</p> <p>1.7.3 Monitoring, recording, or reacting to signals and instruments related to electronic surveillance of any kind within a central location within established routines, methods and procedures.</p> <p>1.7.4 Securing, watching, guarding and/or protecting as directed, including responding to and attending to alarm signals, including patrolling in a vehicle, where discretion and judgement about possible actions are involved in some cases. (An employee carrying out these duties will commence appointment at step 3)</p>		<p>3.7.1 Co-ordinating, monitoring or recording of the activities of security officers utilising a verbal communications system where some discretion and judgement is involved.</p> <p>3.7.2 Inputting information to alter the parameters within an integrated intelligent building management and/or security system where there is some complexity in the extent and choice of actions required.</p> <p>3.7.3 Supervision of cleaning and/or superintending and maintain a building or buildings and/or building equipment where there is some complexity in the extent and choice of actions required.</p> <p>3.7.4 Tradesperson's work in any of the maintenance or building trades.</p> <p>3.7.5 Driving a bus</p> <p>3.7.6 Supervising a retail type outlet.</p>	

	<p>1.7.5 Monitoring and responding to electronic intrusion, detection or access control equipment where discretion and judgement about possible actions are involved in some cases. (An employee carrying out these duties will commence appointment at step 3)</p> <p>1.7.6 General cleaning duties involving the application of knowledge and skills to a limited range of tasks and roles. This may also involve cleaning motor vehicles and checking fluid levels.</p> <p>1.7.7 Carpet cleaning - operating equipment used in any or all of the following methods - powder systems or liquid shampoo systems or hot water injection and extraction systems - commonly called "steam cleaning" - (An employee carrying out these duties will commence appointment at step 3)</p> <p>1.7.8 Cleaning windows on the exterior of multi-storied buildings from swinging scaffolds, boson's chairs, hydraulic bucket trucks</p>			
--	---	--	--	--

	<p>or similar devices (An employee carrying out these duties will commence appointment at step 3)</p> <p>1.7.9 Driving a motor vehicle, other than a bus.</p> <p>1.7.10 an employee engaged in the reception, sale, or delivery by hand of any goods for sale at a retail type outlet.</p>				
--	--	--	--	--	--